

Lake Ridge New Tech Schools District Discipline Behavior Plan

Lake Ridge New Tech Schools School Board of Trustees has adopted a mission statement that states, Changing Learning...Changing Lives... Inspiring Lifelong Possibilities. The Lake Ridge New Tech School Corporation has high expectations for all students. In order for students to reach their potential, school grounds and classrooms must be free of disruptive behavior. Therefore, any student behavior that interferes with the educational environment will not be tolerated.

Maintaining high-quality discipline within the schools is also a community responsibility. Parents must be active partners in this process by working closely with the school staff and being familiar with school policy. If clarification is needed, school board policy can be found in the site shortcut section on-line at www.lakeridgeschools.net

Individual schools may establish rules and regulations germane to their buildings, as long as they are consistent with this school district behavior plan, the policies set forth by the School Board or other rules and regulations established by the Superintendent of Schools.

The purpose of a district wide behavior plan is to provide students and staff a framework of interventions in an attempt to change student behavior and promote a safe and orderly learning environment.

It is the school corporation's intent that discipline be progressive in nature. Student consequence should equal the violation, progressing in severity if the behavior has not been changed. In the case of more severe offenses, the discipline might not be progressive in nature but reflective of the offense committed.

It is recognized that violations of certain rules and the resulting consequences for students in elementary schools may be different than the consequences for older students. Where no distinction has been made in this plan, the principals may elect to utilize the lower ranges of the consequences for elementary students, when appropriate.

Lake Ridge New Tech School Corporation does not discriminate on the basis of race, gender, economic status, handicapping condition, national origin, or any other personal characteristics in regard to disciplinary actions against students.

Rules and regulations apply to school grounds and premises before, during and after school hours; anytime school buildings or grounds are used by a school group; off school grounds at any school function or event; when traveling to and from school or school activity, function or event; at bus stops; or at any time or place which may affect an educational function or be identified with Lake Ridge New Tech School Corporation.

Examples for most rules are provided. Each rule is accompanied by a range of consequences for violating that rule. The school administrator will determine the level of the consequence and provide appropriate action based on student age, severity of infraction, number of prior offenses and other pertinent information.

Levels of Disciplinary Consequences

- **Level 1: Conference/parent contact**

Staff members may initiate and conduct a conference or make contact using any combination of the following:

1. Teacher/student, teacher/parent
2. Counselor/student, counselor/parent
3. Teacher/counselor, teacher/student/counselor, teacher/student/counselor/parent
4. Administrator/student, administrator/parent, administrator/parent/student, administrator/parent/student/counselor
5. Use of Resource officer/Truancy officer
6. Other parties deemed necessary
7. Letter to parent
8. Telephone contact with parent, voice mail or answering machine
9. Electronic contact (E-mail or text with parent)
10. Letter
11. Write up

- **Level 2: Intervention options**

1. **Referral to:** counselor, teacher of record, intervention assistance team, truancy officer, resource officer or other staff person
2. **Time Out:** The removal of a student from class for one-half day or less.
3. **Detention:** Detaining a student for disciplinary reasons before, during and after school hours.
4. **Independent Study Lab:**
5. **Intervention Assistance Team:** A meeting of school personnel and other individuals to consider behavior and/ or progress of the student and to make recommendations.
6. **School Behavior Agreement:** Written contract listing steps to be taken for improvement of the behavior or attendance. It should describe the support to be provided by staff/parents and state a date for review.
7. **Restricted Activity:** The denial of participation in school activities/extra curricular events
8. **School Service:** Assign student restitution by performing a service for the school.
9. **Recess restrictions**
10. **Loss of parking privileges**
11. **Suspension of driver's license**
12. **Attendance buy back**
12. **Teen Court**
13. **Referral to:** Crisis Center, Lake Ridge Student Health Center or other social service agency if deemed appropriate
14. **Truancy referral to courts**
15. **Any combination of Level 1 and 2**
16. **Other:** options not listed but discussed with parents, teachers and administrators

- **Level 3: In-school alternatives**
 1. Placement of student in an in-school suspension program
 2. Placement of student in Independent Study Lab for more than a day
 3. Placement as outlined above and in combination with level 1 and 2 consequences.

