



Thomas Jefferson High School Discipline Matrix

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

Infraction	First Offense	Second Offense	Third Offense	Definition
Assault/Battery- Level 4	3-10 days OSS / informal hearing / police notification / mediation / possible expulsion hearing or adjudication agreement	3-10 days OSS / informal hearing / police notification / mediation / possible expulsion hearing or adjudication agreement	3-10 days OSS / informal hearing / police notification / mediation / possible expulsion hearing or adjudication agreement	Refers to one or more students' unlawful attempt to injure another student/students physically without physical retaliation by the victim. Students shall either intentionally or recklessly attempt to cause nor threaten to cause injury to another person or persons. Reasonable self-defense will not be considered physical retaliation.
Bullying	Level 4: 3 days OSS / police citation / parent meeting / mediation	Level 4: 3-10 days OSS / informal hearing / police citation / mediation	Level 4: 3-10 days OSS / informal hearing / police citation / mediation / possible expulsion hearing or adjudication agreement	Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. https://www.stopbullying.gov/what-is-bullying/index.html
Bus Violation	1-3 after-school detention(s)	1-3 Saturday detention(s)	2-3 Saturday detentions / possible removal from bus	Failing to follow school bus rules or creating unsafe conditions.
Cafeteria/Campus Disturbance	1-3 after-school detention(s)	1-2 Saturday detention(s)	moves to disruptive behavior second offense	Any behavior deemed to interrupt the normal operations of the cafeteria/student center.
Cell Phone (use in a classroom)	written warning in Skyward	1 Saturday detention	moves to insubordination/defiance second offense	See Cell Phone Section of the Student Handbook.
Cheating/Plagiarism	Student will receive a grade of "0"	Student will receive a grade of "0" on the assessment / student will receive a current quarter grade to be no higher than 60%	Immediate withdrawal from course (WF) / parent responsible for credit recovery	Using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.
Computer Violation/ Acceptable Use	1 Saturday detention / parent contact	2 Saturday detentions / parent meeting / ineligible for extra-curricular privileges until Saturday detentions are served	1-3 day(s) OSS / parent meeting / ineligible extra-curricular privileges for 9 weeks	See Chromebook and Acceptable Use Policy in the Student Handbook.
Creating an Unsafe Environment	1-3 day(s) OSS / parent meeting / police notification	3-5 days OSS / informal hearing / police notification	3-10 days OSS / informal hearing / police notification / possible expulsion hearing or adjudication agreement	Creating unsafe conditions that could lead to injury or hazardous situations.
Cutting Class	1 Saturday detention / no credit for classes missed	2 Saturday detentions / no credit for classes missed	1 day OSS / no credit for classes missed / ineligible for extra-curricular activities for 3 weeks	Unlawful absence from a class or school activity.
Disorderly Conduct	Level 4: 1-3 day(s) OSS / parent meeting / police citation	Level 4: 3-5 days OSS / informal hearing / police citation	Level 4: 3-10 days OSS / informal hearing / police citation / possible expulsion hearing or adjudication agreement	Intent to cause the public inconvenience, annoyance or alarm, or recklessly creating a risk.
Disrespect to Peer	1 Saturday detention / mediation	2 Saturday detentions / mediation	1 day OSS / parent meeting / mediation / eligible for extra-curricular activities for 3 weeks	Students are expected to conduct themselves in a respectful manner towards their peers.
Disrespect to Staff/Visitor	1 day OSS / parent meeting / police notification / mediation	2 days OSS / parent meeting / police notification / mediation / ineligible for extra-curricular activities 3 weeks	Level 4: 3-10 days OSS / informal hearing / police notification / mediation / possible expulsion hearing or adjudication agreement / ineligible for extra-curricular activities 9-36 weeks	Students are expected to conduct themselves in a respectful manner. However, students must understand that staff members are responsible for providing direction, correcting misbehaviors and giving directives. Although students may not agree with the directives, unless they are a threat to their health, safety or welfare, students must follow them without disrespectful gestures and/or language. A student who engages in disrespectful behaviors as indicated will be subject to disciplinary actions.
Disruptive Behavior	1-3 after-school detention(s) / parent meeting / police notification	1-3 Saturday detention(s) / parent meeting / police notification / ineligible for extra-curricular activities until Saturday detentions are served	1-3 day(s) OSS / informal hearing / police notification / ineligible for extra-curricular activities / possible expulsion hearing or adjudication agreement	Any behavior deemed to disrupt the normal operations of classrooms, the school building, or activities.
