

# McNairy County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>07/20/17</b>
		Rescinds: <b>6.313</b>	Issued: <b>10/13/16</b>

1 The following levels of misbehavior and disciplinary procedures and options are designed to protect all  
2 members of the educational community in the exercise of their rights and duties.<sup>1</sup>

### 3 McNairy County Schools Discipline Policy Grades 9-12

1.	Defiance, disrespect, or intentional disobedience of teacher or staff	Step 4-7
2.	Profanity or vulgarity (to include acts, gestures, or symbols)	Step 4-7
3.	Possession of tobacco or tobacco related products (matches or lighters) or electronic cigarette/paraphernalia	Step 5-8, 12
4.	Smoking or using smokeless tobacco products and/or electronic cigarette/paraphernalia while on school property or at school-sponsored events/functions	Step 5-8, 12
5.	Use, sale, or possession of drugs, drug paraphernalia, or alcohol on or near school grounds at school functions; intoxication	Step 8-12
6.	Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or out) (to include restitution)	Step 4-11
7.	Fighting (at school, at school functions/events, on school property, or on the way to or from school that continues onto school property or disrupts the school day)	Step 8-11
8.	Physical altercation/struggle or verbal altercation	Step 5-7
9.	Bullying, harassment, intimidation, or threatening of other students whether physically, verbally, or through use of social media/technology	Step 1-12
10.	Use or possession of dangerous objects or materials	Step 2-11
11.	Use or possession of weapons	Step 8-12
12.	Disruptive behavior at school, on school property, or at school functions	Step 1-12
13.	Theft (to include restitution)	Step 6-12
14.	Leaving campus without office permission; could result in loss of parking on campus privileges	Step 6-8
15.	Skipping or cutting class	Step 4-8
16.	Gambling or possession of gambling devices/paraphernalia	Step 1-8
17.	Refusal to identify oneself properly to school/district personnel	Step 4-8
18.	Habitual Violation of school rules	Step 1-11

19.	Unauthorized possession of electronic devices (including, but not limited to, mp3 players, speakers, phones, tablets, computers, etc...)	Step 1-5
20.	Unauthorized consumption of food, drinks, or snacks in unapproved areas as defined by administration	Step 1-4
21.	Gang or gang-like activity/association	Step 6-12
22.	Other misbehavior as determined unacceptable by the administration	Step 1-12
23.	Excessive tardiness (could result in loss of parking on campus privilege at step 6)	Step 1-6
24.	Sexual misconduct, harassment, or improper touching	Step 8-12
25.	Dress code violation	Step 1-7
26.	Public display of affection	Step 1-7
27.	Use or possession of fireworks, explosive devices	Step 6-10
28.	Misbehavior on the school bus	Step 1-12

### DISCIPLINE LADDER – High School

Step 1	<ol style="list-style-type: none"> <li>1. Conference with student</li> <li>2. Contact parent/guardian</li> <li>3. Corporal Punishment</li> </ol>
Step 2	<ol style="list-style-type: none"> <li>1. Contact parent/guardian</li> <li>2. Corporal punishment</li> </ol> <p style="text-align: center;">or</p> <ol style="list-style-type: none"> <li>1. One day In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 3	<ol style="list-style-type: none"> <li>1. Two days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 4	<ol style="list-style-type: none"> <li>1. Three days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 5	<ol style="list-style-type: none"> <li>1. Four days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 6	<ol style="list-style-type: none"> <li>1. Five or more days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 7	<ol style="list-style-type: none"> <li>1. 1-3 days of Out-of-School Suspension (OSS)</li> <li>2. Contact parent/guardian.</li> </ol>
Step 8	<ol style="list-style-type: none"> <li>1. Contact parent/guardian</li> <li>2. Out-of-School suspension up to ten (10) days <ol style="list-style-type: none"> <li>a. Loss of privileges during time of suspension</li> <li>b. Must serve all previous assigned punishment</li> </ol> <p style="text-align: center;">or</p> </li> <li>3. Alternative Placement</li> </ol>

Step 9	1. Alternative Placement 2. Contact parent/guardian or 3. Out-of-School Suspension up to 10 days pending a district disciplinary committee hearing. 4. Contact parent/guardian to appear before a district hearing.
Step 10	1. Automatic referral to Alternative Placement 2. Contact parent/guardian
Step 11	1. Expulsion 2. Contact parent/guardian
Step 12	1. Contact Law Enforcement or other authorities as deemed necessary 2. Contact parent/guardian

