

CIMARRON MUNICIPAL SCHOOLS DISTRICT STUDENT DISCIPLINE MATRIX

District Vision:

District Mission:



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INTRODUCTION

The Student Discipline Matrix of the Cimarron Municipal Schools District describes inappropriate student behavior, prescribes equal disciplinary actions for misconduct and suggests specific actions for remediating prohibited behaviors. Administrators are to use reasonable judgment when administering the matrix. Nothing in this matrix shall be held to affect the due process rights of students or school employees or their use of any local school district grievance procedure. .

The matrix is based on the premise that rules must be consistently enforced. Further, the rules must be fair and firm and comply with the individual's constitutional and other legal rights. As students advance in age and maturity, they will assume greater responsibility for their actions. Staff implementing the matrix should recognize the differences in age and maturity, as well as mitigating circumstances, may require that different types of disciplinary action may be used. Assistance is available for students whose misbehavior is related to the use of alcohol or other drugs. The disciplinary actions listed in the matrix indicate the range and the degree of severity of the negative consequence.

This matrix is designed to ensure that each classroom will have a climate of order, discipline, control, and learning as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. This matrix is also designed to follow Board Policy that governs student discipline. Therefore there is no ambiguity that these are the potential discipline consequences for students.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful process. The right to attend public school may be taken away permanently or lost temporarily by the student for violations of school rules.

Teachers, administrators and other school employees have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed. The enforcement of negative consequences may include notification to police authority when necessary by school administration.

This discipline policy represents the recommended guidelines in the disposition of discipline situations for the school settings. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases, administrative discretion will be exercised.

RESPONSIBILITIES AND RIGHTS OF PARENTS

Parent responsibilities:

- work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the students.
- visit the school regularly, obtaining a visitor's pass from the school office.
- plan the time and place for homework assignments and provide necessary supervision.
- assume the responsibility to release information for the benefit of the student.
- assume the responsibility of informing the school of any information useful in making appropriate educational decisions for a student.
- assume the responsibility to talk with the student about school activities and expected behavior.
- assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
- recognize that in the school the teacher stands in the relation of parent and guardian to the student.
- instill in the student respect for the law, including the rights of others.
- be responsible for the periodic health examination of the student required by the law.
- work with the school in the best interest of the students through the PTA, VIPs, Building Advisory Committees, the District Advisory Committee, volunteer activities and other school organizations.
- attend parent-teacher conferences as scheduled.

Parent rights:

- receive regular official reports of the student's academic performance.
- inspect, copy, and challenge, according to the appropriate guidelines, any and all information contained in the student's records.
- an explanation of the basis for any mark given by the teacher.
- be granted access to all student records pertaining to the student.
- have updated and accurate information regarding attendance and grades for their student, via PowerSchool.
- communicate with staff regarding their student and receive a timely response from staff, during school hours.
- be given information concerning the complete program offered in the school.
- participate in local school organizations and volunteer activities.
- request and be granted a conference with the teacher.

- request and be granted a conference with the principal, after having the initial meeting with the teacher, if needed.

RESPONSIBILITIES AND RIGHTS OF STUDENTS

Student's responsibilities:

- do their best to achieve excellence in personal conduct and academics.
- make every effort to graduate from high school.
- contribute to and assist in providing a good learning climate.
- attend school and class every day school is in session, be on time, and come prepared to learn.
- exhibit good sportsmanship, be honest and courteous.
- respect the individual rights of fellow students, school personnel, and others, while setting a good example for their peers.
- make every effort to improve their performance upon notification of unsatisfactory progress.
- participate in activities in a gracious manner that provides for due respect and dignity.
- have pride in your school.
- respect school property.
- respect the property of others.
- dress and groom themselves according to school district policies.

Student's Rights:

- a free and appropriate public school education.
- be informed about the guidance services and co-curricular activities available in their school.
- request counseling.
- be guaranteed equal treatment in every aspect of the educational system.
- an explanation of the basis for any marks given.
- fundamental guarantees of free speech, press and assembly.
- information on school policies and rules.
- appeal a decision pertaining to an absence.
- make up class work after an excused absence, based on the attendance policy.
- reasonable, fair, courteous and consistent treatment that does not violate their rights.
- due process when being considered for disciplinary consequences.
- a formal due process hearing before a hearing officer when being considered for long term suspension or expulsion.
- receive all educational services, when married and or pregnant, under the same conditions afforded other students.
- privacy in their personal possessions, subject to the rights of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.
- participate in authorized student organizations.
- assistance in obtaining help for an alcohol or a drug related problem.

