

HILLSDALE HIGH SCHOOL

ADMINISTRATOR-MANAGED

Behavior Rubric

NOTES:

- At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories.
- Home contact includes, but not limited to, email, phone calls from school or student, and/or mailed office discipline referrals
- Any major behavior may result in student being referred to Intervention Team
- Any 10 day suspension could result in an expulsion review
- 1310D Factors are reviewed for behaviors involving suspensions

KEY:

ODR = Office Discipline Referral

ISS = In Schools Suspension - Students will be expected to complete classwork

OSS = Out of School Suspension – Student will stay home and cannot attend any school-sponsored activities during that time

LD = Lunch Detention – Students will be expected to serve detention during lunch

SS = Saturday School

CICO - Check In Check Out

BIP - Behavior Intervention Plan

Behavior	Offense		
	2nd 3rd		
	1 st	2 nd	3 rd
Abusive Language / Inappropriate Language / Profanity- Student delivers verbal messages that include swearing, name-calling, or use of words in an inappropriate way directed at an adult/peer.	1. Conference w/ student 2. Complete ODR notify student of referral 3. Contact home 4. Alternative Placement/LD	1. Conference w/ student 2. Complete ODR/ notify student of referral 3. Contact home 4. Removal of up to a day of ISS or SS	1. Conference w/ student 2. Complete ODR/ notify student of referral 3. Contact home 4. Up to 2 day OSS

Academic Dishonesty-Intentionally using another person's work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices or communication during an academic exercise. • Policy 5505	Admin/Teacher will address academic dishonesty per departmental/school guidelines. Could result in loss of credit on assignment/class. Caregiver/guardian will be contacted.		
Arson-Student plans and/or participates in malicious burning of property. • Policy 5610	1. Contact police 2. Contact home 3. Suspended pending investigation 4. Possible Expulsion Review		
Bomb Threat/ False Alarm-Student delivers a message of impending explosive materials on campus or near campus. • Policy 5772	1. Contact police 2. Contact home 3. Follow District Threat Protocol 4. Suspended pending investigation 5. Possible Expulsion Review		
Bullying-The delivery of unwanted verbal, social, or physical actions to cause another student(s) to feel less safe, fearful, or like they are unable to participate in school. This includes repeated patterns of behavior seeking an imbalance of power. • Policy 5517.01	1. Conference w/ student 2. Contact home 3. Up to 3 day ISS/OSS	1. Conference w/ student 2. Contact home 3. Up to day 5 Day ISS/OSS	1. Conference w/ student 2. Contact home 3. Caregiver/guardian contact Meeting 4. Up to 10 Day OSS Minimum 2 Day OSS
	Develop Behavior Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family Any report of Harassment shall be filed with the Anti Harassment Compliance Officer within two days of receiving the report of harassment.		
Bullying - CYBERBULLYING-Severe digital behavior includes sending, posting, recording, or sharing negative, harmful, false, or mean content about someone else in order to embarrass and shame. • Policy 5517.01 • Policy 7540 • Policy 7540.03	1. Contact home 2. Meet with school admin/counselor/ caregiver/guardian contact 3. Up to 3 day ISS/OSS	1. Contact home 2. Meet with school admin/counselor/ caregiver/guardian contact 3. Up to day 5 Day ISS/OSS	1. Contact home 2. Meet with school admin/counselor/ caregiver/guardian contact 3. Up to 10 Day OSS
	Develop Technology Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family Any report of Harassment shall be filed with the Anti Harassment Compliance Officer within two days of receiving the report of harassment.		

Defiance / Insubordination/ Non-Compliance -Student engages in high intensity refusal to follow directions or reasonable requests, including talking back.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Alternative Placement/LD	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Up to 1 Day ISS or SS.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. May require caregiver/guardian contact meeting 5. 1-3 Day OSS
			Create CICO with a SSW - Log CICO in PS weekly - (9 weeks)
Disrespect -Student delivers high-intensity socially rude or dismissive messages to adults or students that disrupts the learning process.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Up to 1 Day ISS or SS.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 1-3 Day OSS	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. May require caregiver/guardian contact meeting 5. 3-5 Day OSS
			Develop Behavior Plan or a CICO Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family.
Disruption -Student engages in behavior causing a major interruption in a class or activity.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Up to 1 Day ISS or SS.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 1-3 Day OSS	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. May require caregiver/guardian contact meeting 5. 3-5 Day OSS
			Develop Behavior Plan or a CICO Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family.