1 **NOTES**

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1. In order to maintain a proper atmosphere for learning, it is imperative that discipline will be maintained at all times. Discipline will be fair and consistent and students will be given due process as defined by McNairy County Board of Education Procedural Due Process Policy 6.302 before an administrative decision is made.
  2. Extracurricular Activity Participation: A student must be present a minimum of 50% (3.5 hours) of the school day in order to participate in extracurricular activities (including all activities outside regular school hours) that day. Extenuating circumstances will be ruled on a case-by-case basis by the administration.
  3. The Administration has discretion for possible changes based on case-by-case situations.
  4. Administrator reserves the right to contact local law enforcement or other agencies as are deemed necessary or appropriate at any time.
  5. Teachers are encouraged to handle discipline within their classrooms. Rule violations that result in the referral of the student to the office will be handled according to the McNairy County Schools Student Discipline for High School Students discipline program (ladder).
  6. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
  7. Failure to complete the step consequence as designated will result in escalation to at least the next step on the ladder.
  8. In all cases of OS or ISS, the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate in or attend assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.
  9. If the misbehavior occurs on a school bus or at a bus stop, the school bus discipline policy will be followed.
  10. Video or audio-tape may be used in disciplinary hearings.
  11. Self-defense is the use of appropriate, reasonable force to defend oneself or another person against the assault on an aggressor when there is no reasonable avenue or escape or means of avoidance.
  12. Counseling may be added to any step.
  13. A parent/ guardian conference with an administrator is required before a student can return to class after an out-of-school suspension.
  14. Administrator may issue a warning when deemed appropriate.

1 15. Superintendent, or designee, shall have authority to transfer to an alternative education program any  
2 student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a  
3 serious crime, as defined in this section, which occurred off school property or away from school-related  
4 functions. A serious crime, for the purposes of the section, is an illegal act which indicates the capacity  
5 and willingness of the student to injure students and employees with bodily harm, or the threaten to cause  
6 bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or  
7 designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the  
8 student indicates a present and possible danger to the health, safety, and welfare of one or more students  
9 or employees and (2) whether the more restrictive, security oriented environment of an alternative  
10 education program would serve the health, safety, and welfare of one or more students or employees and  
11 (2) whether the more restrictive, security oriented environment of an alternative education program would  
12 serve the educational interest of the student while preserving the safety of students and employees. The  
13 Board shall review the student's placement in any alternative program at the next following regular  
14 meeting. Serious crimes shall include, without limitation, and as examples only:

- 15 a. Assault with a deadly weapon
- 16 b. Aggravated assault
- 17 c. Rape
- 18 d. Sexual battery, stalking, or other sexual crime
- 19 e. Armed or strong-armed robbery (or attempted)
- 20 f. Sale or distribution of a controlled substance

21 16. The choice is available for students to attend the Alternative Placement in lieu of Out-of-School  
22 Suspension (OSS) during the appeal process.

### 23 **ADDITIONAL GUIDELINES:**

- 24 1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other  
25 court.
- 26 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for  
27 the same offense.
- 28 3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because  
29 of discipline problems.
- 30 4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences  
31 except as provided by board policy.
- 32 5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:  
33 a. Pay any activity fee;  
34 b. Pay a library or other school fine; or  
35 c. Make restitution for lost or damaged school property

1 **McNairy County Schools Discipline Policy Grades K-4**

2 **Level I – Misbehaviors**

3 Level I misbehaviors are misbehaviors on the part of the student which impede orderly classroom procedures or  
4 interfere with the operation of the school. These misbehaviors can usually be handled by an individual staff  
5 member or classroom teacher. Examples may include but are not limited to the following:

- 6 Cafeteria Infraction
- 7 Cell Phone
- 8 Cheating/Failure to tell the truth
- 9 Cursing/Profane Language/Inappropriate Gesture/Comment
- 10 Disobedient/Defiance of Authority
- 11 Disrespect
- 12 Disruptive/Excessive Talking
- 13 Dress Code
- 14 Failure to do Assignment
- 15 Inappropriate contact
- 16 Other Disruptive Behavior
- 17 Physical – pushing, hitting, tripping, etc.