RESPONSIBILITIES AND RIGHTS OF TEACHERS AND STAFF

Teachers and Staff Responsibilities:

- be guided by professional ethics in their relationship with students, parents, the community, and other school personnel.
- devote themselves exclusively to their duties during school hours.

- inform parents about the academic progress and conduct of their children, using established district wide criteria.
- indicate, by attitude and action, genuine concern and respect for each student.
- plan and conduct a program of instruction that captures the interest and meets the needs of each student.
- manage classroom routines so that they contribute to the program of instruction and the development of civic responsibility.
- be sensitive to the behavior of each student, and work with the student assistance personnel.
- know and enforce the rules of the school courteously, consistently, and fairly, and deal with misconduct quickly, firmly and impartially.
- keep information in PowerSchool, regarding attendance and grades, accurate and updated frequently.
- attend to job duties and be punctual.
- observe the basic standards of cleanliness, modesty, and good grooming.
- dress appropriately for the business of educating children.

Rights of teachers and staff:

- be present at any disciplinary conference concerning serious classroom or school disruption of students in their charge.
- Be free from school duties, including communication, during non-school hours or events.
- be free from any physical or verbal threats while carrying out their teaching and other duties.
- a positive, unencumbered teaching environment.
- respect for individual rights.
- be guaranteed equal treatment in every aspect of the educational system.

DEFINITIONS OF DISCIPLINARY ACTIONS

Mediation – At the discretion of the school administrator mediation may be utilized as a consequence when appropriate. Mediation would consist of an intervention in a dispute in order to resolve it. This could be a staff guided student-to-student mediation or a student-to-staff mediation. This does not include school led parent-to-parent mediations.

Student Conference (could be held with teacher, parent, administrator, and/or counselor)

– The student will be talked with regarding behavior/event and any necessary consequences, if applicable, and expected student behavior will be agreed upon. The staff member has the option of notifying parent(s) regarding such conferences, but parent approval is not required. Minor behaviors, with minor intervention and/or redirects, do not require parent notification. Major or repeated behaviors will be communicated to parents, along with any consequences, to encourage parent participation in supporting the student's behavioral success.

Student Behavior Contract – An agreed upon statement of the expected student behavior, along with any rewards and/or consequences, may be signed between the student and the teacher, counselor, and/or administrator. A copy of the statement is maintained in the student's file, with either the teacher, counselor, and/or administrator, and is shared with the parent.

Health/Safety Assessment and Intervention – A referral to an agency outside of the school system for a determination of the severity of drug and/or alcohol use. Follow up counseling to be a required action.

Detention – The student is required to remain inside or is otherwise restricted at times when other students are free for recess or to leave school. The authority of the schools to supervise

and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure.

Restitution – The act of compensating for loss, damage or injury, or restoring to the rightful owner an article taken.

Compliance – Adherence to the rules and regulations of school handbook and/or Board of Education policy prior to re-admittance to school. For example – a dress code violation would require full adherence to proper dress, as governed by the school handbook and/or Board of Education policy, prior to a student being readmitted to school.

Suspension includes the following three degrees of suspension:

In-School Suspension – The student remains in school. All privileges are suspended, regular classes are not attended. The student is required to complete all assignments sent to him or her while being held in in-school suspension. The action is recorded in the student's discipline file.

Short Term Out-of-School Suspension – (*1 to 10 days*). The student is not allowed to attend school for the period of the suspension and will be considered as trespassing if present on school grounds during the period of suspension, unless permission is granted by administration. The student is required to complete all assignments sent to him or her while under suspension.

Long Term Out-of-School Suspension – (*more than 10 days*). The student is not allowed to attend school for the period of the suspension and will be considered as trespassing if present on school grounds during the period of suspension, unless permission is granted by administration. The student is required to complete all assignments sent to him or her while under suspension.

Police Notification – An incident report is filed with the police department. If the action occurs during school hours or events, and school consequences are also administered, then the action is recorded in the student's discipline file. Police make the determination as to whether arrest is warranted. The principal or administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest.

