

# **Schroon Lake Central School**

## **Student Disciplinary Guide**

### **Grades 5-12**

The Schroon Lake Central School Board, Administration, and Staff believe that instruction should occur in an orderly, safe environment that is conducive to learning. Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way this is viewed as fair and impartial by the student. This guide is designed to assist the faculty and administration in maintaining a satisfactory environment by standardizing procedures for administering disciplinary actions.

Before seeking outside assistance, teachers will first use their resources to create a change of behavior in the classroom. When a teacher has made a determined effort to bring about positive behavioral change, such as a student conference and parental contact, and has been unsuccessful, the student will then be referred to the administration. Once done, the administrator assumes the role of deciding appropriate further action informed by this code.

Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing behavior. While this plan is designed to be progressive in nature, the seriousness or nature of an act may result in acceleration to a higher level of discipline.

Rules, regulations and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities. The purpose of issuing this guide is to acquaint students, parents/ guardians and others with some of the rules and regulations of Schroon Lake Central School and should be used in conjunction with the District Code of Conduct.

This document is not intended to be all inclusive. Any other student actions not listed, which disrupt the normal educational process, will be handled in a similar manner. In the event that multiple offenses occur simultaneously, the administrator/ designee will exercise discretionary authority in establishing disciplinary action. Actions, which are gross violations of the guide may result in an immediate suspension from school and possible recommendation for expulsion. Violations of this guide may also result in denial of school privileges such as field trips and other extracurricular activities.

Students violating the district's rules and regulations shall suffer disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to severity or persistence of the misbehavior. Pursuant to State Education law and the Schroon Lake Central School Board Policy, however some offenses require specific consequences, mandatory removal to an alternate education program or mandatory expulsion. As a consequence of persistent or serious violations, students may be referred to a counselor, nurse or other staff members. School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school property. The districts code of conduct is not a zero-tolerance policy, but does include some mandatory penalties required by law. Staff professional judgment and common sense are important elements of any behavior management program.

**Level 1-** Any misbehavior that represents an infraction of the established procedures which regulate the operation of the school and its educational process is considered a Level 1 misbehavior. The frequency of the occurrence within a short period of time shall determine the appropriate disciplinary response including reclassification to a higher level infraction. The classroom teacher, for most Level 1 infractions, will handle initial discipline. The classroom teacher may give a verbal warning(s) and contact parents prior to writing up an infraction in his or her classroom. Repeated Level 1 offenses will result in a referral to administration.

<b>Minimum Consequences of LEVEL 1 infractions:</b>	<b>Examples of LEVEL 1 Infractions:</b>
<p><b>In the classroom:</b></p> <p><b>1<sup>st</sup> offense:</b> Verbal warning</p> <p><b>2<sup>nd</sup>- 4<sup>th</sup> offense:</b> Discipline information sent home, lunch or after school detention, parent phone call made by teacher</p> <p><b>5<sup>th</sup> offense:</b> Parent meeting</p> <ul style="list-style-type: none"> <li>• <b>Additional infractions may result in removing a student from class ( see procedures)</b></li> </ul> <p><b>Out of the Classroom:</b></p> <p><b>1<sup>st</sup> offense:</b> Verbal warning</p> <p><b>2<sup>nd</sup> offense:</b> Discipline information sent home</p> <p><b>3<sup>rd</sup> offense:</b> Discipline information sent home, lunch or after school detention, parent phone call made by the teacher</p> <p><b>4<sup>th</sup> offense:</b> Discipline information used to refer to Level 2 intervention</p> <p><b>Cutting after school detention will likely result in a day of In School Suspension</b></p>	<p><b>In the Classroom:</b></p> <ul style="list-style-type: none"> <li>• <b>Inappropriate language</b></li> <li>• <b>Minor Class Disruptions</b></li> <li>• <b>Teasing/ Name Calling</b></li> <li>• <b>Failure to bring required materials to class</b></li> <li>• <b>Inappropriate use of electronic devices, including cell phones, chromebooks, etc.</b></li> <li>• <b>Other behavior that disturbs the learning environment</b></li> <li>• <b>Inappropriate dress</b></li> </ul> <p><b>Out of the Classroom:</b></p> <ul style="list-style-type: none"> <li>• <b>Misuse of pass privileges</b></li> <li>• <b>Inappropriate dress</b></li> <li>• <b>Teasing/ name calling</b></li> <li>• <b>Eating/ drinking in an unauthorized area</b></li> <li>• <b>Inappropriate cafeteria behavior</b></li> <li>• <b>Inappropriate public displays of affection</b></li> </ul>

**Level 2-** Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student’s own education is considered a level 2 misbehavior. The administrator will handle Level 2 infractions by contacting the parent and possibly developing a written plan of action with the student to change the behavior.