Physical Assault –Student engages in or attempts to engage in actions involving serious physical contact where injury may occur. Policy 5610	1. Contact home for caregiver/guardian pick-up 2. BIP 3. Up to 5 Day OSS	1. Contact home for caregiver/guardian pick-up 2. Review of BIP 3. Up to 10 Day OSS	1. Contact home for caregiver/guardian pick-up 2. Review of BIP 3. 10 Day OSS
Fighting –Student is involved in a mutual participation in an incident involving physical violence.	1. Contact home for caregiver/guardian contact pick-up 2. BIP 3. Up to 5 Day OSS	1. Contact home for caregiver/guardian contact pick-up 2. Review of BIP 3. Up to 10 Day OSS	1. Contact home for caregiver/guardian contact pick-up 2. Review of BIP 3. 10 Day OSS
Gang Affiliation Display –Student uses gesture, dress, and/or speech to display affiliation with a gang.	1. Contact home 2. Meet with school admin/counselor/teacher/caregiver/guardian to review violation 3. Up to 3 Day ISS/OSS	1. Contact home 2. Caregiver/Guardian Meeting 3. Up to 5 Day ISS/OSS	1. Contact home 2. Caregiver/Guardian Meeting 3. Up to 10 Day OSS
May involve School Resource Officer			
Harassment –The delivery of disrespectful messages (verbal, sexual) in any format based on a protected class such as gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. These subtypes are based on documentation of the U.S. Office of Civil Rights. 5517	Any report of Harassment shall be filed with the Anti Harassment Compliance Officer within two days of receiving the report of harassment. If a referral is sexual harassment contact the Title IX Coordinator prior to disciplinary actions being assigned.		
	1. Contact home for caregiver/guardian pick-up 2. Restorative Practices 3. Up to Day 5 OSS 4. Possible Expulsion Review * May include police contact	1. Contact home for caregiver/guardian pick-up 2. Restorative Practice 3. Up to Day 10 OSS 4. Possible Expulsion Review * May include police contact	1. Contact home for caregiver/guardian pick-up 2. Restorative Practice 3. Up to 10 Day OSS *Must be at least 5 OSS 4. Possible Expulsion Review * May include police contact
Inappropriate Display of Affection –Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 1 day ISS	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Up to 5 days OSS

	Inappropriate Display of Affection involving a student with a staff/adult at school, or a district event/activity must contact the Title IX Coordinator promptly		
Inappropriate Location -Student is in an area that is unauthorized, inappropriate and/or outside of school boundaries or leaves campus without permission.	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. Up to 2 Day ISS	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 2 ISS or 1 OSS	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 2. Up to 2 Day OSS
	May result in loss of privileges or BIP.		
Skip class -Student leaves or misses class without permission, including misuse of hall pass for an extended amount of time (over 10 minutes).	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 1 LD	1. Notify/complete ODR 2. Conference w/ student 3. Contact home 4. 2 LDs	1. Notify/complete ODR 2. Conference w/ student 3. Contact home Action Taken: 3 = After school detention 4 = Saturday School 5+ = up to 3 days ISS
Tardy -Student arrives to class after the bell and has accumulated multiple tardies to make it a major behavior.	4th-5th tardy per class: (Per term) 1. Mark in Powerschool 2. Admin will meet w/ student to assign a consequence 3. LD/caregiver/ guardian contact contact	6th tardy per class: (Per term) 1. Mark in Powerschool 2. Admin will meet w/ student to assign a consequence 3. LD/caregiver/ guardian contact contact 4. SS	7th+ tardy per class: (Per term) 1. Mark in Powerschool 3. Admin will meet w/ student to assign a consequence 4. 2-3 LDs 5. SS 6. BIP
Other Behavior -Student engages in additional major problem behaviors that do not fall in the other major categories.	1. Conference with student 2. Contact home 3. Implement Interventions 4. Up to 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Implement Interventions 4. Up to 10 Day ISS/OS	1. Conference with student 2. Contact home 3. Implement Interventions 4. Expulsion Review 5. Up to 11-59 Day OSS
	May involve School Resource Officer		