- **Level 4: Suspension/or bus suspension**
 1. Suspension with student conference and letter sent home. (Form 1)
 2. Suspension with parent conference and letter sent home. (Form 1)
 3. May be used in combination of Level 1,2 and 3 consequences
 4. Suspension from school bus with parent notification (letter, electronic contact, phone call, conference)

- **Level 5: Alternative Options**
 1. School probation with modified schedule
 2. School probation with referral to community agency or court
 3. School probation in conjunction with level 2, 3 and 4 consequences
 4. Form 16 behavior contract in lieu of expulsion for more severe violations

- **Level 6: Expulsion**

Expulsion is the denial of the student's right to attend school or school sponsored activities.

 1. Suspension with request for expulsion
 2. Suspension/manifestation determination/expulsion

Disciplinary Consequences

Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel. There are six levels of consequences for infractions of rules. Examples provided are intended to help clarify policy. They do not constitute a complete list of offenses for which the students have violated.

- Progressive Discipline Steps/Ranges of Consequences

It is the school corporation's intent that discipline be progressive in nature. Student consequence should equal the violation progressing if the behavior has not been changed. In the case of more serious offenses, the discipline might not be progressive in nature but reflective of the offense committed.

- Consequences for Elementary Students

It is recognized that violations of certain rules and the resulting consequences for students in elementary schools may be different than the consequences for older students. Where no distinction has been made in this plan, the principals may elect to utilize the lower ranges of the consequences for elementary students, when appropriate.

Disciplinary Consequences

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
 Level 3: In-School Alternatives

Level 4: Suspension/Bus Suspension
 Level 5: Alternative Options
 Level 6: Expulsion

Attendance Violations

Attendance

Attendance is essential in order for students to receive a quality education. With few exceptions, students aged 7 through 17 are required by Indiana law to attend school. (Lake Ridge New Tech Schools By-laws and Policy 5200-5200.1)

- A. **TARDINESS:** A student who comes to class late is considered tardy.
- B. **EXCESSIVE ABSENCE:** Frequent or prolonged absences that adversely effect the student’s education.
- C. **Unexcused Absence:** Failure to report to school without an approved excuse.
- D. **Truant:** Failure to report to class/school and without an approved pass or excuse. Students are to remain on school grounds unless permission to leave is granted by the school administration.
- E. **Legal Settlement:** A student may be expelled if it is determined that the student’s legal settlement is not in the attendance are of Lake Ridge New Tech Schools in accordance with Indiana Code.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
1		5
1		5
1		5
1		5
6		6

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
 Level 3: In-School Alternatives

Level 4: Suspension/Bus Suspension
 Level 5: Alternative Options
 Level 6: Expulsion

Behavior Violations

Repeated Rule Violation

Repeated violations of rules that students are expected to follow. Students who continue to violate the rules will receive more severe consequences.

Student Dress

Students and parents are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. Students are expected to follow dress code/uniformity of color.
 (Lake Ridge New Tech Schools Bylaws and Policy 5511)

Personal Property

A student will not use during school hours any object that has no educational purpose and may distract from teaching and learning or disrupts the learning environment. Examples include, but are not limited to:

- A. **TOYS:** Use of any toys, games, etc., without permission of the administration.
- B. **TECHNOLOGY DEVICES:** Use of digital media player or electronic devices without permission of the administration.
- C. **CELLULAR TELEPHONES/RECORDING DEVICES:** Use of a cell phone, or similar device during school hours.
- D. **OTHER:** Use of any object that could disrupt the normal order of school including, but not limited to, personal security alarms, digital cameras, laser lights or other electronic devices/toys, matches and/or lighters.