Arrest – A complaint is filed with the police by the school. The principal or administrator must swear out a complaint if arrest is warranted.

Expulsion – Permanent removal of a student from the Cimarron Municipal Schools District.

Service to the School District – Time spent in duties as compensation to the school district for misconduct. (for example – cleaning off graffiti caused by the student).

Positive Behavior Support – A system to increase appropriate social behavior in all school settings.

Progressive Discipline – A process of using increasingly severe steps or measures when a student fails to correct a problem behavior after being given a reasonable opportunity to do so. Negative behaviors, with the exception of severe behaviors, will receive two interventions from the teacher(s) (varying from a verbal redirect to consequences, such as a time out, detention, etc), before being referred to the school administrator on the third occurrence for the same repeated behavior. Severe behaviors may result in an immediate referral to the principal.

Note: Although not specifically identified under each disciplinary action, counseling by a school counselor, staff member or administrator may be included as part of any consequence.

STUDENT DISCIPLINE MATRIX

Level 1 (Parent Notification by teacher recommended for 1st offense; required for 2nd and 3rd offense) *If consequence is suspension or greater, parent notification will be made by principal or lead teacher			
Behavior/Definition	1st Offense	2nd Offense	3rd Offense
Rudeness (When someone says or does something <i>unintentionally</i> hurtful and does it once)	Conference/Warning	Conference to Detention Parent Notification	Detention to ISS Parent Notification
Meanness (When someone says or does something <i>intentionally</i> hurtful and does it once)	Conference to Detention Parent Notification	Multiple days of Detention to 1 day ISS Parent Notification	1-3 Days ISS Parent Notification
Horseplay (Any student conduct or action that, based upon the reasonable judgment of school staff, 1.) Threatens or risks physical safety of staff, students, or visitors; 2.) May damage school materials or property; 3.) Disrupts the learning process or the learning environment.)	Conference to 1-2 days detention Parent Notification	Multiple days of Detention to 1 day ISS Parent Notification	1-3 Days ISS Parent Notification
Ditching (Failure to report to class without prior permission, knowledge, or excuse by the school or parent, but still present within school; ex—hanging out in hall)	Detention or Up to 1 Day ISS Teacher Interventions Parent Notification	Up to 2 Days ISS Teacher Interventions Parent Notification	3 Days ISS Parent Notification Teacher Interventions Behavior Contract
Dress Code Violation (Dressing or grooming in a manner which disrupts the teaching and learning of others and does not conform to the standards of the school handbook)	Parent Notification Conference/Warning Options: Change into other clothing they have or Clothing provided by school Be sent home	Parent Notification Conference/Warning Options (Same as 1st offense) up to 1 Day ISS	Parent Notification Up to 2 Days ISS Same as 1st Offense 4th Offense could result in OSS
Tardy (Failure to be in class at the assigned time without a valid excuse; late)	Verbal warning	Verbal Warning Parent Notification	Parent Notification Detention (more than 3 could also equal unexcused absence on attendance contract)
Cheating or Plagiarism (The acts of knowingly using another student's work or a piece of work from an outside source as one's own. The utilization of one's own notes or another's work for testing/assignments without permission.)	Loss of Assignment Credit Detention to 1 day ISS Parent Notification	Loss of Assignment Credit Parent Notification Up to 1 day ISS	Loss of Assignment Credit Parent Notification 1-3 days ISS
General Disruptive Conduct (profanity (not directed at others), dishonesty, wearing, verbalizing, or displaying of items, words, slogans, or other minor actions that disrupt the educational environment)	Teacher Interventions: redirection, restorative practices, written assignment Parent Notification Detention	Teacher Interventions: redirection, restorative practices, written assignment Parent Notification Detention or up to 1 day ISS	Teacher Interventions: redirection, restorative practices, written assignment Parent Notification 1 Day ISS
Public Display of Affection (physical displays of affection beyond hand holding or side friend hug)	Verbal Warning	Parent Notification Detention or 1 Day ISS	Detention or 1 Day ISS