Lying -Student delivers a message that is untrue and/or deliberately violates rules.	Consequences issued by administration based on severity of infraction -Contact home by administration		
Property Damage / Vandalism -Student participates in an activity that results in destruction or disfigurement of property.	1. Conference with student 2. Contact home 3. Implement Interventions 3. Up to 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Implement Interventions 3. Up to 10 Day ISS/OSS	1. Conference with student 2. Contact home 3. Implement Interventions 4. Expulsion Review 5. 10 days of OSS with the recommendation of long-term suspension
	May involve School Resource Officer Restitution may be required - Outstanding bills will inhibit students from walking at commencement.		
Theft -Student is involved by being in possession of, having passed on, or being responsible for removing property that is not their own without permission.	1. Conference with student 2. Contact home 3. Up to 3 Day ISS/OSS	1. Conference with student 2. Contact home 3. Up to 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Up to 10 Day OSS
	May involve School Resource Officer		
Technology Violation: CELL PHONE -Student engages in inappropriate use of cell phone and/or other electronic devices beyond the 3rd offense in the staff managed rubric	1. Review expectations 2. Complete ODR 3. Phone will be turned into the office 4. Student will pick up electronic device from the office at the end of the day	1. Review expectations 2. Complete ODR 3. Phone will be turned into the office 4. Staff contact home 5. Parent/Guardian will pick up the electronic device from the office	1. Review expectations 2. Complete ODR 3. Phone will be turned into the office 4. Staff contact home 5. Student loses permission to have their phone at school, or student will need to turn in phone to the office at the beginning of every day.
Technology Violation: LEARNING DEVICE -Student engages in inappropriate use of cell phone and / or other electronic devices, including severe digital behavior with intent to harm others.	1. Conference with student 2. Contact home 3. Up to 3 day ISS/OSS	1. Conference with student 2. Contact home 3. Up to day 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Up to 10 Day OSS
	Develop Technology Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family		

Threatening Behavior- Behaviors, including written, verbal, physical, or digital that are intended to instill fear or may cause disruption in/to the learning environment. Behavior may be premeditated or planned.	1. Contact home for Caregiver/Guardian pick-up 2. Implement Interventions 3. Up to 5 Day OSS <i>*may or may not warrant using a threat assessment guide</i>	1. Contact home for Caregiver/Guardian pick-up 2. Implement Interventions 3. Up to 10 Day OSS <i>*may or may not warrant using a threat assessment guide</i>	1. Contact home for Caregiver/Guardian pick-up 2. Implement Interventions 3. Up to 10 Day OSS with recommendation of long term suspension <i>*may or may not warrant using a threat assessment guide</i>
	1. Contact home 2. Meet with school admin/counselor/caregiver/guardian 3. Start county-wide threat assessment process 4. Minimum one day up to Indefinite suspension pending administrative investigation and possible expulsion review. 5. Consequences are based on frequency of behavior and level of the threat on the Threat Assessment Guide 6. May include re-entry meeting with building administration or designee		
Truancy -Student receives an 'unexcused absence' for 10 days or more.	3 - 5 Days of Unexcused Absences 1. 3 Day Letter Sent. 2. SSW Meets with student to discuss attendance. 3. 5 Day Letter Sent 4. SSW establishes weekly meetings with student to discuss engagement and attendance. 5. Principal contacts family.	7 Days of Unexcused Absences 1. 3. 5 Day Letter Sent 2. SSW establishes weekly meetings with student to discuss engagement and attendance. 3. Principal requests a meeting with the family.	10+ Days of Unexcused Absences 1. Truancy referred to the Juvenile Court System. 2. Intervention Data provided in referral.