Electronic devices will be considered as in use if they are "on" or in sight during school hours. Exception: For use as an instructional device under guidance of a teacher. Items will be confiscated and may be returned to parents at the discretion of the principal/designee.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
1		6
1		4
1		6
1		6
1		6
1		6

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
 Level 3: In-School Alternatives

Level 4: Suspension/Bus Suspension
 Level 5: Alternative Options
 Level 6: Expulsion

	CONSEQUENCE LEVEL		
	<i>Min.</i>	<i>Grade</i>	<i>Max</i>
G. CHRONIC OR LACK OF SUPPLIES: Repeatedly reporting to class without necessary materials such as books, technology or class supplies.	1		4
H. BUS RULES: Not in assigned seat; standing or moving about; opening door/window; eating/drinking on bus; loud, boisterous conduct; riding unassigned bus; other minor offenses.	1		4
I. OTHER: Any other action that disrupts or interferes with educational activities or the school environment.	1		4
<u>Threatening</u> A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to:	2		6
A. AGAINST A STAFF MEMBER: Threatening to strike, attack or harm any staff member.	2		6
B. AGAINST A STUDENT OR OTHER PERSON: Threatening to strike, attack, or harm any student or person.	2		6
C. BULLYING / CYBERBULLYING: Over, repeated acts or gestures, including verbal or written communications, text messaging; physical act committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This rule will also apply when using personal technology and property or equipment provided by the school. (Refer to Lake Ridge New Tech School Board Policy and Bylaws 5517)	2		6
<u>Injury to Others – VERBAL OR PHYSICAL ALTERCATIONS</u> A student will not cause or attempt to cause verbal or physical injury to other students, staff members, or others. Examples include, but are not limited to:	2	PK-5	6
	3	6-12	6
A. FIGHTING	2	PK-5	6
	3	6-12	6
B. INTICING/INSTIGATION: Encouraging other to fight by physical contact by pushing, shoving or hitting, whether or not injury occurs, is prohibited.	2	PK-5	6
	3	6-12	6
C. SHOVING AND/OR KICKING: Pushing and/or kicking anyone.	2	PK-5	6
	3	6-12	6
D. HITTING, BITING, SPITTING, OR OTHER CONDUCT THAT CAUSES OR MAY CAUSE INJURY, OR HARASSMENT OF ANOTHER STUDENT OR ADULT: Hitting, biting, spitting, or throwing objects at a student or adult.	2	PK-5	6
	3	6-12	6
E. THROWING OBJECTS: Throwing any object that may cause injury in any part of the school, on school grounds, at school events, or at school vehicles.	2	PK-5	6
	3	6-12	6

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
 Level 3: In-School Alternatives

Level 4: Suspension/Bus Suspension
 Level 5: Alternative Options
 Level 6: Expulsion

Improper Use of School Technology

A student will not engage in the improper use of technology. Examples include, but are not limited to:

- A. **DAMAGING OR DISRUPTING HARDWARE OR SOFTWARE.**
- B. **ENTERING OR RETRIEVING PORNOGRAPHIC MATERIAL, APPROPRIATE TEXT/FILES (INCLUDING FILES THAT MAY CONTAIN DEROGATORY OR INFLAMMATORY RACIAL, ETHNIC OR RELIGIOUS SLOGANS OR SYMBOL(S) OR FILES CARRYING VIRUSES.**
- C. **VIOLATING COPYRIGHT PROVISIONS WITHOUT PERMISSION.**
- D. **ACCESSING SCHOOL RECORDS OR ANOTHER PERSON'S INFORMATION OR FILES WITHOUT PERMISSION.**
- E. **OTHER IMPROPER USE OF EQUIPMENT.**

Disruption of School Environment for Behaviors Outside the School Day

A student will not engage in behavior outside the day that will disrupt the learning environment.

Examples include: threats of fighting, fighting, cyberbullying or arrest

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
2		6
2	PK-5	6
3	6-12	6
2	PK-5	6
3	6-12	6
2	PK-5	6
3	6-12	6
2	PK-5	6
3	6-12	6
1	PK-5	6

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
 Level 3: In-School Alternatives

Level 4: Suspension/Bus Suspension
 Level 5: Alternative Options
 Level 6: Expulsion

Severe Violations

Trespassing

Entering any school property or into school facilities without proper authority. Includes any entry into school buildings, school grounds or school activities during a period of suspension or expulsion.