Level 2 (Parent Notification by teacher required for each offense) *If consequence is suspension or greater, parent notification will be made by principal or lead teacher			
Behavior/Definition	1st Offense	2nd Offense	3rd Offense
Aggressive/Hostile Behavior	2 Days ISS Parent Notification	3 Days ISS Parent Notification	1 Day OSS Parent Conference Behavior Contract
Use of Profanity, vulgarity, or verbal harassment of a student(s) (Writing, saying, or making gestures which convey a grossly offensive, intimidating obscene, or sexually suggestive message toward a student(s). Disturbing consistently a student(s), by pestering or tormenting in the classroom or elsewhere on the school sites.)	Detention Conference	Multiple Detentions to 1-2 Days ISS	2-4 Days ISS
Chronic Disruptive Conduct	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Behavior Contract Parent Notification
Unallowed Use or Misuse of Electronic Devices (including, but not limited to cell phones, smart watches, computers, tablets, laptops, etc.) (Unallowed use of phones for making or responding to calls, texts, messages, etc on school grounds or at school functions during instructional time or at any time when instructed by school personnel that such use is impermissible, disruptive or inappropriate;; using devices to take unauthorized photos, videos, or audio; use of electronic devices to violate any other school rules/unallowable behaviors; violation of technology use agreement)	Device confiscated, locked up in the office, picked up by the student at the end of the day	Device confiscated, locked up in the office, picked up by a parent at the convenience of the staff.	Device confiscated, locked up in the office, picked up by a parent and the parent will pay a \$15 fine. Monies will go to the PBIS committee.
Truancy (Leaving the school campus once having reported to the school campus or class without prior permission, knowledge, or excuse by the school or the parent.)	1-2 Days ISS Parent Notification Possible Makeup of lost time	2-3 Days ISS Parent Notification Possible Makeup of lost time	3-4 days ISS Parent Notification Behavior Contract Possible Makeup of lost time
Forgery (The act of falsifying a person's name, or altering any school document or communication and/or fraudulent use of school documents.)	Teacher Interventions Parent Notification Possible 1-2 Days ISS	2-4 Days ISS Parent Notification	3-4 Days ISS-2 Days OSS Parent Notification Behavior Contract
Inappropriate Physical Contact (Shall include but not limited to the acts of intentionally pushing, shoving, bumping, running into, tripping or grabbing a student or school personnel.)	1-2 Days ISS Parent Notification	2-4 Days ISS Parent Notification	3-4 Days ISS-2 Days OSS Parent Notification Behavior Contract
Fighting, including instigating, pushing, physical contact (Escalated physical conflict between two or more individuals. (student to student)	2 Days ISS Parent Notification	4 Days ISS Parent Notification	Elementary: 2-4 Days OSS Secondary (MS/HS): 4-10 Days OSS
Inappropriate Bus Behavior (The act of violating the bus policy agreement)	Refer to Bus Policy (includes possible loss of bus usage privileges)		
Insubordination, Defiance of Authority, or Showing Disrespect toward school personnel or visitors (Failure to follow a reasonable direction issued by authorized school personnel; rude or offensive language and/or conduct directed to, or in	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS or 1 Day OSS Parent Notification Behavior Contract