Use/Possession of Alcohol-Student is in possession of or is using alcohol. Distribution of Alcohol	1. Conference with student 2. Contact home 3. Inform SRO 4. Develop Behavior Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family 5. 5 -10 Days OSS 1-4 of 3rd Offense PLUS: 5. 10 Day OSS and/or Expulsion Review	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP 5. 10 Day OSS 1-4 ABOVE, PLUS: 5. Indefinite OSS and Expulsion Review	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP 5. 10 Day OSS with recommendation of expulsion/long term suspension.
Use/Possession of Combustibles -Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	1. Conference with student 2. Contact home 3. Inform SRO 4. Develop Behavior Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family 5. Up to 3 Day ISS/OSS	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP. 5. Up to 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP. 5. Up to 10 Day OSS
Use / Possession of Restricted Substances (Drugs)-Student is in possession of or is using illegal drugs/substances or imitations. Distribution (selling or sharing) of Restricted Substances (Drugs)	1. Conference with student 2. Contact home 3. Inform SRO 4. Develop Behavior Plan - Log plan in PowerSchool in Log Entries and Create BIP Alert - Communicate Plan to staff and family 5. 3 Days OSS 1-4 of 3rd Offense PLUS:	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP 5. 5 Day OSS 1-4 ABOVE PLUS: 5. Indefinite OSS and Expulsion Review	1. Conference with student 2. Contact home 3. Inform SRO 4. Revise BIP 5. 7 Day OSS with recommendation of expulsion/long term suspension. 4th Offensive- 10 Day OSS with recommendation of long-term suspension/expulsion

	5. 10 Day OSS and/or Expulsion Review		
Use / Possession of Tobacco/Nicotine- Student is in possession of or is using tobacco or nicotine products, including vapes.	1. Conference with student 2. Contact home 3. Recommend supports 4. 3 Day ISS/OSS	1. Conference with student 2. Contact home 3. Recommend supports 4. 5 Day ISS/OSS	1. Conference with student 2. Contact home 3. Recommend supports 4. 7 Day OSS 4th Offensive- 10 Day OSS with recommendation of long-term suspension/expulsion
Use / Possession of Weapons- Student is in possession of knife, gun (real or look alike), or other objects readily capable of causing bodily harm.	1. Contact police 2. Contact home for caregiver/guardian pick-up 3. Indefinite suspension pending administrative investigation and Expulsion Review.		
Dress Code Violation- Student wears clothing that does not fit within the school/district dress code guidelines.	(4th Offense) Send student to office 2. Complete ODR 3. Office contacts home 4. 2 LDs	(5th Offense) 1. Send student to office 2. Complete ODR 3. Office contacts home 4. ½ Day ISS	(6th + Offense) 1. Send student to office 2. Complete ODR 3. Office contacts home 4. 1 Day ISS

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ISS = In Schools Suspension - Students will be expected to complete classwork

OSS = Out of School Suspension – Student will stay home and cannot attend any school-sponsored activities during that time

LD = Lunch Detention – Students will be expected to serve detention during lunch

SS = Saturday School

CICO - Check In Check Out

BIP - Behavior Intervention Plan

Updated 4/10/2025

Classroom Response Strategies	Administrative Interventions
☐ Redirect ☐ Reteach ☐ Signal/Nonverbal Cues ☐ Proximity ☐ Ignore/Attend/Praise ☐ Provide Choice ☐ Increase Opportunities to Respond ☐ Seat Change/Relocate within Classroom ☐ Conference w/ Student ☐ Provide Individualized Instruction ☐ Student Reflection Form (Reconnect) ☐ Redirect for physical & inappropriate behaviors - Use the phrase "We don't do that here" ☐ Parent Contact ☐ Parent/Teacher Conference	☐ Request Parent Meeting ☐ Refer to Counselor ☐ Refer to Social Worker ☐ Refer to Tier 2 / 3 Intervention Team ☐ Refer to Alternative Education ☐ Restitution/Community Service ☐ Written apology ☐ Restorative Circle/Conference ☐ Notify TC/Caseload Teacher ☐ Community Resources ☐ Involve SRO ☐ After school program (tardies)