

Ranges of Disciplinary Consequences

(Student Discipline Code - Pursuant to New York State Education Law Section 2801)

DETENTION PROCEDURES

- Faculty member notices a student disobeying a classroom rule or a building-wide PRIDE principle
- Faculty member explains which rule was disobeyed and how the misbehavior broke the rule
- Faculty member writes a discipline referral
- Faculty member notifies the student's parents of the referral and why it was written
- Administration/Dean of Students will assign appropriate consequence.
- Students must report to detention on the assigned day and at the assigned time.
- Students who arrive late or do not serve the duration of the detention will make up the time they missed on the next assigned day
- Talking or sleeping will not be permitted
- Students will be seated in the room according to teacher direction

IN-SCHOOL SUSPENSION PROCEDURE (ISS)

Only the principal can assign ISS.

- Eating will only be permitted during the designated lunchtime.
- Talking or sleeping is not permitted.
- Visitors will not be allowed to enter the ISS room. Violators will receive a verbal warning from the ISS teacher, and a written referral will be submitted to the Principal for further disciplinary action.
- Students in ISS wanting to buy lunch will have it delivered from the cafeteria. Students must have lunch money with them at the beginning on the day.
- Behavior not complying with the above rules will be reported to the administration. This behavior may result in the student re-serving the ISS or receiving further discipline.

DISCIPLINARY CODES

(used in following tables)

WAR= Warning

DET = Detention

RES- Restitution

ISS = In-School Suspension, Parent notified

OSS = Out-of-School Suspension, Parent notified,
letter hand delivered or sent via
certified mail. Re-admit conference
with Administrator

PC = Parent Conference

ST= Suspension from transportation

SH = Superintendent's Hearing

TABLE A – DISORDERLY/DISRUPTIVE CONDUCT

Conduct likely to lead to a disturbance of the public peace, offends public decency, or interrupts instruction in some way. Students have a right to a safe, healthy, orderly, and civil school environment. Any conduct that interferes with such an environment is considered disruptive.

Disciplinary Offense	Disciplinary Action		
	1 st Report	2 nd Report	Subsequent Reports
Obscenity, Profanity, Vulgarity: Abusive, obscene, vulgar or disrespectful language/gestures to another person (applicable to classroom, lunchroom, assemblies, and any and all school functions)	WAR, DET	DET, ISS	OSS, PC
Engaging in lewd, profane, vulgar, or abusive behavior towards faculty, staff or peers	WAR, ISS, PC	OSS, PC,	OSS, PC, SH
Willful Damage of School Property: intentional destruction of school property – graffiti, vandalism (students and their parents shall be financially responsible for all damages)	WAR, DET, ISS, OSS	DET, ISS, OSS	OSS, PC, SH
Trespassing	WAR,DET, ISS, OSS, PC,	ISS,OSS, PC	OSS, PC, SH
Littering	WAR, DET	DET, ISS	OSS, PC
Violation of MCSD “Acceptable Use Policy” for Technology/Computers/Network	WAR, DET, Temporary Loss of computer privilege	DET, ISS, Temp loss of computer privileges, PC	OSS, PC, or SH, Extended loss of computer privileges
Use of personal electronic devices during the school day	WAR, confiscation of device	Confiscation of device with a parent/guardian retrieval	Confiscation of device with a parent/guardian retrieval , ISS
Presence in an unauthorized area	WAR, DET	ISS	OSS, PC
Misconduct while riding a school bus – excessive noise, pushing, shoving, etc.	WAR, DET, Temporary ST, ISS, PC	DET, Temporary ST, ISS, OSS, PC	ST for extended period, OSS, PC
Parking on school property during school day without a permit or administrative permission	WAR, DET	ISS, PC,	ISS, OSS, PC
Running in hallway, excessive noise	WAR,DET	DET	ISS
Gambling	WAR,ISS, PC	OSS, PC	OSS, PC, SH
Misuse of HALLWAY PASS (Using another student’s planner, or an unofficial pass), or NO PASS	WAR,DET	DET, ISS	ISS
Disruptive behavior	WAR,DET	DET, ISS	OSS, PC, SH
Inappropriate public displays of affection	WAR,DET	DET, ISS	OSS, PC

TABLE B - INSUBORDINATION

Conduct that is regarded as disobedient, noncompliant, or resistant to established authority.

