

Manchester High School Administrative Discipline Guidelines (Revised July 2019)

Conduct	Definition	1st Offense	2nd Offense	3rd Offense
Alcohol and Drugs A. Use/under the influence B. Possession C. Distribution	A. Under the influence of an intoxicant of any kind B. The possession of any drug, drug paraphernalia, alcoholic beverage, or illegal substance C. The distribution of any drug, alcoholic beverage, or illegal substance	A. 3 days ISS, parental notification; substance abuse prevention referral B. Up to 10 days OSS. Police notification C. Up to 10 days OSS. Police notification. Recommended expulsion	A. 5 days ISS, parental notification. B. 10 days OSS. Police notification. Superintendent hearing. Recommended expulsion	A. 5 days ISS, parental notification. B 10 days OSS. Police notification. Superintendent hearing. Recommended expulsion
Assault	A physical act causing harm to any person	5 days OSS. Police notification; referral to counseling.	10 days OSS. Police notification. Expulsion hearing	10 days OSS. Police notification. Expulsion hearing
Bullying/harassment	Overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student	Conference with admin; 1 day ISS; Parental notification; Referral to Student Support Center; Behavior Contract; At the discretion of the administrator, additional consequences may apply	Up to 3 days ISS. At the discretion of the administrator additional consequences may apply.	Up to 5 days ISS. At the discretion of the administrator additional consequences may apply.
Cell Phones/ Electronic Music Devices A. Use in Classrooms B. Unauthorized Recording C. Use of Social Media D. Recording Unsafe/ Disruptive Situations	A. Use of Cell Phones and Electronic Music Devices in class that violate classroom policy. B. Unauthorized Photographs, Recording, or impersonations of any individuals without permission. C. Use of social media that causes a disruption to the educational environment. D. Any recording of an unsafe/ disruptive situation in lieu of seeking help.	A. Office Detention B. Up to 2 Days of ISS/ Behavior Contract. C. Up to 10 Days of OSS	A. Saturday Detention/ Behavior Contract B. Up to 5 Days ISS/ Parent Meeting C. Up to 10 Days of OSS	A. Up to 3 Days ISS/ Parent Meeting B. Up to 5 Days ISS/ Parent Meeting C. Up to 10 Days of OSS
Attendance 1. Class cut 2. Tardy to School	1. Unauthorized absence from class. Leaving class without permission. 2. Unexcused Tardy to School. *Arrival to school	Office Detention Grade of 0 for work missed	Office Detention Attendance Contract Grade of 0 for work missed	Saturday School ISS Grade of 0 for work missed
Computer-improper usage	Engaging in any activity on the computer for reasons other than those given by a teacher for education purposes	Loss of internet access for 3 to 5 days Chromebook Restrictions	Office Detention Loss of internet access for 5 to 10 days Chromebook Restrictions	Saturday School Loss of internet access for remainder of the school year Chromebook Restrictions
Defiance of authority	Failing to comply with a proper and authorized direction or instruction of a staff member, including requests to display ID or report to office	Office Detention Saturday detention	1 to 3 days ISS Parent conference	3 to 5 days ISS Principal hearing
Detention- failure to serve	A. Failure to serve detention assigned by teacher B. Failure to serve extended detention C. Failure to serve Saturday detention	A. Office detention B. Saturday detention C. 1 day ISS	A. Office detention B. Saturday detention C. 1 day ISS	A. Office detention B Saturday detention C 1 day ISS

Disrespect towards staff	Written, verbal, or nonverbal abuse directed at a staff member	A. Office Detention B. Saturday Detention C. Up to 3 days ISS. D. Restorative Conference *Consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A. Office Detention B. Saturday Detention C. Up to 5 days ISS. D. Restorative Conference *Consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A. Saturday Detention B. Up to 10 days ISS. C. Parent Meeting D. Restorative Conference *Consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.
Disruptive behavior	A student shall not engage in conduct that disrupts the educational process or interferes with teaching and learning	Office Detention At the discretion of the administrator, serious disruption may result in suspension	Saturday detention. At the discretion of the administrator, serious disruption may result in suspension	2 days ISS At the discretion of the administrator, serious disruption may result in suspension
Dress code violation	See dress code policy and/or student parent handbook for specific information	Student required to correct violation. Failure to correct violation will result in ISS for the remainder of the day.	Parent notification Dress Code Contract Student required to correct violation. Failure to correct violation will result in ISS for the remainder of the day.	Parent notification Student required to correct violation. Failure to correct violation will result in ISS for the remainder of the day. Office Detention/ Saturday Detention 1 Day of ISS
Endangering health and safety of self and/or others	Conduct as determined by an administrator which causes a serious threat of danger to the physical well being of himself/herself or others	1 to 5 days ISS Parental notification	5 to 10 days ISS At the discretion of the administrator, additional consequences may apply	10 days ISS At the discretion of the administrator, additional consequences may apply
Failure to Swipe or Sign into the Building	Students who enter the building and fail to Swipe in or sign in at Swipe Stations. Failure of a student with open campus privileges to Swipe out upon leaving the building during the school day.	Office Detention	Saturday Detention Behavior Contract	Saturday Detention Up to 3 days of ISS Parent Meeting
Fighting	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching, with or without injury	Up to 10 days OSS Police notification Required Check in to the Student Support Center/ Peer Mediation	10 days OSS Police notification Required Check in to the Student Support Center/ Peer Mediation	10 days OSS Police notification Required Check in to the Student Support Center/ Peer Mediation Recommended Expulsion
Forgery, misrepresentation, cheating A. Altering notes or official documents B. Cheating C. Plagiarism	Altering official documents for the purposes of misrepresentation. An individual's use or the attempt to use another person's identify, signature, academic work or research as his/her own	Saturday detention Parental notification Zero for academic work	1 to 3 days ISS Parental notification Zero for academic work	3 to 5 days ISS Parental notification Zero for academic work Principal hearing
Leaving school building and/or grounds without authorization		Saturday detention	Saturday detention plus 1 day ISS	Saturday detention plus 2 days ISS
Profanity/vulgarity/racial slurs A. Obscene or derogatory language, gestures, or writing B. Spitting C. Indecent exposure	Profane, obscene or abusive language (written or spoken) or gesture which constitutes insubordination or disruption of an activity	A. Saturday detention B. 5 days ISS, parent notification C. 5 days ISS, parent notification Referral to Student Support *Each offense may result in police notification and recommended expulsion.	A 1 days ISS B. 10 days ISS, parent notification. Principal hearing C. 10 days ISS, parent notification. Principal hearing Referral to Student Support	A. 2 days ISS B&C. 10 days ISS parent notification. Superintendent hearing

