

**Clifford and Stratton Schools' Student Code of Conduct Discipline Matrix:**

When a student's behavior requires disciplinary action the Code of Conduct Discipline Matrix below will be utilized. A Code of Conduct Matrix will be applied consistently across all schools and with all students, unless otherwise precluded in a student's Behavioral Intervention Plan.

The Code of Conduct Discipline Matrix utilizes progressive strategies, approaches, counseling, and administrative responses to increase student success. Progressive discipline is the process of using increasingly more progressive steps when a student fails to correct a problem after being given a reasonable opportunity to do so.

The premise behind progressive discipline is to first use the least severe action necessary to correct an unacceptable behavior. Ultimately, the goal is to help the student understand their role in improving an unacceptable behavior and if the unacceptable behavior continues, further consequences will be employed.

*Progressive Discipline can go hand in hand with Restorative Practice which is outlined following the matrix.*

\*\*\* Please note that all infractions apply to the bus as well.\*\*\*

**CODE OF CONDUCT**

<u>Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<b>Assault</b> (In addition to the assigned discipline the administration reserves the right to file a formal complaint with the Woolwich Police Department)	Parent contact; lunch detention; letter of apology with support	Parent meeting; administrative discretion with a 2 day minimum suspension	Parent meeting; administrative discretion with a 3 day minimum suspension; board of education review
<b>Dangerous/Unsafe/ Disrespectful Behavior</b> (jeopardizing the safety of self and/or others)	Parent contact; guidance session for restorative practice	Parent meeting; student sent home following incident	Student sent home; suspension based on administrative discretion; mandatory parent meeting upon return
<b>Dishonesty</b> (making	Parent contact; student	Parent contact; letter of	Parent meeting; lunch

untruthful statements to staff)	meeting; guidance session for restorative practice	apology (written with support)	detention; meeting with counselor
<b>Disruptive Behavior</b> (physical or verbal disruption such as running, jumping, excessive loudness, rough play or any other behavior that disrupts class/school activity)	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Parent meeting with counselor, student, teacher, and principal
<b>Dress Code Violation</b> (please reference the student handbook for guidelines. Dress code violations require a change of clothing.)	Change of clothing; parent contact	Change of clothing; parent contact	Change of clothing; parent meeting
<b>Elopement</b> (Leaving or attempting to leave school building or grounds without permission)	Parent contact; guidance session for restorative practice	Parent meeting; student sent home following incident	Student sent home; suspension based on administrative discretion; mandatory parent meeting upon return
<b>Fighting</b>	Parent contact; lunch detention; letter of apology with support	Parent meeting; administrative discretion with a 2 day minimum suspension	Parent meeting; administrative discretion with a 3 day minimum suspension; board of education review
<b>HIB - Harassment, Intimidation and/or Bullying</b> (Founded and/or repeated)	Administrative discretion per HIB finding	Administrative discretion per HIB finding	Administrative discretion per HIB finding
<b>Inappropriate Language/Gestures/Materials</b> (including profanity)	Parent contact; student meeting; guidance session for restorative practice	Parent contact; letter of apology (written with support)	Parent meeting; lunch detention
<b>Inappropriate Use of School Issued Tech</b> (playing games during academic time, inappropriate informational searches, Viewing inappropriate websites, damage to school issued tech)	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Loss of privileges for determined amount of time (admin discretion)