18 **Level I – Disciplinary Options**

**Principal Procedure**

19 ***Teacher options***

**First Offense – Principal Option**

20 Conference with student

**Second Offense – Principal Option**

21 Conference with parent

**Third Offense – 1 Day of ISS or Corporal Punishment**

22 Individual Behavior Plan

**Fourth Offense – 2 Days ISS or Corporal Punishment**

23 Referral to counselor

**Fifth Offense—3 to 5 Days ISS**

24 Restriction of privileges

25 Time-out area

26 Verbal Reprimand

27 Withdrawal of privileges

28 ***Principal Options***

29 Any teacher option

30 In-school suspension not to exceed five (5) days

31 Modified day

32 Parent Contact

33 Corporal Punishment

34 **Level II – Misbehaviors**

35 Included in this level are unmodified Level I misbehaviors and acts directly against persons or property, but  
36 whose consequences do not seriously endanger the health or safety of others in the school. Examples may  
37 include but are not limited to the following:

- 38 Continuation of Level I Behaviors
- 39 Bullying
- 40 Damage to School Property

- 1 Inappropriate Comments
- 2 Inappropriate Comments based on race, gender, or disability
- 3 Inappropriate Use of Technology
- 4 Theft
- 5 Threats

6 **Level II – Disciplinary Procedures**

- 7 Any teacher discipline options from Level 1
- 8 Any principal options from Level 1, or:
  - 9 Out of School Suspension not to exceed ten (10) days
  - 10 Alternative School Placement
  - 11 Referral to Disciplinary Hearing Authority

12 **Level II Principal Procedures**

- 13 **First Offense—3 to 5 Days of ISS/Corporal Punishment / Principal option**
- 14 **Second Offense—Out of School Suspension not to exceed 10 days**
- 15 **Third Offense—Alternative School Placement**
- 16 **Fourth Offense—Disciplinary Hearing Authority**

17 **Level III – Misbehaviors**

18 Included in this level are unmodified Level I and II misbehaviors and acts which result in violence to another  
 19 person or property or which pose a threat to the safety of others in the school. These acts are so serious that they  
 20 usually require administrative actions which result with the immediate removal of the student from the school,  
 21 the intervention of law enforcement authorities and action by the school board.

- 22 Continuation of Level I and II Behaviors
- 23 Assault
- 24 Fighting
- 25 Threats to cause harm
- 26 Weapons with the intent to do damage or harm

<b>Level III – Disciplinary Procedures</b>	<b>Level III Principal Procedures</b>
Any disciplinary option from the previous levels	<b>First Offense – Out of School Suspension/Principal Option</b>
Alternative School Program	<b>Second Offense – Out of School Suspension/Alt. Placement (not to exceed 10 days)</b>
Out of school suspension not to exceed 10 Days	<b>Third Offense – Disciplinary Hearing Authority or Board Action</b>
Restitution for lost, damaged or stolen property	
Disciplinary Hearing Authority or Board Action as deemed necessary	

27 ***\*Disclaimer – The Administration has discretion for possible changes (to give a harsher consequence or***  
 28 ***different consequence based on a case by case situation like a more severe or volatile action by the student).***  
 29 ***Each student will be given due process with every occurrence.***