Theft/possession of stolen property	Taking property belonging to the school, individual, or group without permission. Having in one's possession property obtained without permission of owner	5 days ISS Restitution Parental notification Police notification	7 days ISS Restitution Parental notification Police notification	10 days ISS Restitution Parental notification Police notification Superintendent hearing
Threatening	The act of threatening (verbal, written, physical) to strike, attack, or harm any person in school or at any school sponsored or supervised activity	5 to 10 days ISS Parental notification Referral to Student Support Police notification	Up to 10 days ISS Parental notification Referral to Student Support Police notification	10 days OSS Police notification Recommend expulsion hearing
Tobacco Products/use or possession (Includes e-Cigarettes, Vapes, or any other device that contains or dispenses tobacco related products)	Possession or use of any tobacco product on school property and at all school related events and activities at all times	Saturday detention with mandatory meeting with Substance Prevention Counselor Police notification for possible fine	1 day ISS Police notification for possible fine Referral to Substance Prevention Counselor	5 days ISS Police notification for possible fine Referral to Substance Prevention Counselor
Unauthorized Occupancy	Unauthorized occupancy of any area of a building, school grounds and/or building or areas used for school purposes	Detention	Saturday Detention	Saturday Detention
Use of Unauthorized Entrances	Students may only enter and exit through the main entrance or senior lot during the school day. Use of unauthorized doors during the school day, altering the function of the doors, or opening the doors for others to enter will result in a consequence.	Saturday Detention ISS	1-3 Days ISS	5 Days ISS
Vandalism A. Minor B. Major	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replace at no cost to school	A. Saturday detention and restitution B. Up to 10 days ISS, restitution, and police notification	A. 1 to 3 days ISS and restitution B. Up to 10 days OSS. Police notification. Recommended expulsion	A. 1 to 3 days ISS and restitution B. Up to 10 days OSS. Police notification. Recommended expulsion
Weapons and Dangerous instruments, including firearms whether loaded or unloaded, whether functional or not	A student shall not possess or use any weapon or any implement that can be deemed to be a weapon including guns, pistols, pellet guns, knives, razor blades, live ammunitions, fireworks, explosive devices, metal knuckles, clubs and any other dangerous object	10 days OSS Superintendent notified immediately; police notification. Hearing with the superintendent Student may be expelled	10 days OSS Superintendent notified immediately; police notification. Hearing with the superintendent; superintendent moves to BOE hearing to determine expulsion	10 days OSS Superintendent notified immediately; police notification. Hearing with the superintendent; superintendent moves to BOE hearing to determine expulsion
Note: Inadvertent possession of pocket knives or pen knives or similar type of knives (with one or more blades that fold into the handle with blade(s) less than 4 inches in length) must be immediately reported to a staff member once discovered by the student. The student will then be brought to the building administrator for an informal hearing, and consequences will be applied at the discretion of the administrator.				
Willful disobedience of reasonable school rules	Habitual disobedience of school rules	Up to 10 days OSS	Up to 10 days OSS Principal hearing	Up to 10 days OSS Superintendent hearing

At Manchester Public Schools, we believe that all students should have a safe, consistent and respectful academic environment. The vast majority of our students make positive choices. On some occasions, when a school rule is broken, a logical consequence must be implemented to ensure the safety, welfare and respectful treatment of every student and staff member. Our expectation is that every student will comply with school rules and regulations in accordance with the Manchester Public School District policies. Parents/guardians will be notified by the referring teacher or staff member any time a referral is made to an administrator.

Teachers will establish clear routines and procedures in the classroom, post classroom expectations and convey expectations to students and parents/guardians. Teachers will enforce classroom rules and impose consequences such as teacher assigned detentions. Chronic incidents (three or more) of minor behaviors with the same teacher will result in formal referrals to a student's administrator. Any serious incident or major disruption to the learning environment will result in an immediate administrative referral. Please note that guidelines are always based on a thorough investigation of circumstances and consequences will be levied at the discretion of the administration. In certain cases of suspension, it is at the discretion of the administrator to require a parent/ Guardian re-entry meeting. *At Manchester Public Schools, we are constantly striving to develop creative restorative consequences and interventions that meet the needs of students and as much as possible does not disrupt the educational process. If a consequence or intervention is developed, including restorative options, that are not described above, students, parents and guardians will be contacted and a full explanation of the program will be provided.