

2023-2024 CCSD - High School PROGRESSIVE Discipline Ladder

In the Classroom:

Teachers develop and display a list of 5 positively stated classroom rules.

When classroom rules are not adhered to use the following procedures to address the misbehavior:

LEVEL 1 INFRACTIONS - will be addressed by each-individual classroom teacher with the 4-Step Ladder below:

General Classroom Misconduct

Failing to Follow Classroom Rules

Continual Unpreparedness for Class

Refusal to Do Work

Correctable Disrupting Behavior

1st Offense: Warning

2nd Offense: Break Detention, Parent Contact, Document Behavior Intervention Used

3rd Offense: 2 Break Detentions, Parent Contact, Document Behavior Intervention Used - Discuss with the Principal

4th Offense: Office Referral, Parent Contact, Document Behavior Intervention Used

Each teacher will enforce their classroom/school rules while documenting all infractions and student consequences. Teachers will also document all inappropriate behavior in the hallway, cafeteria, and on campus. They will keep records of detention, phone calls and behavioral interventions used. Documentation must be maintained throughout the school year. This documentation will be collected and used to formulate both informal and formal behavior plans, TST Tier 2 and 3 Behavioral Interventions and to assist with any future Alternative/Discipline Committee Referrals.

Any teacher who reaches the 4th Offense with a student will make an official Office Referral to the principal, and all subsequent misbehaviors will then become Office Referrals.

All LEVEL 1 Classroom Infractions will be wiped clean in each teacher's classroom at the start of the Second Semester.

LEVEL 2 INFRACTIONS

School Administration will follow Student's Progressive Office Discipline Ladder below for all LEVEL 2 Infractions:

- *Minor Theft - under \$100 (Restitution Required)*
- *Minor Vandalism - under \$100 (Restitution Required)*
- *Student-to-Student: Abusive, Obscene Language, Taunting, Harassing, any Bullying Behavior (First Occurrence with a Particular Student)*
- *Failure to Report to an Assigned Area*
- *Willful Disobedience - Minor*
- *Disrespect - Minor*
- *Class Disturbance - Minor*
- *Disruption to the Educational Setting (on campus or through social media) - Minor*
- *Gambling*
- *Invasion of Privacy - minor*
- *Minor (Non-Sexual) Inappropriate Physical Contact: Horse-Playing or Rough-Housing*

LEVEL 3 INFRACTIONS

Students that commit one of the following infractions will be instantly elevated to the 5th Office Referral Level or the next step on the Student's Progressive Office Discipline Ladder whichever is higher.

- *Willful Disobedience - Overt and Major*
- *Willful Disrespect - Overt and Major*
- *Theft - \$100 or greater (Restitution Required)*
- *Vandalism - \$100 or greater (Restitution Required)*
- *Gang Affiliated Graffiti (Restitution Required) Report Activity to SRO*
- *Disruption to the Educational Setting (on campus or through social media) - Major*
- *Inappropriate Physical Contact including Extreme Horse-Playing/Rough-Housing or Any Minor Inappropriate Sexual Contact*
- *Trespassing by a **Suspended** Student*
- *Student-to-Student: Abusive, Obscene Language, Taunting, Harassing, any Bullying Behavior (Beyond the 1st Occurrence with a Particular Student)*
- *Gang Affiliated Intimidation or Harassment (First Occurrence) Report Activity to SRO*
- ***1st Offense - Historically** Student Threatens to Take Another Student's Life (No Actionable Plan Found Following a Threat Assessment) **Beyond 1st Offense - Historically**: Principal has Discretion to Advance the Student to the Stand-Alone Offense or Remain at the Level 3 Infraction*
- *Invasion of Privacy: Major, include Entering the Incorrect Bathroom and/or Consensual Sexual Behavior*

When an office referral becomes necessary, the Student's Progressive Office Discipline Ladder will be used in the office to address Level 1 Offenses beyond the 3rd Classroom Offense with any teacher, all Level 2 Offenses and all Level 3 Offenses.

Student Progressive Office Discipline Ladder

1st Office Referral: Remainder of the Day + 1 Full Day of ISD, Mandatory Writing,

OR

The Principal has the option of allowing a Regular Education Student to Choose Between Corporal Punishment or the Remainder of the Day + 1 Full Day of ISD and Mandatory Writing

2nd Office Referral: Remainder of the Day + 3 Full Days of ISD, Mandatory Writing, Referral to Teacher Support Team

3rd Office Referral: Remainder of the Day + 5 Full Days of ISD, Mandatory Writing, Document Behavior Interventions Used

4th Office Referral: Remainder of the Day + 1 Full Day Suspension(OSS), Document Behavior Interventions Used, Request the creation of a Behavior Plan from TST

5th Office Referral: Remainder of the Day + 3 Full Days Suspension(OSS), Document Behavior Interventions Used

6th Office Referral: Remainder of the Day + 5 Full Days Suspension(OSS), Document Behavior Interventions Used

7th Office Referral: OSS pending Alternative Hearing, Document Behavior Interventions Used

