

# Woodland High School Progressive Discipline Plan 2023/2024

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 for 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 Progressive Discipline Plan. Before referring a Special Education or 504 student for expulsion, a Manifestation Determination Review 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 January 3rd, 2024

## LEVEL 1 BEHAVIORS

Behavior	Definition	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
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 Classroom	Failure to adhere to the authorized time of use outlined in the school's cell phone policy. Cell use is strictly prohibited inside ALL classrooms. Having a cell in view constitutes use and constitutes REFUSAL to deposit phone in the cell phone holder in the classroom..	ISS 1 Day	ISS 2 Days	OSS 1 Day	OSS 1 Day / Parent Conference	Automatic 2 days OSS
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.	Administrative Warning/Parent Contact	ISS 1 Period Parent Contact	Parent Intervention	OSS 1 Day	OSS 2 Days
Computer/ Internet Violation	Failure to adhere to the authorized technology/internet use policy set forth by DD4 and Woodland HS.	Administrative Warning/Parent Contact	ISS 1 Day Parent Conference	OSS 1 Day Loss of Computer Privileges		
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 Parent Contact	ISS 2 Days	Parent Intervention	OSS 1 Day	OSS 2 Days
Cutting School	Failure to attend or complete a school day.	ISS 1 Day Parent Contact	OSS 1 Day / Parent Conference	OSS 2 Days / Behavior Contract	OSS 3 Days / Parent Intervention	

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.	Administrative Warning/Parent Contact	ISS 1 Day	Parent Conference	OSS 1 Day	OSS 2 Days
Disruptive Behavior / Horseplay	Behavior such as: play fighting, slap boxing, telling jokes loudly, laughing excessively, senseless shouting or outcry and running.	Administrative Warning/Parent Contact	ISS 1 Day	OSS 1 Day	OSS 3 Days	OSS 5 Days
Dress Code Violation	Failure to adhere to the dress code policy outlined by DD4 and Woodland HS.	Warning by Administration Change Clothes	ISS 1 Day	ISS 2 Days	ISS 3 Days	OSS 1 Day
Food & Drink in Unauthorized Areas	Eating and/or drinking in an area of the school where prohibited.	Administrative Warning/Parent Contact	ISS 1 Day	ISS 2 Days	OSS 1 Day	
Loitering in Parking Lot Before/After School	Hanging out in the school parking lot when there is no particular reason to be there.	Administrative Warning/Parent Contact	ISS 1 Day	ISS 2 Days	ISS 3 Days	OSS 1 Day
Loud Music On Campus	Playing loud music from a vehicle on school grounds.	Administrative Warning/Parent Contact	ISS 1 Day	Loss of Parking Decal		
On Campus Before/After School w/o Permission	Wandering on school premises when there is no particular reason to be there.	Administrative Warning/Parent Contact	ISS 1 Day	ISS 2 Days	OSS 1 Day	OSS 3 Days
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.	Per Signed Driving Policy				
Possession of Personal Electronic Devices – Not Cell Phone	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. Use of electronic device that distracts from the learning environment.	Administrative Warning/Parent Contact	ISS 1 Day Confiscation by Admin. Return to Parent	OSS 1 Day Confiscation by Admin. Returned to Parent after 30 Days	OSS 1 Day Confiscation by Admin. For remainder of the year. Parent Conference	

Posting or Distribution of Unauthorized Materials	<p>Posting or distributing non-curricular materials on school grounds.</p> <p>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 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>	Administrative Warning/Parent Contact	ISS 1 Day	OSS 1 Day	OSS 2 Days	OSS 3 Days
Public Display of Affection	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting.	Administrative Warning/Parent Contact	ISS 1 Day	ISS 2 Days	OSS 1 Day	OSS 3 Days
Tardies	Arriving late to an assigned class. Teachers will giving a warning for the 1st & 2nd Tardy and make parent contact. 3rd tardy the teacher will refer to administration.	Administrative Warning/Parent Contact	Mandatory Parent Conference	ISS 1 DAY	ISS 2 Days	OSS 1 Day
Unauthorized Area	To be present in an unauthorized location.	Administrative Warning/Parent Contact	ISS 1 Day	ISS 2 Days	OSS 1 Day	
<b>LEVEL 2 BEHAVIORS</b>						
<b>Behavior</b>	<b>Definition</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>	<b>5th Referral</b>
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 10 Days Refer to SRO Rec. for Expulsion	OSS 10 Days Refer to SRO Rec. for Expulsion			
Fire Alarm Use of Fireworks	<p>In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency.</p> <p>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.</p>	OSS 10 Days Refer to SRO Rec. for Expulsion				