Disruptive in After-School Detention	removal from detention / assign two detentions / ineligible for all extra-curricular activities for one week	removal from detention / 1 Saturday detention / ineligible for extra-curricular activities for 3 weeks	removal from detention / 1 day OSS / ineligible for extra-curricular activities for 9 weeks	Any behavior deemed to disrupt the normal operations of After-school detention.
Disruptive in Saturday Detention	removal from Saturday detention / time served will not count / student will be issued a second Saturday detention / ineligible for all extra-curricular activities until both Saturday detentions served	removal from Saturday detention / time served will not count / parent meeting / student will be issued 1-3 day(s) OSS / ineligible for all extra-curricular activities for 3 weeks	removal from Saturday detention / time served will not count / informal hearing / student will be issued 3 days OSS / ineligible for all extra-curricular activities for 9 weeks / police notification	Any behavior deemed to disrupt the normal operations of Saturday detention.
Distribution of (Drugs/Alcohol)	Level 4: 10 days OSS / informal hearing / Mandatory drug and alcohol screening through a licensed treatment facility / police notification / ineligible for extra-curricular activities for 9 weeks	Level 4: 10 days OSS / informal hearing / police notification / mandatory expulsion hearing or adjudication agreement / ineligible for extra-curricular activities for remainder of school year	Level 4: 10 days OSS / informal hearing / police notification / mandatory expulsion hearing or adjudication agreement / ineligible for extra-curricular activities for remainder of school year	Distribution/Sale: A student has disseminated or transferred drugs and/or alcohol with or without compensation. Possession with Intent to Distribute: The student has in his/her possession, as previously defined, drugs and/or alcohol in a quantity or packaging to indicate intent to distribute or transfer to another.
Dress Code Violation	Warning letter / correction of dress mandatory before returning to class	1 After-school detention / correction of dress mandatory before returning to class	1 Saturday detention / correction of dress mandatory before returning to class / parent meeting / ineligible for extra-curricular activity(s) for 1 Week	See Dress Code section in the Student Handbook.



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Failure to Attend After School Detention	1 Saturday detention	2 Saturday detentions	1 day OSS	Not attending (for the entire time period) an assigned after school detention,
Failure to Attend Saturday Detention	Saturday detention reassigned / ineligible for extra-curricular activities until Saturday detention is served	Saturday detention reassigned / 1 additional Saturday detention assigned / ineligible for extra-curricular activities until both Saturday detentions are served	Saturday detention reassigned / 2 additional Saturday detentions assigned / ineligible for extra-curricular activities until all three Saturday detentions are served	Not attending (for the entire time period) an assigned Saturday detention,
False Records/Excuse	1 after-school detention / parent notified	1 Saturday detention	2 Saturday detentions	Falsifying schools records, parent notes, and/or excuses.
Fighting (Level 3)	3 days OSS / parent meeting / police citation / mediation / ineligible for extra-curricular activities for 3 weeks	Level 4 second offense: 3-10 days OSS / informal hearing / police citation / mediation / ineligible for extra-curricular activities for 6 weeks	Level 4 third offense: 3-10 days OSS / informal hearing / police citation / mediation / possible expulsion hearing or adjudication agreement/ loss of extra-curricular activities for 9 weeks or longer	Refers to the act of two (2) or more students hitting, punching or wrestling with each other with physical intent to harm as determined by an administration investigation.
Fighting (Level 4)	Level 4: 3-10 days OSS / informal hearing / police citation / mediation / ineligible for extra-curricular activities for 3 weeks	Level 4: 3-10 days OSS / informal hearing / police citation / mediation / ineligible for extra-curricular activities for 6 weeks	Level 4: 3-10 days OSS / informal hearing / police citation / mediation / possible expulsion hearing or adjudication agreement/ loss of extra-curricular activities for 9 weeks or longer	Refers to the act of two (2) or more students hitting, punching or wrestling with each other with physical intent to harm as determined by an administration investigation.
Gambling	1 Saturday detention / forfeit all proceeds / restitution made	2 Saturday detentions / forfeit all proceeds / restitution made		Wagering money or property.