Gambling

Playing a game of skill or chance for money or anything of value.

Possession or Use of Fireworks and/or Possession of Ammunition

Using or possessing any explosive amusement devise.

Reckless Vehicle Use

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health and safety or as a disruption to the educational process.

Destruction of Property/Vandalism

Causing damage, vandalizing school property or the property of others. The family will be held financially responsible for damages.

Possession of Stolen Property

Having in one's possession property obtained without permission of the owner, generally valued at less than \$250.

Tobacco Products

Possession and/or use of any tobacco product. Tobacco products and matches/lighters will also be confiscated.

Petty Theft

Assisting or participating in unauthorized control of property belonging to any school, any organization or any individual or group without prior permission. Also, possession of stolen property or taking or accepting stolen property generally valued at less than \$250.

Electronic-Related Crimes

Engaging in electronic-related crimes.

Inappropriate Sexual Behavior

Participating in inappropriate sexual behavior including sexual harassment or public indecency on school property, at school activities, going to or from school events or at any time where the behavior may interfere with school purposes.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
2		6
1	PK-5	4
2	6-12	4
2	PK-5	4
3	6-12	6
4		6
2	PK-5	6
4	6-12	6
2	PK-5	4
3	6-12	6
2		4
2	PK-5	4
3	6-12	6
2	PK-5	4
3	6-12	6
2	PK-5	6
4	6-12	6

Level 1: Conference/Parent Contact
 Level 2: Intervention Options
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 Level 5: Alternative Options
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False Alarms

False fire alarm or false emergency call.

Pornographic Material

Possession and/or distribution of pornographic material that would reasonably be considered offensive by community standards for students, that are without redeeming social value or that contain language considered to be vulgarity or profanity.

Disorderly Conduct

Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested. Ex: Causing injury to a student and or adult who intervenes in breaking up a fight

Battery

Knowing or intentionally touching of another person in a rude, insolent or angry manner. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to students, staff or others. This includes, but is not limited to, rape, molestation or criminal recklessness.

Group or Gang Involvement

Group or gang involvement includes, but is not limited to, group or gang-related coercion; intimidation; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.

Homicide

Causing the death of another person, or having knowledge of another person’s intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

Weapons

Possession, purchase or sale of a knife, weapon, explosive, chemical agent dispenser, destructive device or other object that can reasonably be considered a weapon. If weapons are confiscated, they will not be returned. They will be given to the proper authorities for disposal.

Arson

Setting fire to or damaging any school building or property, or having knowledge of another person’s intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

Narcotics/Drugs

Possession, use, under the influence and/or sale of illegal narcotics and drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
3	PK-5	4
4	6-12	6
1	PK-5	6
2	6-12	6
2	PK-5	6
3	6-12	6
5		6
2	PK-5	6
3	6-12	6
6		6
4	PK-5	6
5	6-12	6
5		6
5		6

Level 1: Conference/Parent Contact	Level 4: Suspension/Bus Suspension
Level 2: Intervention Options	Level 5: Alternative Options
Level 3: In-School Alternatives	Level 6: Expulsion

Theft

Theft by force, repeated petty theft or assisting/participating/accepting or possession of stolen property generally valued in excess of \$250.

Firearms

Possession of a loaded or unloaded firearm, taser gun, electronic stun gun or any weapon or device that expels a projectile by the action of an explosive, or having knowledge of another person’s intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

Possession, purchase and/or sale of any item represented to be a firearm or any weapon or device that expels a projectile by air.

Illegal Conduct

Involvement in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates local, state or federal law where such conduct poses a danger to the health, welfare or safety of student, staff, visitors or interferes with school purposes.

Threat of Illegal Conduct

Threat of engaging in a law violation of any kind that constitutes a danger to the safety of others or is an interference with school purposes.

Intimidation

A person who communicates a threat to another person with the intent that the other person engages in conduct against his/her will, or the other person is placed in fear of retaliation for a prior lawful act.

Probationary Contract Broken

Violation of a level 5 probation agreement.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max</i>
4		6
6		6
5		6
5		6
4		6
5		6
4		6