<b>Minimum Consequences of Level 2 Infractions:</b>	<b>Examples of Level 2 Infractions:</b>
<p><b>1<sup>st</sup> offense:</b> 1 day after school detention</p> <p><b>2<sup>nd</sup> offense:</b> 2 days after school detention</p> <p><b>3<sup>rd</sup> offense:</b> 3 days after school detention or Saturday detention</p> <p><b>4<sup>th</sup> offense:</b> 1 day in school suspension</p> <p><b>5<sup>th</sup> offense:</b> 2 days in school suspension</p> <p><b>6<sup>th</sup> Offense:</b> 1 day out of school suspension</p> <p><b>7<sup>th</sup> Offense:</b> 2-5 days out of school suspension</p> <p><b>8<sup>th</sup> Offense:</b> 3-5 days out of school suspension and possible referral for Superintendent’s Hearing</p>	<ul style="list-style-type: none"> <li>● Persistent violations at Level 1</li> <li>● Not in assigned area</li> <li>● Persistent disrespectful and disruptive behavior</li> <li>● Insubordination/ blatant refusal to follow directions</li> <li>● Shoving/ Horseplay</li> <li>● Harassment and intimidation</li> <li>● Academic cheating</li> <li>● Leaving school without permission</li> <li>● Forgery</li> <li>● Gambling</li> <li>● Possession of lighter or matches on school property or during school related activities</li> <li>● Use of social media that disrupts the Educational process</li> <li>● Consistently tardy to school three times or more <ul style="list-style-type: none"> <li>➤ Skipping School</li> <li>➤ Inappropriate use of electronic devices and cell phones</li> </ul> </li> </ul>

**Level 3-** Any misbehavior whose consequences may pose a threat to the health and safety of others in school or has a lasting effect on the individual is considered a Level 3 misbehavior. The administrator will handle Level 3 infractions by contacting the parent and developing a written plan of action with the student to change the behavior.

Minimum Consequences of Level 3 Infractions	Examples of Level 3 Infractions:
<p><b>1<sup>st</sup> Offense:</b> 1-4 days in school suspension</p> <p><b>2<sup>nd</sup> Offense:</b> 1-3 days out of school suspension</p> <p><b>3<sup>rd</sup> Offense:</b> 3-5 days out of school suspension</p> <p><b>4<sup>th</sup> Offense:</b> 3-5 days out of school suspension and possible referral for Superintendent’s Hearing</p>	<ul style="list-style-type: none"> <li>• Extortion</li> <li>• Assault, fighting, physical abuse in school or on school property</li> <li>• Sexual, racial or religious harassment</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Vandalism</li> <li>• Dangerous behavior such as reckless driving, leaving school with intention to fight, etc.</li> <li>• Purposeful, aggressive, grossly obscene/vulgar language, behavior or possession of this material</li> <li>• Possession, sale, use, purchase , sharing drug paraphernalia</li> <li>• Possession of tobacco/ tobacco products on school grounds</li> <li>• Possession of vaping devices or electronic cigarettes</li> <li>• Taking pictures or videos of others without permission</li> </ul>

**Procedures for Removing a Student from Class**

1. Inform the student and administrator of reasons for removal
2. Provide student opportunity to present his side within 24 hours
3. Inform Parents of removal within 24 hours. If parents object, administrator must hold informal hearing within 48 hours and return a finding by the end of the business day of the meeting.
4. Student reports to alternative supervised location for your class period on the day(s) selected for removal.
5. Teacher provides notes from class and assignments for the students to do.

**Level 4-** Any misbehavior whose consequences pose an immediate threat to the health and safety of others. The administrator will handle Level 4 infractions by contacting the parent and developing a written plan of action with the student to change the behavior.

Minimum Consequences of Level 4 Infractions:	Examples of Level 4 Infractions:
<p><b>1<sup>st</sup> offense:</b> 5 days out of school suspension Likely Superintendent’s Hearing Likely referral to NYS Police</p>	<ul style="list-style-type: none"> <li>• Threat to school safety</li> <li>• Arson</li> <li>• Bomb Threat/ false alarm</li> <li>• Drug –Alcohol possession</li> <li>• Weapon/ explosives( including fireworks)</li> <li>• Assault with a weapon</li> <li>• In any way deliberately endangering the welfare of others</li> </ul>

**Procedures for Detaining a Student**

The student will receive an after school detention, to be served within five school days of the infraction

1. Notify students, parents and administrator
2. Ensure student has transportation home



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