Harassment	1 Saturday detention / police notification / mediation	2 Saturday detentions / police notification / mediation / parent meeting / for separated individuals OR Level 4: continued harassment of the same individual (see Bullying Second Offense)	1-3 day(s) OSS/ informal hearing/police notification / mediation / possible recommendation for expulsion or adjudication agreement / for separated individuals OR Level 4: continued harassment of the same individual (see Bullying Third Offense)	Refers to the use of force, touching, noise, coercion, threat intimidation, fear, obscene language, obscene gestures, suggestive sexual actions or verbalizations of any other unwanted contact or interaction with another person as part of an isolated incident or as actions that take place over time. This includes online, in person, or through others.
Hazing (Level 4)	3-5 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 3 weeks	3-7 days OSS / informal hearing / police notification / mediation / immediate removal from extracurricular activity / ineligible for any additional extra-curricular activities for remainder of the school year	5-10 days OSS / informal hearing / police notification / mediation / immediate removal from extracurricular activity / ineligible for any additional extra-curricular activities for remainder of the school year/possible recommendation for expulsion or adjudication agreement	See Hazing section and policy in the Student Handbook.
Inappropriate Behavior	1 Saturday detention	2 Saturday detentions / parent meeting	1 -3 day(s) OSS / parent meeting	Behavior that is not within the bounds of what is considered appropriate or socially acceptable.
Inappropriate Behavior with Injury	1-3 day(s) OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 3 weeks	3-5 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 6 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 9 weeks	Behavior that is not within the bounds of what is considered appropriate or socially acceptable that results in an injury to another person.
Inappropriate Sexual Misconduct	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 3 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 6 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for remainder of school year / possible expulsion or adjudication agreement	Conduct encompassing behavior of a sexual nature that is committed between two students on school grounds or at a school-sponsored event.
Indecent Exposure	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 3 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 6 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for remainder of school year / possible expulsion or adjudication agreement	Deliberate exposure in public or in view of the general public by a person of a portion or portions of his or her body.
Instigating Conflict	1-3 day(s) OSS / parent meeting / police notification / mediation / ineligible for extra-curricular activities for 1 week	3-5 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 3 weeks	3-10 days OSS / informal hearing / police notification / mediation / ineligible for extra-curricular activities for 9 weeks	Starting a conflict with or between others.
Insubordination/Defiance	1 Saturday detention	2 Saturday detentions / parent meeting / mediation / ineligible for extra-curricular activities for 3 weeks	1-3 day(s) OSS / parent meeting / mediation / ineligible for extra-curricular activities for 6 weeks	Refusal to obey a direct, reasonable request from any staff member including teachers, administrators, secretaries, custodians, aides, bus drivers, cafeteria workers, etc. Reasonable is defined as that which will not threaten the health, safety or welfare of an individual student.
Language/Vulgarity	1 Saturday detention	2 Saturday detentions / parent meeting / mediation / ineligible for extra-curricular activities for 1 week	1 day OSS / parent meeting / mediation / ineligible for extra-curricular activities for 3 weeks	Using vulgar or abusive spoken or written language, such as cursing, swearing, or threatening.
Leaving without Permission (Class)	1 Saturday detention/ driving suspension / no credit for classes missed / ineligible for extra-curricular activities for 3 days	2 Saturday detentions / driving suspension / no credit for classes missed / ineligible for extra-curricular activities for 1 week	3 Saturday detentions / driving suspension / no credit for classes missed / ineligible for extra-curricular activities for 2 weeks	Leaving the classroom or other assigned area without permission from the adult in charge.
Leaving without Permission (School Grounds)	1 day OSS / driving suspension / no credit for classes missed / ineligible for extra-curricular activities for 1 week	1-3 days OSS / driving suspension or revocation / no credit for classes missed / ineligible for extra-curricular activities for 2 weeks	3-5 days OSS / parent meeting / driving suspension or revocation / no credit for classes missed / ineligible for extra-curricular activities for 9 weeks	Leaving the school building or grounds during regular school hours without permission and without a parent/guardian or someone listed on the emergency card.



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Level 4 Infraction	All Level 4 Infractions: minimum 3 days OSS/ informal hearing/ police notification/ possible recommendation for expulsion			
Lying/Dishonesty/Fabrication	1 after-school detention	1 Saturday detention	2 Saturday detentions	A false statement made with deliberate intent to deceive; an intentional untruth; a falsehood; false impression; imposture.