## McNairy County Schools Discipline Policy Grades 5-8

1.	Defiance, disrespect, or intentional disobedience of teacher or staff	Step 2-7
2.	Profanity or vulgarity (to include acts, gestures, or symbols)	Step 1-7
3.	Possession of tobacco or tobacco related products (matches or lighters) or electronic cigarette/paraphernalia	Step 5-8, 12
4.	Smoking or using smokeless tobacco products and/or electronic cigarette/paraphernalia while on school property or at school-sponsored events/functions	Step 7-8, 12
5.	Use, sale, or possession of drugs, drug paraphernalia, look-alike drugs, or alcohol on or near school grounds at school functions; intoxication	Step 8-12
6.	Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or out) (to include restitution)	Step 1-11
7.	Fighting (at school, at school functions/events, on school property, or on the way to or from school that continues onto school property or disrupts the school day)	Step 8-11
8.	Physical altercation/struggle or verbal altercation	Step 5-7
9.	Assault, harassment, intimidation, or threatening of other students whether physically, verbally, or through use of social media/technology	Step 1-12
10.	Use or possession of dangerous objects or materials	Step 2-11
11.	Use or possession of weapons or look-alike weapons	Step 2-12
12.	Improper behavior at school including: in the cafeteria, assemblies, on school property, at school functions, or on campus (to include restitution)	Step 1-12
13.	Theft (to include restitution)	Step 3-12
14.	Leaving campus without office permission	Step 5-8
15.	Skipping or cutting class	Step 5-8
16.	Gambling or possession of gambling devices/paraphernalia	Step 1-8
17.	Refusal to identify oneself properly to school/district personnel	Step 4-8
18.	Habitual Violation of school rules	Step 1-11
19.	Unauthorized possession of electronic devices (including, but not limited to, mp3 players, speakers, phones, tablets, computers, etc...)	Step 1-5
20.	Failure to return fund-raising items or equivalent money (to include restitution)	Step 1-7
21.	Unauthorized consumption of food, drinks, or snacks in unapproved areas as defined by administration	Step 1-2
22.	Leaving or storing materials in any locker other than assigned locker	Step 1-2
23.	Running in the halls, cafeteria, or classroom	Step 1-3
24.	Gang or gang-like activity/association	Step 5-12
25.	Other misbehavior as determined by the administration	Step 1-8

26.	Excessive tardiness	Step 1-6
27.	Sexual misconduct, harassment, or improper touching	Step 11-12
28.	Dress code violation	Step 1-7
29.	Public display of affection	Step 1-7
30.	Use or possession of fireworks, explosive devices, or odorous materials	Step 3-10
31.	Disruptive behavior (at school, at school functions/events, on school property, or on the way to or from school that continues onto school property or disrupts the school day)	Step 1-10
32.	Misbehavior on the school bus	Step 1-12

**DISCIPLINE LADDER – Middle School**

Step 1	<ol style="list-style-type: none"> <li>1. Contact parent/guardian</li> <li>2. Corporal punishment</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. One day Administrative detention</li> <li>2. Failure to report the 1st time, move to Step 2</li> <li>3. Contact parent/guardian</li> </ol>
Step 2	<ol style="list-style-type: none"> <li>1. Contact parent/guardian</li> <li>2. Corporal punishment</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. One day In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 3	<ol style="list-style-type: none"> <li>1. Two days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 4	<ol style="list-style-type: none"> <li>1. Three days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 5	<ol style="list-style-type: none"> <li>1. Four days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 6	<ol style="list-style-type: none"> <li>1. Five or more days In-School Suspension (ISS)</li> <li>2. Contact parent/guardian</li> </ol>
Step 7	<ol style="list-style-type: none"> <li>1. 1-3 days of Out-of-School Suspension (OSS)</li> <li>2. Contact parent/guardian.</li> </ol>
Step 8	<ol style="list-style-type: none"> <li>1. Contact parent/guardian</li> <li>2. Out-of-School suspension up to ten (10) days <ol style="list-style-type: none"> <li>a. Loss of privileges during time of suspension</li> <li>b. Must serve all previous assigned punishment</li> </ol> </li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>3. Alternative Placement</li> </ol>
Step 9	<ol style="list-style-type: none"> <li>1. Alternative Placement</li> <li>2. Contact parent/guardian</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. Out-of-School Suspension up to 10 days pending a district disciplinary committee hearing.</li> <li>2. Contact parent/guardian to appear before a district hearing.</li> </ol>
Step 10	<ol style="list-style-type: none"> <li>1. Strict Probation</li> </ol>



	2. Contact parent/guardian OR 1. Automatic referral to Alternative Placement in the event of a violation of probation without further process except normal appeal. 2. Contact parent/guardian
Step 11	1. Expulsion 2. Contact parent/guardian
Step 12	1. Contact Law Enforcement or other authorities as deemed necessary 2. Contact parent/guardian