<b>Instigation</b> (incitement to fight, taunting, gesturing, spreading false information for the purpose of starting a fight)	Parent contact; student meeting; guidance session for restorative practice	Parent contact; letter of apology (written with support)	Parent meeting; lunch detention
<b>Insubordination</b> (Deliberately not following the directions of any school staff member)	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Parent meeting with counselor, student, teacher, and principal
<b>Minor Disrespect to Others</b> (name-calling, teasing, mocking, etc.)	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Parent meeting with counselor, student, teacher, and principal
<b>Minor Disrespect to Staff</b> (back talk, eye-rolling, mocking, etc.)	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Parent meeting with counselor, student, teacher, and principal
<b>Physical Aggression</b> (purposeful physical actions against others including retaliation)	Parent contact; student meeting; guidance session for restorative practice	Parent contact; letter of apology (written with support)	Parent meeting; lunch detention
<b>Possession/ Solicitation/Distribution of Cigarettes and/ or Smoking Paraphernalia, Alcohol, Illegal or Legal Prescription Drugs and/or Drug Paraphernalia, or Over-the-Counter Drugs</b> (In addition to the assigned discipline the administration reserves the right to file a formal complaint with the Woolwich Police Department; report to DCPP)	Parent meeting; administrative discretion	Parent meeting; administrative discretion with a 2 day minimum suspension	Parent meeting; administrative discretion with a 3 day minimum suspension; board of education review
<b>Possession/Use of a Weapon or Weapon-Related Paraphernalia</b> (In addition to the assigned discipline the	Parent meeting; administrative discretion	Parent meeting; administrative discretion with a 2 day minimum suspension	Parent meeting; administrative discretion with a 3 day minimum suspension; board of education review

administration reserves the right to file a formal complaint with the Woolwich Police Department)			
<b>Theft</b>	Parent contact; student meeting; guidance session for restorative practice	Parent contact; letter of apology (written with support)	Parent meeting; lunch detention
<b>Threatening or Intimidating Statements with Intent to Harm</b> - <i>In the event someone threatens to harm themselves, a suicide screening and/or crisis screening will be required as well as guidance counselor follow up. Parents/Caregivers are required to pick up the student immediately (Consequences are not given; resources and support will take precedence.)</i>	Parent contact; guidance session for restorative practice	Parent meeting; student sent home following incident	Student sent home; suspension based on administrative discretion; mandatory parent meeting upon return
<b>Unauthorized Use of Personal Electronics</b> (including, but not limited to: cell phones, iPods, iPads, smart watches. Confiscation of this device is required with certain exceptions for medical needs.)	Verbal Warning; parent contact	Taken and held to be returned at the end of the day; parent contact	Taken and held until parent meeting
<b>Vandalism/Defacing/Destruction School Property</b>	Parent contact; student meeting; guidance session for restorative practice	Parent contact; letter of apology (written with support)	Parent meeting; lunch detention
<b>Vulgar or Offensive Language</b>	Verbal Warning; parent contact; guidance session for restorative practice	Counseling Meeting; parent contact	Parent meeting with counselor, student, teacher, and principal

***Restorative Practice:*** Discipline will be defined as a deliberate, proactive process that supports the development of positive social behavior vital to the success of its students. The Principals must use informed decision making when determining if a student's actions will result in administrative actions. Administrative Action(s) can either be of the traditional disciplinary consequences which are listed in the matrix within the Code of Conduct or the restorative discipline. The goal is to modify the unacceptable behavior. The goal is not to punish the student but to more strongly alert the student of the need to correct the problem and to provide support to encourage changed behavior.

Restorative Practice promotes inclusiveness, relationship-building, and problem-solving through such restorative methods as circles for teaching and conflict resolution that bring victims, offenders, and their supporters together to address the issue and/or wrongdoing. The underlying premise of Restorative Discipline rests with the belief that people will make positive changes when those in positions of authority do things with them rather than to them. Students will be taught to understand the weight of their actions and the impact it has on others rather than just receiving a consequence.

Restorative Practice is not a system to dismiss punitive consequences - detention, in-school suspensions, out-of-school suspensions, etc. Rather, this system is used as a chance to reduce the number of punitive consequences. The ultimate goal of restorative practice is to work with students to develop positive relationships and reduce negative interactions.

*Through various approaches, such as restorative circles, we will follow the 5 'R's of Restorative Practice:*

*Relationship*  
*Respect*  
*Responsibility*  
*Repair*

## *Reintegration*

*There are Six Key Questions to Restorative Practice:*

- 1. What happened?*
- 2. What were you thinking of at the time?*
- 3. What have you thought about since?*
- 4. Who has been affected by what you have done?*
- 5. In what way have they been affected?*
- 6. What do you think you need to do to make things right?"*

\*Administrators reserve the right to administer a greater or lesser consequence other than that which is listed. These decisions are based on the severity and circumstances of the infraction. In these instances, common sense will prevail.

*\*Bus infractions may result in an indefinite suspension from the bus.*