Stand-Alone Discipline Issues with Physical Aggression Involved

(Students found to have committed one of the following infractions will be disciplined according to the stated consequences below. The infraction is also automatically **documented** on the 5th Office Referral Level or the next step on the Student's Progressive Office Discipline Ladder whichever is higher).
(A Threat Assessment could be required depending upon the circumstances and discipline history of the student.)
(Criminal Charges Could Be Filed by the Sheriff's Office)

Fighting: a physical altercation between 2 students where anger and frustration leads to throwing a punch or kick at each other. The altercation will be punishable as a fight if a student attempts to hit or kick another student even in **retaliation.**

OR

Serious Physical Attack: a physical altercation where one student attacks another student by hitting, kicking or assaulting the student. The victim does not respond with hitting or kicking - instead the victim blocks, grabs the arms/hands of the aggressor, pulls the attacker close to their body to limit the force of the punches, and/or attempts to flee the attack. **(THE VICTIM: DOES NOT ESCALATING THE SITUATION, DOES NOT PUNCH/KICK BACK, and the VICTIM MUST SHOW A WILLINGNESS TO WALK AWAY AS STAFF OR OTHER STUDENTS ATTEMPT TO REMOVE THE AGGRESSOR.**

Communicate These Events to the SRO - REPORT ALL INJURIES TO THE SRO and District Business Manager

1st Offense will result in a minimum 5 Day Suspension up to a Discipline Hearing
2nd Offense will result in a minimum Alternative Hearing up to a Discipline Hearing
3rd Offense will result in Discipline Hearing

Rape/Sexual Assault: (SRO Should Be Notified)
1st Offense will result in 10 Day Suspension pending a Discipline Hearing

School Employee is Assaulted: (SRO Should Be Notified)
1st Offense will result in 10 Day Suspension pending a Discipline Hearing

Group/Gang Fight or Multiple Students Assaulting a Single Student: (SRO Should Be Notified))
1st Offense will result in 10 Day Suspension pending a Discipline Hearing

Stand-Alone Serious Discipline Issues

(Does Not Affect Student Progressive Office Discipline Ladder)

Leaving School or School Event Without Permission: (Contact SRO If No Contact Can Be Made With the Parent or Student)
1st Offense will result in 5 Day Suspension
2nd Offense will result in 10 Day Suspension
3rd Offense will result in an Alternative Hearing
4th Offense will result in a Discipline Hearing

Use or Possession of Tobacco/Devices:
1st Offense will result in 3 Day Suspension
2nd Offense will result in 5 Day Suspension with possible a Discipline Hearing
3rd Offense will result in a Discipline Hearing

Possession/Use/Sell of Illegal Mind Altering Substances: (SRO Should Be Notified)

1st Offense will result in 10 Day Suspension pending a Discipline Hearing

Positive Drug Test from Reasonable Suspicion Drug Testing:

1st Offense will result in 5 Day Suspension with Counseling

2nd Offense will result in 10 Day Suspension pending a Discipline Hearing

Viewing Obscene Sites/Illegal Activity/Hacking on District Device/Network - (Violations of the District's Acceptable Use Policy - refer to Handbook) or on personal device at school

1st Offense will result in removal from school device/network(if applicable), 3 Day Suspension, and report any illegal activity to SRO

2nd Offense will result in 5 Day Suspension and report any illegal activity to SRO

3rd Offense will result in an Alternative Hearing and report any illegal activity to SRO

Making/Creating of Pornographic Images of Minors/Students/Staff Where the Images Were Made Public or Inadvertently Falls in the Hands of CCSD Students, CCSD Officials or the CCSO: (SRO Should Be Called)

1st Offense will result in 10 Day Suspension Pending an Alternative Hearing or Discipline Hearing(Principal Discretion) - depending upon severity of the incident, and student's discipline record.

2nd Offense will result in 10 Day Suspension pending a Discipline Hearing

Distribution/Sharing/Showing of Pornographic Images of Minors/Students/Staff at School (SRO Should Be Notified)

1st Offense will result in 10 Day Suspension Pending an Alternative Hearing or Discipline Hearing (Principal Discretion) - depending upon severity of the incident, and student's discipline record.

2nd Offense will result in 10 Day Suspension pending a Discipline Hearing

Threatening an Employee (any form) (SRO Should Be Notified)

1st Offense will result in Suspension Pending an Alternative Hearing or Discipline Hearing (Principal Discretion) - depending upon severity, proof, student's discipline record.

2nd Offense will result in 10 Day Suspension pending a Discipline Hearing

Student Possession of Weapon or Other Dangerous Items (Including Self-Defense Items):

(SRO Should Be Notified)

1st Offense will result in Suspension Pending an Alternative Hearing or Discipline Hearing (Principal Discretion) - depending upon severity, intent, student's discipline record.