Disciplinary Offense	Disciplinary Action		
	1 st Report	2 nd Report	Subsequent Reports
Dress Code Violation – Willful refusal to comply with the MCSD Code of Conduct dress code and/or obscene, profane, vulgar printing or imagery on clothing	WAR, Conference with student, removal/replacement of offensive clothing	DET, ISS, removal of offensive clothing	OSS, removal of offensive clothing, PC
Failure to stay for assigned detention	WAR, DET	DET, ISS	OSS, PC
Lateness to Class	Warning	DET	DET, ISS, OSS, PC
Insubordination: Willful refusal to follow given directions, and/or willful refusal to express oneself in a way that is respectful and appropriate	DET	ISS	OSS, PC, SH
Cutting Class: Unexcused class absences (cutting, absent without permission or parental knowledge)	DET	DET, ISS	ISS, OSS, PC
Truancy: Excessive absence from school for the entire school day	WAR, Attendance Notification Letter	PC, DET, Attendance Notification Letter	DET, ISS, Attendance Notification Letter, referral to support staff
Leaving school without permission	ISS	OSS, PC	OSS, PC, SH
Leaving class without permission	WAR, DET	DET, ISS	ISS, OSS, PC, SH
Forgery of parental notes, signatures, or passes from school personnel	WAR, DET	ISS, PC	OSS, PC, SH

TABLE C - VIOLENT CONDUCT

Exerting physical force with the intent to violate, injure, harm, damage, intimidate, or abuse another person or one's self. Violent conduct that endangers, risks, jeopardizes, or compromises the safety, morals, health, or welfare of others.

Disciplinary Offense	Disciplinary Action		
	1 st Offense	2 nd Offense	Subsequent
Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc.) upon any school district employee OR attempting to do so	5 Days OSS, PC, SH	5 Days OSS, PC, SH	5 Days OSS, PC, SH
Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc.) upon another student or any other person lawfully on school property OR attempting to do so.	5 Days OSS, PC, SH	5 Days OSS, PC, SH	5 Days OSS, PC, SH
Possessing a weapon or firearm	5 Days OSS, PC, SH	5 Days OSS, PC, SH	5 Days OSS, PC, SH
Displaying what appears to be a weapon	WAR, DET, ISS, OSS	ISS, OSS, PC	OSS, PC, SH
Threatening to use a weapon	ISS, OSS, PC,	ISS, OSS, PC, SH	OSS, PC, SH
Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property	WAR, DET, ISS, OSS	WAR, DET, ISS, OSS	OSS, PC, SH
Intentionally damaging or destroying school district property	WAR, DET, ISS, OSS	DET, ISS, OSS	OSS, PC, SH
Fighting: two or more parties <u>contributing</u> to a situation by physical action	5 Days OSS, PC	5 Days OSS, PC,	5 Days OSS, PC, SH
Inciting Violence /Menacing: verbally or otherwise encouraging someone else to participate in a physical or verbal altercation	WAR, DET, ISS	ISS, OSS, PC	OSS, PC, SH
Explosive Devices: Possession and/or detonation of, or threatening to use fireworks, smoke bombs, stink bombs, snappers, or other explosive/chemical device	5 Days OSS, PC, SH		
False Fire Alarm / Misuse of 911 / Bomb Scare	5 Days OSS, PC, SH		
Arson: Deliberate setting of a fire	5 Days OSS, PC, SH		
Threatening Language/behavior toward school personnel	OSS, PC	5 Days OSS, PC	5 Days OSS, PC, SH
Possession or release of dangerous or noxious substances (stink bombs, smoke bombs, etc.)	ISS, OSS, PC,	OSS, PC	5 Days OSS, PC, SH
Extortion: Obtaining property or assistance through coercion	ISS, OSS, PC	OSS, PC	5 Days OSS, PC, SH
Theft: Unlawful taking of property	ISS, OSS, PC	OSS, PC	5 Days OSS, PC, SH
Alcohol / Controlled Substances: Possession, use, distribution, and/or under the influence (contact with police depends upon quantity)	5 Days OSS, PC, referral to support staff	5 Days OSS, PC, referral to support staff	5 Days OSS, PC, SH
Tobacco/Smoking: Use of any type of tobacco product including smokeless tobacco and/or electronic smoking devices	ISS	ISS, OSS, PC	OSS, PC, SH

Disciplinary Offense (Table C – Violent Conduct continued)	Disciplinary Action		
	1 st Offense	2 nd Offense	Subsequent
Open Flame: Use of matches or a lighter on school property (unless supervised by staff member, such as use of Bunsen Burner)	ISS	ISS, OSS, PC	5 Days OSS, PC, SH
Reckless Driving: Driving in a way that endangers people and/or property on school grounds (speeding, weaving, burning rubber, etc.)	WAR, DET temporary revocation of permit	ISS, extended revocation of permit	OSS, revocation of permit, PC
Invasion of Privacy: by recording/transmitting information, photographs, or video	WAR, DET, ISS	ISS, OSS, PC	OSS, PC, or SH

**TABLE D – ENDANGERING THE SAFETY, MORALS, HEALTH,
OR WELFARE OF OTHERS**

TABLE D1 - BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Conduct that occurs between individuals and/or groups of people and is defined ALL of the following components:

- 1) it is an intentional, mean behavior
- 2) it occurs repeatedly, AND
- 3) it occurs in a relationship characterized by an imbalance of strength and/or power.