Misbehavior at School-Sponsored Activity	1 Saturday detention	1-3 day(s) OSS / informal hearing / ineligible for extra-curricular activities for 3 weeks	1-3 day(s) OSS / informal hearing / ineligible for extra-curricular activities for 6 weeks	Improper, inappropriate, or bad behavior at a school sponsored event whether in or outside of the school the district.
Parking/Driving Violation	written warning	1 after-school detention / loss of parking refund	1 Saturday detention / parking pass suspension / revocation	Failure to follow parking rules and regulations.
Physical Altercation (Inappropriate Physical Contact)	1 Saturday detention / mediation	2 Saturday detentions / mediation	1-3 day(s) OSS / mediation	Refers to the act of engaging in inappropriate and/or physical contact.
Pornographic Materials	1-3 days OSS / police notification / parent meeting	3-5 days OSS / informal hearing / police notification	3-10 days OSS / informal hearing / police notification	Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means of a sexual nature.
Possession or Use of Alcohol/Illegal Drugs or Paraphernalia	Level 4: 3-7 days OSS / informal hearing / mandatory drug and alcohol screening through a licensed treatment facility / police citation / ineligible for extra-curricular activities for 9 weeks	Level 4: 3-10 days OSS / informal hearing / mandatory drug and alcohol screening through a licensed treatment facility / police citation / ineligible for extra-curricular activities for remainder of school year	Level 4: 3-10 days OSS / informal hearing / police citation / mediation / possible expulsion hearing or adjudication agreement	Possession: The student has on his/her person, or within the student's personal property, or has under the student's actual or constructive control, of drugs or alcohol. Consumption/Use: The student has consumed, ingested, assimilated, inhaled, or injected drugs or alcohol.
Public Display of Affection	written warning	1 after-school detention	2 after-school detentions	Refers to visible and open displays of affection that involves but is not limited to kissing, caressing, embracing and/or other bodily contact.
Racial/Ethnic Intimidation	Level 4: 3-10 days OSS / informal hearing / mediation / police notification / ineligible for extra-curricular activities for 9 weeks	Level 4: 3-10 days OSS / informal hearing / mediation / informal police notification / possible expulsion hearing or adjudication agreement / ineligible for extra-curricular activities for remainder of school year	Level 4: 3-10 days OSS / informal hearing / mediation / informal police notification / possible expulsion hearing or adjudication agreement / ineligible for extra-curricular activities for remainder of school year	Ethnic intimidation of any type is prohibited on school property and violators may be prosecuted. Ethnic intimidation is defined as: A person commits the offense of ethnic intimidation, if with malicious intention towards the race, color, religion or national origin of another individual or groups of individuals.
Sexual Harassment	3 days OSS/ parent meeting/ contact with parent of victim and offender/ police notification	Level 4: 5-10 days OSS/ informal hearing/ police notification/expulsion or adjudication agreement	Level 4: 10 days OSS/ informal hearing/ police notification/expulsion or adjudication agreement	Unwelcome sexual advances, requests for sexual favors, and/or other intentional and inappropriate verbal, written, or physical conduct of a sexual nature (physically suggestive actions but not actual touching).
Suspicion of Being Under the Influence	police and school nurse notification / administer in-school drug test / parent meeting / results of test determine additional consequences / level 4 possession or use of alcohol / illegal drugs or paraphernalia	police and school nurse notification / administer in-school drug test / parent meeting / results of test determine additional consequences / level 4 possession or use of alcohol / illegal drugs or paraphernalia	police and school nurse notification / administer in-school drug test / parent meeting / results of test determine additional consequences / level 4 possession or use of alcohol / illegal drugs or paraphernalia	A state of intoxication due to suspected drug/alcohol use.
Tardiness to Class	after third unexcused tardy to class 1 after-school detention	after fifth unexcused tardy to class 2 after-school detentions	after seventh unexcused tardy to class 1 Saturday detention	Arriving late to class.
Tardiness to School	4 UT= after-school detention / loss of parking refund / no homecoming dance	8 UT= 1 Saturday detention / loss of driving privileges for 1 month / no winter formal dance	12 UT= 2 Saturday detentions / loss of driving privileges for remainder of year / no Prom	UT= unexcused tardy to school. Only legal excuses for tardiness to school are: court appointment/ medical appointment/ funeral/ unsafe road conditions/ traffic accident/ major accident effecting traffic for many to T.JHS/ personal illness
Theft (Major)	1-3 day(s) OSS/police notification/restitution	3 days OSS/police notification/restitution	5 days OSS/police notification/restitution	Refers to illegal taking of money or materials more than or equal to \$50 in value.
