

EAST LAKE HIGH SCHOOL MASTER DISCIPLINE MATRIX

The East Lake High School faculty and administration are committed to helping students succeed during their high school career. The faculty and administration are committed to making every reasonable effort to communicate with the students and parents in resolving discipline problems.

Major discipline infractions are referred to the Assistant Principal after all reasonable efforts have been exhausted by the teacher.

Please note that numbers represent a Progression of Discipline but the bullets represent options of consequences for actions.

***Students are given their due process before any discipline consequences are determined and made.**

***Parent contact will occur with all referrals and warnings**

***The administration is the final judge of the application and interpretation of policies.**

(TIER 2 or TIER 3 – MAJOR) BULLYING, HARASSMENT, THREATS

Referral to Assistant Principal/School Resource Officer. Discipline assigned according to the nature of the incident. Incidents of bullying will be reported to the PCSB Prevention Office

(TIER 1 – MINOR) UNAUTHORIZED USE OF ELECTRONIC DEVICES/HEADPHONES

Electronic devices are allowed before school, during transitions, at lunch and after school but **not** during class (*referral at 3rd offense*):

- (1) Teacher redirects student – student warning
- (2) Teacher redirects student and contacts parent – student warning
- (3) Referral (Detention / *teacher collects device – returns end of period*)
- (4) Referral (Detention / *teacher collects device and brings to Student Services – student collects end of school day*)
- (5) Referral (ISS – One Full Day / *teacher collects device and brings to Student Services – parent collects and potential device contract*)

****Failure to comply is considered “Defiance.”**

(TIER 1 – MINOR) ACADEMIC HONESTY

Students are expected to be academically honest. The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment would violate this. The use of Artificial Intelligence on assignments or assessments will be considered a violation of the Academic Honesty policy and will be subject to the discipline consequences outlined in the Student Code of Conduct.

In addition to disciplinary action, the teacher must record a “0” for each incident of academic dishonesty (*referral at 2nd offense*):

- (1) “0” on test or assignment, teacher contacts parent
- (2) Referral (Detention)
- (3) Referral (ISS – One Period)

(TIER 2 – MAJOR) DEFIANCE OR DISRESPECT DIRECTED TO A STAFF MEMBER

- (1) Referral (Detention)
- (2) Referral (ISS – One Period)
- (3) Referral (ISS – One Full Day)
- (4) Referral (OSS – One Full Day)

(TIER 3 – MAJOR) DRUGS/ALCOHOL/ILLEGAL SUBSTANCES

- (1) Referral (OSS – Two Full Days / ISS – One Full Day / *FACE IT*)
- (2) Referral (OSS – Three Full Days / *Recommendation for Reassignment*)

(TIER 2 - MAJOR) FAILURE TO IDENTIFY / GIVING FALSE IDENTITY / FORGERY

- (1) Referral (ISS – One Full Day)
- (2) Referral (OSS – One Full Day)

(TIER 1 – MINOR) FAILURE TO REPORT TO THE OFFICE WITH A DISCIPLINE REFERRAL OR AS DIRECTED BY A STAFF MEMBER

This penalty is in addition to action taken for referral.

- (1) Referral (ISS – One Period)
- (2) Referral (ISS – One Full Day)
- (3) Referral (OSS – One Full Day)

(TIER 3 – MAJOR) FIGHTING

- (1) Referral (OSS – Three Full Days)

(TIER 2 – MAJOR) GENERAL PROFANITY, OBSCENE/INAPPROPRIATE LANGUAGE AND/OR GESTURES, RACIAL SLURS

- (1) Referral (Detention)
- (2) Referral (ISS – One Full Day)
- (3) Referral (OSS – One Full Day)

(TIER 2 or TIER 3 – MAJOR) INAPPROPRIATE INTERNET/COMPUTER USE

- (1) Subject to individual circumstances

(TIER 1 – MINOR) INFRACTIONS INVOLVING A MOTOR VEHICLE

(Speeding, reckless operation, parking in non-designated space or use of a vehicle to violate any school rules).

- (1) Warning
- (2) Warning (parent phone call)
- (3) Loss of parking privileges on campus

(TIER 1 – MINOR) MISSING A DETENTION

- (1) Reschedule/Warning (Double Detention)
- (2) Referral (ISS – One Full Day)
- (3) Referral (ISS – One Full Day)

(TIER 2 – MAJOR) PROFANITY, OBSCENE LANGUAGE AND/OR GESTURES DIRECTED TO STAFF MEMBER

- (1) Referral (ISS – One Full Day)
- (2) Referral (OSS – One Full Day)

(TIER 2 – MAJOR) PUBLIC DISPLAY OF AFFECTION

- (1) Warning and/or Discipline Referral
- (2) Referral (Detention)
- (3) Referral (ISS – One Full Day)
- (4) Referral (OSS – One Full Day)

(TIER 1 – MINOR) CLASSROOM DISRUPTION

- (1) Teacher redirects student – student warning / classroom consequence
- (2) Teacher redirects student and contacts parents – student warning / classroom consequence
- (3) Referral (Detention or ISS – One Period)
- (4) Referral (ISS – One Full Day)
- (5) Referral (OSS – One Full Day)

(TIER 1 – MINOR) STUDENT DRESS CODE VIOLATIONS

Students will dress in accordance with the Student Code of Conduct. The administration shall be the final judge of whether or not student apparel is appropriate (*referral at 2nd offense*).

- (1) Office Staff Redirects (Change of Clothing / Recorded Warning)
- (2) Office Staff Redirects (Change of Clothing / Recorded Warning)
- (3) Referral (Detention)
- (4) Referral (Double Detention)
- (5) Referral (ISS – One Full Day)

(TIER 1 – MINOR) TARDIES

For all tardies, students will get a pass from Student Conductor – tardies always to be logged into *FOCUS* by teacher:

- (1-5): Warning
- (6): Detention (30 min)
- (7): Detention (30 min)
- (8): Detention (60 min)
- (9): ISS – One Full Day + admin parent contact/conference
- (10): ISS – One Full Day + admin parent contact/conference
- (11+): Referral (Defiance/Insubordination – see admin)

(TIER 2 – MAJOR) TOBACCO PRODUCTS

In addition to the following consequences, use of tobacco on School Board property or at a school sponsored activity may result in a possible fine from law enforcement.

- (1) Referral (ISS – One Full Day / Know-The-Truth Course)
- (2) Referral (ISS – Two Full Days / Tobacco Clinic Course)
- (3) Referral (OSS – One Full Day / FACE IT Program)

**** E-cigarettes and vapor cigarettes are handled the same as tobacco products.**

(TIER 1 – MINOR) SKIPPING ONE/LEAVING CAMPUS

- (1) Referral (Detention)
- (2) Referral (Double Detention)
- (3) Referral (ISS – One Full Day)

(TIER 1 – MINOR) UNAUTHORIZED AREA

Examples are the student parking lot while school is in session and areas designated as not approved during lunch. If a student has an emergency need to go to these areas, he/she must have administrative approval.

- (1) Referral (Detention)
- (2) Referral (Double Detention)
- (3) Referral (ISS – One Full Day)

(TIER 2 – MAJOR) OPENING/PROPPING EXTERIOR GATES and/or LOCKED GATES

All exterior gates are to remain closed at all times throughout the school day, except when authorized students are leaving on a Permit to Leave or have a daily release period(s). After the start of the day, all students are to enter and check in through the main office. Students that open the gate for a peer and students that have their peer open the gate for them will receive:

- (1) Referral (ISS – One Full Day)
- (2) Referral (ISS – Two Full Days)
- (3) Referral (OSS – One Full Day)