

## **Discipline Procedures**

Disciplinary situations may be handled through one of the following avenues.

1. **Student-Teacher Conferences** – If a student's behavior becomes problematic in the classroom, the teacher will request a conference with the student to discuss the behavior, the expected change in the behavior and the consequence if the behavior does not improve.
2. **Detention – Referral to Dean of Students** – A teacher may give a student a detention or may refer a student to the Dean of Students to receive a detention. The number of hours of detention given is at the discretion of the Dean of Students.
  - a. **Formal Detention** is conducted Monday through Friday at 7 AM and at 2:30 PM daily. (Start time is adjusted on late start Fridays to 8 AM).
  - b. **Study Hall or Work Detention** are the two ways in which detentions are served. Students are expected to bring academic materials with them to detention. They also may be asked to perform work/service to the school.
  - c. **Detentions** are to be served within three days of receipt. Tardy detentions are to be served on the day the student is tardy. Athletic practices and/or club meetings are not considered reasons to miss detention.
  - d. **Saturday Detentions** are held at the discretion of the Dean of Students and start at 7 AM.
  - e. **Athletic Practices and/or Extracurricular Activities** are not valid reasons for missing detention.
3. **Suspension** may be imposed by the Dean of Students. All suspensions are out-of-school suspensions and result in the loss of school privileges and school related activities on the day, night or weekend of the suspension. Suspensions may be anywhere from one day to an indefinite period of time as determined by the Dean of Students.

Note: A suspension serves as a warning that the current offense or any subsequent inappropriate behavior may be cause for further disciplinary action, including parental withdrawal or expulsion.

  - a. **Parent Notification** by the Dean of Students will take place when a student is suspended.
  - b. **Parent Conference** may be a condition for re-admission after a suspension.
  - c. **12 Hours of Detention** (for each day of the suspension) must be completed on consecutive days following an out of school suspension.
  - d. **Academic Work** is solely the responsibility of the student during the period of suspension. The student may receive a failing grade for any homework, quizzes, tests and assessments that are missed as a result of the suspension.
4. **Disciplinary Due Process** is conducted following a suspension where there are grounds for further discipline including parent withdrawal or expulsion.
  - a. **Dean of Students and Principal** will conduct the investigation after communicating to the parents and the student the notice of the offense.
  - b. **Investigative Interview** will take place with the Dean of Students and/or the Principal AND the parents and the student within five school days after notification of the suspension. This interview will allow the parents and the student to present their side of the story to the Dean of Students and/or the Principal.

- c. The student will remain out of school until the case is reviewed by the MHS Administration and a decision is made.
- d. The Principal and/or the Dean of Students will communicate the final decision to the parents.
- e. **Appeals** of the disciplinary decision should be directed only to the office of the Principal.

5. **Disciplinary Decisions**

- a. **Disciplinary Probation** may be imposed on a student when he/she has continually disregarded or violated existing school rules and regulations. The length of the probation period may be one semester or one year.
  - i. While on Disciplinary Probation, another serious breach of the disciplinary code or a series of minor offenses will lead to more serious disciplinary action
  - ii. While on Disciplinary Probation, all offenses against the disciplinary code are viewed much more seriously.
  - iii. Disciplinary Probation is in addition to any other punishment imposed by the Administration.
  - iv. Dean of Students will decide if a student on Disciplinary Probation may participate in sports, clubs, school activities, dances, trips or other activities.
- b. **Parental Withdrawal** is a request made by the Administration that the parent withdraw the student when the Administration has decided that the student will no longer be able to continue as a student at MHS.
  - i. The parental withdrawal avoids "Expulsion" on the MHS transcript.
  - ii. Note: All outstanding bills must be paid prior to transcripts being sent to another school.
  - iii. If the parent/guardian rejects the Parental Withdrawal request, the Administration will proceed with the Expulsion process.
- c. **Expulsion** is a decision made by the Administration that the student will no longer be able to continue as a student at MHS. The MHS transcript will state "Expulsion". Note: All outstanding bills must be paid prior to the transcript being sent to another school.