Disciplinary Offense	Disciplinary Action		
	1 ST Report	2 nd Report	Subsequent Reports
Physical bullying involves hurting a person’s body or possessions. Physical bullying includes: Hitting/kicking/pinching, spitting, ripping/pushing, taking or breaking someone’s things, making mean or rude hand gestures, etc.	WAR, DET, ISS Parental Notification	ISS, OSS Parental Notification 3 mandated meetings with counselor and student	OSS Parental Notification 3 mandated meetings with counselor and student Referral to Student Support Staff
Verbal bullying is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, etc.			
Social bullying , sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public, etc.			
Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal threatening or actual behavior			

TABLE D2 - HARASSMENT

Harassment is any word, communication or action based in whole or in part upon actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, as well as marital status, veteran status, appearance or other physical attribute for which there is no legitimate purpose.

Disciplinary Offense	Disciplinary Action		
	1 st Report	2 nd Report	Subsequent Reports
PHYSICAL HARASSMENT Striking, bruising, maiming, or creating physically dangerous situations in whole or in part upon actual or perceived individual defining characteristic	WAR, DET, ISS	ISS, OSS	OSS
MENTAL HARASSMENT Fears, embarrassment, or in whole or in part upon actual or perceived individual defining characteristic	Parental Notification	Parental Notification	Parental Notification
SEXUAL HARASSMENT Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in the school setting		3 mandated meetings with counselor and student	3 mandated meetings with counselor and student Referral to Student Support Staff

TABLE D3 - HAZING

Hazing is any willful action taken or situation created, alone or acting together, which recklessly, intentionally, or through coercion endangers the physical or mental health of another. The individuals may be willing or unwilling to participate. Hazing is an activity that in some way humiliates another person who lacks the power to resist because he or she wants to be admitted to the group. It can be any action taken or situation created intentionally to produce mental or physical discomfort, humiliation, harassment, or ridicule.

Disciplinary Offense	Disciplinary Action		
	1 st Report	2 nd Report	Subsequent Reports
PHYSICAL/MENTAL ENDANGERMENT Striking, bruising, maiming, or creating physically dangerous situations and/or fears, embarrassment, or intimidation in order for the participants to gain approval/access into the groups and/or clubs as a rite of passage	DET, ISS, OSS Parental Notification 3 mandated meetings with counselor and student	OSS Parental Notification 3 mandated meetings with counselor and student	OSS, PC, SH

RESPONDING TO ALLEGATIONS OF BULLYING, HARASSMENT AND/OR HAZING

When staff or adults observe incidents of bullying, harassment, and/or hazing, the adults are mandated to respond in accordance with the MCSD Code of Conduct. Even if the recipient of the bullying, harassment, and/or hazing behaviors requests that no action be taken or reports not being bothered by the incident, the school is obligated to follow the consequences of bullying, harassment, and/or hazing as delineated in the MCSD Code of Conduct.

TABLE E - ACADEMIC MISCONDUCT

- a. Compromises the authenticity or originality of any academic exercise or assessment, including but not limited to, class work, homework, quizzes, exams, essays, lab reports, standardized tests, projects, and presentations.
- b. Violates copyright law.
- c. Demonstrates the intent to harm or diminish another student’s academic record for the purpose of self-advancement.

Disciplinary Offense	Disciplinary Action		
	1 st Report	2 nd Report	Subsequent Reports
<u>Cheating</u> : any attempt to <u>give or obtain</u> assistance or unfair advantage in a formal academic exercise (i.e., cheat sheets, looking at, copying, or paraphrasing someone else’s work, using electronic or computerized technology to give or obtain information)	WAR, DET	DET, ISS, PC	ISS, PC
<u>Plagiarism</u> : adoption or reproduction of ideas, words, or statements of another person without due acknowledgment (i.e., cutting/pasting from the internet or a database, attributing a particularly apt phrase, quoting/paraphrasing/summarizing an author’s work without citation, or “work-for-hire cheating.”). It includes omitting quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources			
<u>Self-Plagiarism</u> : the submission of the same work for academic credit more than once without permission. For instance, submitting the same paper for credit in two different courses is an example of self-plagiarism			
<u>Fabrication</u> : the falsification of data, information, or citations in any formal academic exercise (e.g. making up citations to back up arguments, invent quotations, change numbers to make experiments or equations “work,” make false claims about research performed, or include/exclude selective information in order to generate bogus data). It includes forgery, lying, and changing academic documents			
<u>Deception</u> : providing false information to a teacher concerning a formal academic exercise (i.e., taking more time on a take-home test than is allowed, giving a dishonest excuse when asking for a deadline extension, or falsely claiming to have submitted work)			
<u>Sabotage</u> : preventing others from completing their work (i.e., cutting/ripping pages out of library books, willfully disrupting the experiments or classwork of other students, or attempting/ introducing computer viruses)			
<u>Altering School Records</u> : modification of, or misrepresentation of original documents provided by the school such as progress reports, report cards, attendance letters, or other documentation	OSS, Parental Notification, , SH		

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