

# Woodland High School

## Progressive Discipline Plan



### Seclusion/Restraint Guidelines

Seclusion and/or restraint of a student may be used for the management of behavior when any student poses a threat of imminent, serious, physical harm to self and/or others, and has the ability to cause such harm. DD4 adheres to the SC Department of Education’s Guidelines of the Use of Seclusion and Restraint. If parents have concerns, contact should be made with the school administration for resolution.

### Expulsion Referrals:

Level 3 offenses will be referred to the District Office as outlined in the PDP. Before referring a Special Education or 504 students for expulsion, a Manifestation Determination Review (MDR) meeting, must be conducted. If the incident is related to the student’s disability, then no further discipline occurs. If the incident is NOT related to the student’s disability, then a Referral for Expulsion may be submitted.

All referrals for intervention or expulsion should be submitted to the district office.

**\*\*\*\*\*UPDATED 11/03/2017\*\*\*\*\***

Woodland HS Progressive Discipline Plan						
Infraction	Definition	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence	5 <sup>th</sup> Occurrence
Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury.	OSS 5-10 Days Rec. for Expulsion Refer to the SRO Parent Conference				
Blackmail Extortion	To unlawfully obtain money, property, or any other thing of value without that person’s consent through the use of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means.	OSS 5-10 Days Rec. for Expulsion Refer to the SRO	OSS 5-10 Days Rec. for Expulsion Refer to the SRO			
Bomb Threats	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.	OSS 5-10 Days Refer to the SRO Rec. for Expulsion				

Bus Violation	To act in a way that makes the bus environment unsafe. Disrespect to the bus driver.	Warning Call Parents	1 day bus Suspension	3 days bus suspension	5 days bus suspension	Bus suspension for remainder of school year
Cell Phone Violation	Failure to adhere to the authorized time of use outlined in the school's cell phone policy.	Warning Confiscation by Administration & returned to parent.	ISS /Parent Conf. Confiscation 7 calendar days by Administration	3 <sup>rd</sup> and Above OSS/Parent Conf. Confiscation 14 Days By Administration		
Cheating Plagiarism	Plagiarizing, providing, receiving or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission.	Grade of "0" Teacher must notify parent.	Grade of "0" ISS 1 Period	Grade of "0" ISS 1 Day	Grade of "0" OSS 1 DAY	Grade of "0" OSS 3 Days
Class Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area; a classroom. Breaking Classroom Rules.	Warning	ISS 1 Day/Work Detail Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 3 Days Parent Conference
Computer/ Internet Violation	Failure to adhere to the authorized technology/internet use policy set forth by DD4 and Woodland HS.	Warning Parent Conference	ISS 1 Day Parent Conference	OSS 1 Day Loss of Computer Privileges Parent Conference		
Cutting Class Hall Pass /Restroom Pass Violations	Failure to attend or complete scheduled class. Being in the hallways and/or restrooms without the class pass.	ISS 1 Day/2 hr. Work Detail Parent Conference	ISS 2 Days Parent Conference	ISS 3 Days Parent Conference	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference
Cutting School	Failure to attend or complete a school day.	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference
Disrespect	Demeaning, discriminatory language and/or insult towards an adult, guest, or staff member including, but not limited to, any verbal, written or electronic communication.	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 3 Days Parent Conference
Disruptive Behavior / Horseplay	Behavior such as: play fighting, slap boxing, telling jokes loudly, laughing excessively, senseless shouting or outcry and running.	ISS 1 Day/Work Detail Parent Conference	ISS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 3 Days Parent Conference	OSS 5 Days Parent Conference
Dress Code Violation	Failure to adhere to the dress code policy outlined by DD4 and Woodland HS.	Warning Change Clothes	Deten./Work Detail Parent Conference	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference
Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching where there is no major injury or disruption.	OSS 3-5 Days Refer to SRO Parent Conference	OSS 5-10 Days Refer to SRO Rec. for Expulsion Parent Conference	OSS 5-10 Days Refer to SRO Rec. for Expulsion Parent Conference		

