

# LOOGOOTEE MIDDLE SCHOOL

## Disciplinary Chart

The chart below is to serve as a guide as to recommended disciplinary procedures which will be used at Loogootee Middle School. Offenses not addressed in the chart will be handled in a manner consistent with the overall disciplinary philosophy of Loogootee Middle School. Administrators may skip steps and increase all discipline guidelines if needed.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Alcohol/Drug/ Paraphernalia Violation	OSS and Recommend to expel (Police called)			
Bullying (must meet State definition) / Intimidation / Harrassment & Sexual	1 ISS/CASS to 5 OSS to expel	2 ISS/CASS to 10 OSS to expel	Recommend Expel	
Cell Phone / Electronic Device (includes taking picture/video with phone)	Confiscation - Student Pick Up	1 ASD + PC & Confiscation	1 TS + PC & Confiscation for week	1 ISS & Confiscation for term
Class Disruption/Class Rules (Minor)	1 Day CS	2 Day CS + PC	3 Day CS + PC	Poss. remove from class
Class Disruption (Major)-Insubordinate and/or Leaving Class w/o Permission	1 TS	1 ISS/CASS	2 ISS/CASS	2-5 Days OSS
Cheating/Plagiarism	"0" & up to 2 ASD	Up to 2 Days ISS/CASS & "F" for 9 wks.	2 ISS/CASS up to 2 Days OSS & "F" for semester	
Defacing Property	Restitution and 1 ASD	Restitution and 1 TS	Restitution & up to 2 ISS/CASS	Restitution and OSS
Defiance/Disrespect to School Personnel / Providing False Info to Staff	1 TS	2 ISS/CASS	3-5 Days OSS	Recommend Expel
Defiance (Major)	Up to 10 Days OSS and Possible Expulsion			
Disruption of Learning (Boycotts, etc.)	5 Days OSS	OSS with Recommendation to Expel		
Dress Code Violation	Change & Warning	Change & 1 ASD	Change & 1 TS	Change & 1 ISS
Failure to Follow Rules/Requests – Includes not Serving Detention etc.	1 TS & Serve Missed Time	1 ISS/CASS + Missed Time	2 ISS/CASS + Missed Time	2-5 OSS + Missed Time
False Reporting/911/Bomb/Fire Alarm	Suspension with Recommendation of Expulsion and Subject to Prosecution under Indiana Law			
Fighting / Promoting / Provoking a Fight (Police may be called)	1 ISS/CASS up to 3 OSS	5 Days OSS to Expel	OSS/Recommend Expel	
Food or Drink Violation	1 LD	1 ASD	1 TS	2 TS
Forgery or Misuse of a Pass – includes False Attendance Call or Note	1 TS & Loss of Pass Privileges	1 ISS	2 ISS/CASS	Up to 5 Days OSS
Harassment / Ridicule of Other Student	1 ISS	2 ISS	3-5 Days OSS	Recommend Expel
Inappropriate Affection "PDA"	Warning/Guidance Meeting + PC	2 LD	1 TS	1 ISS
Insubordination (Belligerence) / Interference w/ Authority (Lying)	2 ISS/CASS to 3-5 Days OSS	FiveDays OSS up to Recommend to Expel		
Out of Area w/o Permission	1 ASD	2 ASD	1 TS	1 ISS
Physical Attack on Staff/Student	10 days OSS and possible Expel (Police Called)		Recommendation for Immediate Expel	
Profanity / Abusive Language or Gesture to a School Employee	2 ISS/CASS to 3 OSS	5 OSS to Expel & Poss. C. Withdrawal	Recommend Expel	
Profanity / Inappropriate Language/ Gesture to student (spoken/written) / Teasing	1 ASD	1 TS	1 TS and 1 ISS	Up to 2 TS and/or 2 ISS/CASS
Refusing to be Searched	5-10 Days OSS to Possible Expel		Recommend to Expel	
Sexual Deviant Behavior/Sex Harassment	1 ISS/CASS to 5 Days OSS	2 Days ISS to 10 Days OSS to Recommendation Expulsion		
Theft (Major - Police Called)	Restitution & up to 3 Days OSS		OSS & Recommendation of Expulsion	
Threat to an Employee	1-10 Days OSS	10 OSS – Recommend Expel; Class D Felony		
Tobacco Violation or Lighter or Matches or E-cigarette	1 ISS or 1 CASS	Up to 3 OSS or CASS	Ten Days OSS to Expel	
Truancy / Leaving School w/o Permission or Skipping a Class	1 TS	1 TS & 1 ISS/CASS – Notify Probation	2 ISS/CASS up to 5 OSS	5 – 10 OSS to Expel
Vandalism	Restitution & up to 3 OSS	Restitution & 3-5 OSS	OSS and Recommend Expel	
Weapons/Knives/ Explosives/Firearms	Suspension with Recommendation of Expulsion (common sense will prevail based on circumstance)			

### Chart Legend

ASD = After School Detention	LD = Lunch Detention	PC = Parent Contact
CASS = Court Assisted School Suspension	ISS - In School Suspension	TS = Thursday School
CS = Class Suspension	OSS = Out of School Suspension	