response to, staff or visitors)			
Level 3 (**Parent Notification required by principal/lead teacher for each offense; Law enforcement referral may be filed on all Level 3 Infractions**)			
Behavior/Definition	1st Offense	2nd Offense	3rd Offense
Arson (Intentionally starting any fire or combustion on school property.)	10 Days OSS Pending Hearing	10 Days OSS to Expulsion	Expulsion
Assault/Battery (Physical) of a Staff Member (specific intentional physical harm without consent)	10 Days OSS Pending Hearing	10 Days OSS to Expulsion	Expulsion
Assault (Verbal) of a Staff Member and/or Visitors (including intimidating or threatening remarks and/or directed profanity (Directing written statements, verbal comments, or physical gestures at staff or school visitors that convey profane, grossly offensive, harassing, intimidating, obscene, inappropriate, or sexually suggestive messages; if stated or displayed at any school related function)	2-4 Days ISS or 1-2 Days OSS	2-4 Days OSS	4-10 Days OSS Possible Hearing
Bullying/Cyberbullying/Harassment (When someone says or does something <i>intentionally</i> hurtful and does it <i>more than once</i> , even when you tell them to stop or show them you're upset, to someone who is less powerful (Deliberate, Repeated, Targeted) Cyberbullying is the same, done via internet/electronic devices/social media/etc.)	Elementary: Detention to 1 day ISS Secondary (MS/HS): 2-4 Days ISS or 1-2 Days OSS Admin will share policy with the victim.	Elementary: 2-4 Days ISS or 1-2 Days OSS Secondary (MS/HS): 2-4 Days OSS Admin will share policy with the victim.	Elementary: 2-4 Days OSS Secondary (MS/HS): 4-10 Days OSS Admin will share policy with the victim.
False Alarm (Reporting of false emergencies to school or fire officials or students; false 911 call. Creating a disturbance by setting off a fire alarm without reasonable belief that an emergency exists.)	2-4 Days ISS or 1-2 Days OSS	2-4 Days OSS	3-6 Days OSS
Bomb Threats/Explosives, or possession of (Reporting to school, police or fire officials the presence of a bomb on or near school property without reasonable belief that a bomb is present on school property; possessing bombs or incendiary/explosive devices)	10 Days OSS Pending Hearing	10 Days OSS to Expulsion	Expulsion
Assault/Battery (physical) of a student or students by one or more students (specific intentional physical harm without consent)	3-6 Days OSS Mediation	5-8 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Personal Substance Abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances, tobacco, inhalants, vapes, e-cigarettes and/or paraphernalia including OTC drugs and prescription drugs)	2-4 Days OSS (could be greater if illegal drugs, substances, or alcohol)	5-7 Days OSS and preventative class (could be greater if illegal drugs, substances, or alcohol)	7-10 Days OSS and preventative class (could be greater if illegal drugs, substances, or alcohol)
Selling or Distributing Alcohol, Drugs, Look-a-likes, or Other Controlled Substances Including OTC Drugs or Prescription Drugs	4 Days OSS (could be greater if illegal drugs or alcohol)	7 Days OSS and preventative class (could be greater if illegal drugs or alcohol)	10 Days OSS and preventative class (could be greater if illegal drugs or alcohol)

Reckless Vehicle Use (Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process.)	1-2 Days ISS Possible Restriction of Vehicle Use	2-4 Days ISS or 1-2 Days OSS Possible Revocation of Vehicle Use	4 Days ISS or 2 Days OSS Automatic Revocation of Vehicle Use
Sexual Harassment toward Students, staff members, and/or visitors (Behavior, including gestures, physical contact, or words that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome, which would cause a reasonable person of that sex to feel uncomfortable or offended or when the conduct, by its nature, is clearly unwelcome or inappropriate.)	2-4 Days ISS or 1-2 Days OSS Admin will share policy with victim; investigation pending based upon policy	2-4 Days OSS Admin will share policy with victim; investigation pending based upon policy	4-10 Days OSS Admin will share policy with victim; investigation pending based upon policy Possible Hearing
Student Trespassing (Unlawfully entering any school property or into school facilities without proper authority. Includes any school entry during a period of out of school suspension.)	2-4 Days ISS or 1-2 Days OSS	2-4 Days OSS	4-10 Days OSS Possible Hearing
Theft/Larceny/Extortion/Coercion/Blackmail (Taking property belonging to the school or any individual or group without prior permission. Knowingly being in possession of stolen property, goods or contraband. Obtaining money or property, or the threat of taking money or property, from a person by force or threat of force, aggression or reprisal.)	2-4 Days ISS or 1-2 Days OSS Possible Restitution	2-4 Days OSS Restitution	4-10 Days OSS Restitution Possible Hearing
Vandalism (involved in altering, defacing or destroying school or private property, including technology) (Maliciously and intentionally causing damage to school property or the property of others. Also includes situations in which minor damage can be repaired or replaced at no cost to the school district. Family will be held responsible for damages.)	2-4 Days ISS or 1-2 Days OSS Loss of Privileges Possible Restitution	2-4 Days OSS Loss of Privileges Restitution Pending Hearing	4-10 Days OSS Loss of Privileges Restitution Pending Hearing
Possession of Weapons/Firearms (Using a weapon or the threat of a weapon to threaten another person with bodily injury or to cause injury; possession, use, or threat to use a firearm)	3-10 Days OSS Pending Hearing	10 Days OSS to Expulsion	Expulsion