Fire Alarm Use of Fireworks	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency. Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others.	OSS 3-5 Days Parent Conference Refer. To SRO Rec. for Expulsion	OSS 5-10 Days Parent Conference Refer. To SRO Rec. for Expulsion			
Food & Drink in Unauthorized Areas	Eating and/or drinking in an area of the school where prohibited.	Warning	ISS 1 Day Parent Conference	Work Detail or OSS 1 Day Parent Conference	OSS 1 Day	
Forgery, i.e., hall pass, tickets, parent note, etc.	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.	ISS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference
Gambling Card Playing	Betting on a game of chance or an activity where money is exchanged.	Confiscation of item by Administration	Work Detail/ISS Parent Conference	ISS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference
Inappropriate behavior to Administration	Demeaning, discriminatory language and/or insult towards Administration; including, but not limited to, any verbal, written or electronic communication.	Warning/Work Detail ISS/OSS Rec. for Expulsion Refer. to SRO				
Insubordination / Disobey Administrator / Teacher	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness or noncompliance.	ISS/OSS Parent Conference	ISS/OSS Parent Conference	OSS 3 Days Parent Conference	OSS 5 Days Admin. Hearing Rec. for Expulsion Parent Conference	
Leaving Campus without Permission	Departing from campus without permission before the school day is complete.	ISS 1 Day Parent Conference Parking Decal Revoked	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference
Loitering in Parking Lot	Hanging out in the school parking lot when there is no particular reason to be there.	Work Detail/ISS 1 Day Parent Conference	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	ISS 3 Days Parent Conference	OSS 1 Day Parent Conference

Before/After School						
Loud Music On Campus	Playing loud music from a vehicle on school grounds.	Warning	ISS 1 Day Parent Conference	Loss of Parking Decal Parent Conference		
Misbehaving in ISS	Causing a disruption, being disrespectful or refusal to follow the instructions of the ISS Supervisor while serving ISS.	OSS 2 Days	OSS 2 Days Parent Conference	OSS 3 Days Admin. Hearing Parent Conference		
No-Show for Detention or Work Detail	Failure to attend an assigned detention or work detail.	ISS 1 Day	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference	
No-Show For ISS	Failure to attend an assigned ISS punishment.	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference	OSS 3 Days Admin. Hearing Parent Conference		
On Campus Before/After School w/o Permission	Wandering on school premises when there is no particular reason to be there.	Warning Parent Conference	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 3 Days Parent Conference
Parking / Driving Violation	Failure to abide by SC driving laws or failure to comply with driving rules set forth by DD4 and Woodland HS. Parking without a decal.	ISS 1 Day Parent Conference	Loss of Parking Decal for 1 Week Parent Conference	OSS 1 Day Loss of Parking Decal for remainder of school year. Parent Conference		
Physically Abusing Staff	The act of hitting, pushing, shoving, biting, spitting, kicking or tripping a staff member.	OSS 5-10 Days Refer. to SRO Rec. for Expulsion				
Possession, Paraphernalia, Consumption or Under Influence of Drugs or Alcohol	The use or being under the influence of an illegal substance of any chemical compound or material which is categorically not permitted on school grounds or at school related activities. Possession of an illegal substance represented as drugs, and/or a mood-altering substance... Includes prescription and nonprescription medication. Possession of drug related paraphernalia. Violation of laws prohibiting possession, transportation, consumption or being under the influence of alcoholic beverages.	OSS 3 Days Refer. to SRO Parent Conference	OSS 5 Days Rec. for Expulsion Refer to SRO Parent Conference			
Possession of Personal Electronic	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. Use of	Warning	ISS 1 Day Confiscation by Admin.	OSS 1 Day	OSS 1 Day Confiscation by Admin. For	