2nd Offense will result in 10 Day Suspension pending a Discipline Hearing

Gang Affiliated Intimidation or Harassment (Beyond the First Occurrence) (SRO Should Be Notified)

Administrative Conference Must Be Held with Alternative School Director and School Safety Director Before Proceeding

The infraction will result in Suspension Pending an Alternative Hearing or Discipline Hearing (Principal Discretion) - depending upon severity, intent, student's discipline record

Any subsequent occurrence will result in 10 Day Suspension pending a Discipline Hearing

Student Threatens to Take Another Student's Life (An Actionable Plan Is NOT Found Following a Threat Assessment, but the Student has a Previous History of Aggressive-Verbally Life-Threatening Behaviors) (SRO Should Be Notified)

1st Offense will result in Suspension Pending an Alternative Hearing

Subsequent Offenses in the Same School Year can Result in Reinstatement to the Alternative School or Suspension pending a Discipline Hearing - Principal's Discretion

Student Threatens to Take Another Student's Life (An Actionable Plan Is Found Following a Threat Assessment)

(SRO Should Be Notified)

1st Offense will result in 10 Day Suspension pending a Discipline Hearing

Student Threatens Violence by Bombing, Shooting, or Stabbing on Campus that Results in any type of School Lockdown (NO Actionable Plan Is Found Following a Threat Assessment) (SRO Should Be Notified)

1st Offense will result in 10 Day Suspension Pending an Alternative Hearing or a Discipline Hearing (Principal Discretion) - depending upon severity, intent, student's discipline record.

2nd Offense will result in 10 Day Suspension Pending a Discipline Hearing

Student Threatens Violence by Bombing, Shooting, or Stabbing on Campus that Results in any type of School Lockdown (Actionable Plan Is Found Following a Threat Assessment) (SRO Should Be Notified)

1st Offense will result in 10 Day Suspension Pending a Discipline Hearing

Breaking and Entering or Unauthorized Entering on CCSD Property or other CCSD Facilities

1st Offense will result in a minimum of 5 Days OSS - up to a Discipline Hearing (Principal Discretion) - depending upon severity, intent, student's discipline record, (SRO Must Be Notified), (Restitution must be made for any damage that occurred)

2nd Offense will result in 10 Day Suspension Pending an Alternative Hearing or a Discipline Hearing (Principal Discretion) - depending upon severity, intent, student's discipline record. (SRO Must Be Notified) (Restitution must be made for any damage that occurred.)

DRESS CODE VIOLATIONS and ALL TARDIES:

These are additional Stand-Alone concerns. Due to the diverse needs of the individual schools, each principal will have discretion on how to address these concerns - with the superintendent's approval.

Discipline Issues Requiring the SRO to be Notified

- Student refusal to submit a school's reasonable suspicion search
- Student in possession of illegal substances
- Student in possession of dangerous weapons - gun, explosives, knives
- Rape/Sexual Assault
- An assault that goes beyond a standard fight or Gang Fight or Group Fight
- Instances where students age 18 or older have attacked/violated a student under the age of 18 years
- Student has left campus without permission and contact with the student or parents can not be made
- Theft/Vandalism with a dollar value of \$100 or greater
- Threats to use deadly force against students and/or staff
- When the student's noncompliance has created a situation where it's dangerous for themselves and/or overall school safety.
- Situations where the school has knowledge that illegal activity may have occurred on school grounds
- School Employee is Assaulted
- Alternative School students or Suspended/Expelled students who sneak into extracurricular activities.

School Bus Discipline shall be on a separate ladder. Penalties will be limited to suspensions from the bus - up to removal from the bus. On the rare occasion that the discipline issue stems from or leads to wider discipline issues at the school or is a serious safety concern, the principal could opt to remove the student from the bus and apply the infraction to the regular discipline ladder. All Stand-Alone Serious Discipline Issues and consequences will be applicable while on a school bus.

All Out-of-School Suspensions must be reported to the Superintendent in a timely manner. Please send this information to Amanda Long. The school's SRO must be copied on all student suspensions dealing with physical aggression and/or illegal activity.

Discipline affecting students who receive Special Education services must be in compliance with all federal laws and special education policies and procedures. To assist you in this matter, please forward all OSSs to Dr. Kellie Logan and the student's SPED teacher by the end of the day the student was removed from their normal placement.

The student discipline ladder will be progressive, cumulative and in effect throughout the school year. Students will not be given the opportunity to slide backwards (exception: clearing all LEVEL 1 Infractions at the start of the second semester) on the ladder or alter the structured plan unless a student has an official

behavior plan/FBA/BIP in place that prescribes an altered discipline ladder as a component of the behavior plan. The principal must be in agreement with the behavior plan and any modifications to that student's discipline ladder.

Once a student returns to his/her school from an Alternative School placement, the principal has the discretion to re-place the student into the alternative setting without reconvening the Alternative School Committee if the student continues to disregard school rules and procedures. The principal must contact the Alternative School Director to establish the number of additional days.

The superintendent has the discretion to alter this plan as situations and circumstances arise that might be in conflict with school board policy, district procedures, or pose a threat to school safety and/or the learning environment.