# LOOGOOTEE HIGH SCHOOL

## Disciplinary Chart

The chart below is to serve as a guide as to recommended disciplinary procedures which will be used at Loogootee High School. Offenses not addressed in the chart will be handled in a manner consistent with the overall disciplinary philosophy of Loogootee High School. Administrators may skip steps and increase all discipline guidelines if needed.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Alcohol/Drug/ Paraphernalia Violation	OSS and Recommend to expel (police called)			
Bullying (must meet State definition) / Hazing / Intimidation	1 day ISS to 5 days OSS to expel	2 days ISS to 10 days OSS to expel	Recommend expel	
Cell Phone / Electronic Device (includes taking picture/video with phone)	1-hour Th. School and confiscation for day	1:30 Th. School + PC and confiscation for day	2 Th. School + PC and confiscation for week	2-5 days OSS + PC and confiscation for term
Class Disruption/Class Rules (Minor)	1 day CS	2 day CS + PC	3 day CS + PC	Poss. remove from class
Class Disruption (Major)-Insubordinate and/or Leaving Class w/o Permission	1 Thursday School	1 day ISS	2 days ISS to 2 days OSS	2-5 Days OSS
Cheating/Plagiarism	"0" & up to 2 ASD	Up to 2 days ISS & "F" for 9 wks.	2 ISS up to 2 days OSS & "F" for sem.	
Defacing Property	Restitution and 1 ASD	Restitution and Th. School	Restitution and up to 2 days	Restitution and OSS
Defiance/Disrespect to School Personnel / Providing False Info to Staff	1 Thursday School	2 Days ISS	3-5 Days OSS	Recommend Expel
Defiance (Major)	Up to 10 days OSS and possible expulsion			
Disruption of Learning (Boycotts, etc.)	5 Days OSS	OSS with Recommendation to Expel		
Dress Code Violation	Change & Warning	Change & 1 ASD	Change & Thur. School	Change & 1 Day ISS
Driving/Parking Lot Violation	Warning	2 ASD + PC	1 Thur. School + PC	Suspend park privilege
Failure to Follow Rules/Requests – Includes not Serving Detention etc.	1 Thursday School and Serve Missed Time	1 Th. School and 1 ISS + missed time	2 Th. School or 2 days ISS+missed time	2-5 Days OSS + missed time
False Reporting/911/Bomb/Fire Alarm	Suspension with Recommendation of Expulsion and Subject to Prosecution under Indiana Law			
Fighting / Promoting / Provoking a Fight (Police may be called)	1 ISS up to 3 days OSS	5 days OSS up to Expel	OSS/Recommend Expel	
Food or Drink	1 LD	1 ASD	1 Thursday School	2 Thursday Schools
Forgery or Misuse of a Pass – includes False Attendance Call or Note	1 Thursday School & Loss of Pass Privileges	1 Th. School and 1 day ISS	Up to 2 Th. School and/or 2 days ISS	OSS up to 5 days
Harassment / Ridicule of Other Student	1 Day ISS	2 Days ISS	3-5 Days OSS	Recommend Expel
Inappropriate Affection "PDA"	Warning/guidance meeting + PC	2 LD	1 Thursday School	1 Day ISS
Insubordination (Belligerence) / Interference w/ Authority (lying)	2 days ISS to 3-5 days of OSS	Five days OSS up to recommend to expel		
Out of Area w/o Permission	1 ASD	2 ASD	1 Thursday School	1 Day ISS
Physical Attack on Staff/Student	10 days OSS and possible Expel (Police Called)		Recommendation for Immediate Expel	
Profanity / Abusive Language or Gesture to a School Employee	2 days ISS to 3 days OSS	5 days OSS to expel & poss. class withdrawal	Recommend expel	
Profanity / Inappropriate Language or Gesture (spoken or written)	1 ASD	1 Thursday School	1 Th. School and 1 ISS	Up to 2 Th. School and/or 2 Days ISS
Refusing to be Searched	5-10 Days OSS to possible expel		Recommend to expel	
Sexual Deviant Behavior/Sex Harass	1 day ISS to 5 days OSS	2 days ISS to 10 days OSS to Recommendation expel		
Theft (Major - Police Called)	Restitution & up to 3 Days OSS	OSS & Recommendation of Expulsion		
Threat to an Employee	1-10 Days OSS	10 OSS – Recommend expel; Class D Felony		
Tobacco Violation or Lighter or Matches or E-cigarette	1 day ISS or 1 day CASS	Up to 3 days OSS	Ten Days OSS to expel	
Truancy / Leaving School w/o Permission or Skipping a Class	1 Thursday School	1 Th. School and 1 day ISS – Probation notified	2 Days ISS up to 5 Days OSS	5 – 10 Days OSS to expel
Vandalism	Restitution & up to 3 days OSS	Restitution & 3-5 OSS	OSS and Recommend Expel	
Weapons/Knives/ Explosives/Firearms	Suspension with Recommendation of Expulsion (common sense will prevail based on circumstance)			

### Chart Legend

ASD = After School Detention	LD = Lunch Detention	PC = Parent Contact
CASS = Court Assisted School Suspension	ISS - In School Suspension	

## DEAN OF STUDENTS RESPONSIBILITIES

*The Dean of Students at Loogootee Middle/High School will be responsible for enforcing the consequences set forth in the 2016-2017 Disciplinary Charts for the below listed violations. The Dean of Students will also be responsible for maintaining proper documentation, contacting parents, and keeping building principals aware of discipline issues.*

### Violations:

1. Cell Phone / Electronic Devices

2. Class Disruption / Class Rules (Minor)  
- must be verified teacher has:  
(a) Conferenced with Student  
(b) Conferenced with Parents

3. Dress Code

4. Driving / Parking Lot

5. Failure to Follow School Rules (Mainly Failure to Serve Detention / Thursday School)

6. PDA

7. Out of Area w/o Permission

8. Profanity / Inappropriate Language / Gesture (written or spoken)  
NOTE: This does not apply when used toward a staff member. The principals are responsible for those situations.

9. Truancy