Theft (Minor)	1 Saturday detention/police notification/restitution	2 Saturday detentions/police notification/restitution	1 day OSS/police notification/restitution	Refers to illegal taking of money or materials less than \$50 in value .
Threat to School	3-10 days OSS / informal hearing/ police notification / possible recommendation for expulsion / loss of extracurricular activities	5-10 days OSS / informal hearing/ police notification / possible recommendation for expulsion	10 days OSS / informal hearing/ police notification / possible recommendation for expulsion	A statement of an intention to cause damage or danger to any school buildings and/or property.
Threat to Staff	1-3 day(s) OSS/police notification / mediation / loss of extra curricular activities	3-5 days OSS/police notification / mediation / loss of extra-curricular activities	5-10 days OSS/possible expulsion or adjudication agreement / police notification / mediation / loss of extra-curricular activities	Language directed to a staff member that demonstrates intent to harm a staff member or their family.
Threat to Student	1-3 day(s) OSS/police notification/mediation	3-5 days OSS/police notification / mediation / loss of extra-curricular activities	5-10 days OSS/possible expulsion or adjudication agreement / police notification / mediation / loss of extra-curricular activities	Language directed to a student that demonstrates intent to harm the student or their family.



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Throwing Object(s) - Inappropriate Behavior	1 after-school detention	1 Saturday detention	2 Saturday detentions	Behavior that is not within the bounds of what is considered appropriate or socially acceptable or throwing objects.
Tobacco Use/Possession/Sale/Distribution	1 Saturday detention/police citation	3 days OSS/police citation	5 days OSS/police citation/Informal Hearing	Possession, use, sale, or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, or electronic cigarettes, smoking sticks, vape pens, and/or vape liquid— whether or not they contain tobacco products.
Unauthorized Area	1 after-school detention	1 Saturday detention	2 Saturday detentions	Students who are in any area without permission or in prohibited areas.
Unauthorized Use/Possession of Medication	confiscate medication/1 Saturday detention/parent meeting/nurse consultation/police notification	confiscate medication/1-3 day(s) OSS/informal hearing/nurse consultation/police notification	confiscate medication/3-10 days OSS/informal hearing/nurse consultation/police notification	Possession: The student has on his/her person, or within the student's personal property, or has under the student's actual or constructive control, of medication. Consumption/Use: The student has consumed, ingested, assimilated, inhaled medication.
Use/Possession of Non-Instructional Items	confiscate inappropriate item/consequence based on nature of item and use or intent	confiscate inappropriate item/consequence based on nature of item and use or intent	confiscate inappropriate item/consequence based on nature of item and use or intent	Any item brought into school or on the school grounds that creates a disruption or interferes in the educational or learning environment as well as at school sponsored events.
Vandalism	1-3 day(s) OSS / police notification / restitution	3-5 days OSS / police Notification / restitution	5 days OSS / Police notification / restitution / informal hearing	Action involving deliberate destruction of or damage to public or private property.
Vape/E-cigarette	1 Saturday detention/citation/drug test	3 days OSS/citation/drug test	5 days OSS/citation/drug test/informal hearing	Possession, use, sale, or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, or electronic cigarettes, smoking sticks, vape pens, and/or vape liquid— whether or not they contain tobacco products.
Verbal Altercation	1 after-school detention / mediation	1 Saturday detention / mediation	1-3 day(s) OSS/mediation/informal hearing	Refers to a loud shouting match or argument between/among students.
Weapons	10 days OSS/ police notification / recommendation for possible expulsion	10 days OSS/ police notification / recommendation for possible expulsion	10 days OSS/ police notification / recommendation for possible expulsion	Any gun of any kind, loaded or unloaded, operable or inoperable, including any object other than a firearm which is a look-a-like of a gun. This shall include, but is not limited to, pellet gun, paintball gun, stun gun, taser, BB gun, flare gun, nail gun, pencil, pen, and air soft gun. Any implement which could cause, or is intended to cause bodily harm, other than a firearm or other gun. This shall include, but is not limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), brass knuckles, box cutters, nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product.