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.	Administrative Warning/Parent Contact	ISS 1 Day	OSS 1 Day	OSS 1 Day	OSS 1 Day
Gambling Card Playing	Betting on a game of chance or an activity where money is exchanged.	Confiscation of item by Administration	ISS 1 Day	ISS 2 Days	OSS 1 Day	OSS 1 Day
Inappropriate behavior to Administration	Demeaning, discriminatory language and/or insult towards Administration; including, but not limited to, any verbal, written or electronic communication.	Warning by Administration 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	ISS/OSS	OSS 3 Days	OSS 5 Days Admin. Hearing Rec. for Expulsion	
Misbehaving in ISS	Causing a disruption, being disrespectful or refusal to follow the instructions of the ISS Supervisor while serving ISS.	OSS 2 Days or	OSS 2 Days or	OSS 3 Days Admin. Hearing		
No-Show For ISS	Failure to attend an assigned ISS punishment.	ISS 2 Days	OSS 1 Day	OSS 2 Days Admin. Hearing		
Profanity / Vulgarity / Pornography	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.	ISS 1 Day	ISS 2 Days	OSS 1 Day	OSS 2 Days	OSS 3 Days
Profanity / Vulgarity To Staff	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor towards a staff member.	OSS 1 Day	OSS 2 Days Conference with parent	OSS 3 Days Discipline Contract	OSS 5 Days Rec. for expulsion	
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.	Confiscation of smoking materials and OSS 1 Day	OSS 2 Days & Parent Conference	OSS 3 Days	OSS 3 Days Rec. for Expulsion	
Inappropriate Restroom Behavior	Two or more students occupying the same restroom stall. Inappropriate use of school restrooms.	3 Days OSS	5 Days OSS	10 Days OSS Rec. for Expulsion		
<b>LEVEL 3 BEHAVIORS</b>						
<b>Behavior</b>	<b>Definition</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>	<b>5th Referral</b>
Opening Exterior Doors during the school day without permission	The opening of an exterior door to leave the building or to allow others to enter; causing immediate danger to those in the building.	OSS 5 Days	OSS 10 Days Rec. for expulsion			

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 Conferece				
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 Parent Conferece				
Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.	OSS 5-10 Days Rec. for Expulsion Refer to the SRO Parent Conferece				
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 10 Days Rec. for Expulsion Refer to SRO				
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.	10 Days OSS Rec. for Expulsion Refer to SRO				
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 10 Days Rec. for Expulsion Refer to SRO				

Sexual Harassment	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.	Conference and 1 DAY OSS	5 DAYS Rec. for Expulsion	10 DAYS Rec. for Expulsion		
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				
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	ISS/OSS Refer to SRO Rec. for Expulsion			
Theft / Stealing	To steal or possess property without the permission of the owner.	ISS/OSS Restitution Refer to SRO	OSS Restitution Refer to SRO	OSS Restitution Refer to SRO Admin. Hearing		
Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property.	Restitution ISS/OSS Rec. for Expulsion Refer to SRO	Restitution OSS 1 Day Rec. for Expulsion Refer to SRO	Restitution OSS 2 Days Rec. for Expulsion Refer to SRO	Restitution OSS 2 Days Rec. for Expulsion Refer to SRO Admin. Hearing	
<p><i>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.</i></p>						
<p><i>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.</i></p>						