## 1 NOTES

- 2 1. In order to maintain a proper atmosphere for learning, it is imperative that discipline will be maintained
- 3 at all times. Discipline will be fair and consistent and students will be given due process as defined by
- 4 McNairy County Board of Education Procedural Due Process Policy 6.302 before an administrative
- 5 decision is made.
- 6 2. Extracurricular Activity Participation: A student must be present a minimum of 60% (4 hours ) of the
- 7 school day in order to participate in extracurricular activities (including all activities outside regular
- 8 school hours) that day. Extenuating circumstances will be ruled on a case-by-case basis by the
- 9 administration. Students in In-School-Suspension any part of the day of the extracurricular activity will
- 10 not be allowed to participate in that activity that same day.
- 11 3. Any student who receives an Out-Of-School suspension, will be prohibited from going on any field trips
- 12 that school year.
- 13 4. The Administration has discretion for possible changes based on case-by-case situations. Each student
- 14 will be given due process as defined by McNairy County Board of Education Procedural Due Process
- 15 Policy 6.302 with every occurrence.
- 16 5. Administrator reserves the right to contact local law enforcement or other agencies as are deemed
- 17 necessary or appropriate at any time.
- 18 6. Teachers are encouraged to handle discipline within their classrooms. Rule violations that result in the
- 19 referral of the student to the office will be handled according to the McNairy County Schools Student
- 20 Discipline for Middle School Students discipline program (ladder).
- 21 7. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
- 22 8. Failure to complete the step consequence as designated will result in escalation to at least the next step
- 23 on the ladder.
- 24 9. Referral to the office during the probationary period prescribed in the discipline step will result in
- 25 escalation to at least the next step. Students referred for a repeat or a serious violation may escalate
- 26 more than one step.
- 27 10. In all cases of OSS or ISS, the student will lose all privileges during the time he/she is suspended. Loss
- 28 of privileges means that during the time stated the student cannot participate in or attend assemblies or
- 29 any school function designated as an extra activity, including athletic events, dances, plays, extra-
- 30 curricular programs, field trips, school-sponsored activities, etc. This would include the entire 24-hour
- 31 period of the suspension.
- 32 11. If the misbehavior occurs on a school bus or at a bus stop, the school bus discipline policy will be
- 33 followed.
- 34 12. In all disciplinary matters, a student will be accorded due process as defined by McNairy County Board
- 35 of Education Procedural Due Process Policy 6.302 under the district policy governing student rights.
- 36 Video or audio-tape may be used in disciplinary hearings.
- 37 13. Self-defense is the use of appropriate, reasonable force to defend oneself or another person against the
- 38 assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.

- 1 14. Counseling may be added to any step.
- 2 15. A parent/guardian conference with an administrator is required before a student can return to class after
- 3 an out-of-school suspension.
- 4 16. Administrator may issue a warning with or without probation when deemed appropriate.
- 5 17. Superintendent, or designee, shall have authority to transfer to an alternative education program any
- 6 student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a
- 7 serious crime, as defined in this section, which occurred off of school property or away from school-
- 8 related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the
- 9 capacity and willingness of the student to injure students and employees with bodily harm, or to threaten
- 10 to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent,
- 11 or designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the
- 12 student indicates a present and possible danger to the health, safety, and welfare of one or more students
- 13 or employees and (2) whether the more restrictive, security oriented environment of an alternative
- 14 education program would serve the educational interests of the student while preserving the safety of
- 15 students and employees. The Board shall review the student's placement in any alternative program at
- 16 the next following regular meeting. Serious crimes shall include, without limitation, and as examples
- 17 only:
  - 18 a) Assault with a deadly weapon
  - 19 b) Aggravated assault
  - 20 c) Rape
  - 21 d) Sexual battery, stalking, or other sexual crime
  - 22 e) Armed or strong-armed robbery (or attempted)
  - 23 f) Sale or distribution of a controlled substance
- 24 18. The choice is available for students to attend the Alternative Placement in lieu of Out-of-School
- 25 Suspension (OSS) during the appeal process.
- 26

#### 27 **ADDITIONAL GUIDELINES:**

- 28
- 29 1. A student shall not be suspended solely because charges are pending against him/her in juvenile or
- 30 other court.
- 31 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days
- 32 for the same offense.<sup>2</sup>
- 33 3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade
- 34 because of discipline problems except in department or citizenship.
- 35 4. A student shall not be denied the passing of a course or grade promotion solely on the basis of
- 36 absences except as provided by board policy.
- 37 5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure
- 38 to:
  - 39 a. pay any activity fee;
  - 40 b. pay a library or other school fine; or
  - 41 c. make restitution for lost or damaged school property.

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Legal References

1. TCA 49-6-4002 to 4005
2. TCA 49-6-3007(h)(3)