Devices – Not Cell Phone	electronic device that distracts from the learning environment.		Return to Parent Parent Conference	Confiscation by Admin. Returned to Parent after 30 Days Parent Conference	remainder of the year. Parent Conference	
Possession of a Weapon	Firearms, handguns, rifles, shotguns or bombs (including look-alike) with or without ammunition; pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, Tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray.	OSS Rec. for Expulsion Refer to SRO Parent Conference				
Possession with intent to distribute alcohol or drugs	To manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance, counterfeit substance or alcohol on school property.	OSS 5-10 Days Rec. for Expulsion Refer to SRO				
Posting or Distribution of Unauthorized Materials	Posting or distributing non-curricular materials on school grounds. The following shall be considered “unacceptable” material: 1. So-called “hate” literature that scurrilously attacks ethnic, religious or any racial groups. 2. Material that promotes hostility, disorder or violence. 3. Material designed for commercial purposes—advertising a product or service for sale or rent—unless the material itself has educational value that makes the commercial message	Warning Parent Conference	ISS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference	OSS 3 Days Parent Conference

	<p>a secondary consideration. 4. Material that is libelous, invades the rights of others or inhibits the functioning of the school, or advocates interference with the rights of any individual or with the normal operation of the school. 5. Material which in any way promotes favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election. The prohibition shall not apply on any election day or special election when the school is being used as a polling place. 6. Material that is obscene or pornographic as defined by prevailing community standards throughout the district.</p>					
Profanity / Vulgarity / Pornography	<p>Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor towards another. Possession, manufacturing, or distribution of sexually explicit/obscene material.</p>	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference	OSS 3 Days Parent Conference
Profanity / Vulgarity To Staff	<p>Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor towards a staff member.</p>	OSS 3 Days Parent Conference	OSS 3 Days Rec. for Expulsion Parent Conference			
Public Display of Affection	<p>Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting.</p>	Warning	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 3 Days Parent Conference
Sexual Harassment	<p>Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment.</p>	ISS/OSS Parent Conference	ISS/OSS Parent Conference	ISS/OSS Parent Conference	ISS/OSS Parent Conference	

Smoking / Violation of Tobacco Policy	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.	ISS 1 Day Parent Conference	OSS 1 Day Parent Conference	OSS 2 Days Parent Conference	OSS 3 Days Rec. for Expulsion Parent Conference	
Tardies	Arriving late to an assigned class.	Teacher Warning	Detention Teacher Call Parent	ISS for 1 Period Parent Conference	ISS for 1 DAY Parent Conference	5 & 6 ISS 1 Day 7 & Above OSS Driving Privileges may be revoked.
Threatening / Harassing Staff	Making statements or gestures of intent to do physical harm to a staff member.	OSS 5-10 Days Rec. for Expulsion Refer to SRO Parent Conference				
Threats towards other students	Making statements or gestures of intent to do physical harm to others. Any threatening, insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being.	ISS/OSS Refer to SRO Parent Conference	ISS/OSS Refer to SRO Rec. for Expulsion Parent Conference			
Theft / Stealing	To steal or possess property without the permission of the owner.	ISS/OSS Restitution Refer to SRO Parent Conference	OSS Restitution Refer to SRO Parent Conference	OSS Restitution Refer to SRO Admin. Hearing Parent Conference		
Unauthorized Area	To be present in an unauthorized location.	ISS 1 Day Parent Conference	ISS 2 Days Parent Conference	OSS 1 Day Parent Conference	OSS 1 Day Parent Conference	
Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property.	Restitution Parent Conference ISS/OSS Rec. for Expulsion Refer to SRO	Restitution Parent Conference OSS 1 Day Rec. for Expulsion Refer to SRO	Restitution Parent Conference OSS 2 Days Rec. for Expulsion Refer to SRO	Restitution Parent Conference OSS 2 Days Rec. for Expulsion Refer to SRO Admin. Hearing	

**5 ISS/OSS REFERRALS WILL RESULT IN ADMINISTRATIVE PROBATION**

The administration reserves the right to consider extenuating, mitigating, or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances shall be considered in determining the most appropriate sanction. In addition, the administration reserves the right to deal with other referable offenses as needed according to the severity of the offense.

***NOTE:** In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.*



