

## **Disciplinary Procedure**

### **Dress Code Violations**

1. The first dress code violation is a written warning, filed in gradelink, and contact parents
  - a. Dress code violations count towards the progression of discipline outlined in “stage 1”
    - i. Upon the student serving a saturday detention, parents/caregivers will be informed that any dress code violations thereon will result in the student returning home until which time they present in the dress code standard.

### **Stage 1 Behavior** (See 1st Box on W.C.A. Harassment Policy and Disciplinary Report Checklist)

1. Staff/Teacher will give students 1 verbal warning to fix the behavior. The next reminder Staff/Teacher will fill out and submit a disciplinary report to administration for further investigation and follow-up.
2. Every report will be communicated with parent/guardian by either email or telephone
3. Every report will be imputed into the student’s gradelink file. Description will be entered word for word as it appears on the paper disciplinary report. Staff/Teacher will use the paper disciplinary report to document the student/s’ behavior. If more room is needed for the written comments, use additional paper.
4. The paper report will be physically placed into the student’s school file held in the office.
5. Three (stage 1) behavior write ups will require a saturday detention. The times will be a 4-hour block, and the hours will be communicated by the supervising W.C.A. staff member.
  - a. If another cycle of three disciplinary violations occur, the result will be an Out-Of-School suspension up to 5 school days at the discretion of the administration team, with final authority resting on the Head-Of-School.
  - b. If there is another disciplinary violation, the student will be placed on O.S.S. until such time a meeting with the school board occurs. At which time deliberation for expulsion will be considered.

### **Examples of Stage 1 Behavior**

- Rude
- No Textbook or other needed class materials
- Disturbing Others in Class

- Antagonistic towards class routine
- Ignoring someone

- Talking down to someone
- Making faces at someone
- Rolling your eyes at someone
- Sneering at someone
- Laughing at someone
- Staring at someone
- Teasing
- There is no intention to bully or harass.

**Stage 2 Behavior: Bullying 16 V.S.A 11(32)** (See Bullying on the W.C.A. Harassment Policy)

Happens over a period of time and is repeated OR is a single, severe incident. There is intention to harass.

1. Staff/Teacher will fill out and submit a disciplinary report to administration for further investigation and follow-up.
2. Discipline reports must be entered into the Gradelink system for the purpose of tracking repeat behavior.
3. Repeat behavior, or a severe single interaction that reaches the level of Bullying 16 V.S.A 11(32) will result in a 5-day O.S.S.
  - a. In order to return to school, the student must complete a restorative plan that includes a public apology and victim statement (if victim so shall choose).
    - i. Other restorative options include, but not limited to community service, behavior contracts, self assessments to answer:
      1. What happened?
      2. What were you thinking at the time?
      3. Who was affected? In what ways?
      4. What would make this right?
      5. What can you do to prevent this from happening again?
        - a. Develop a strategy plan for self-intervention.
4. If there is another disciplinary violation meeting the criteria for Bullying 16 V.S.A 11(32) will result in a 5-day O.S.S. the student will be placed on O.S.S. until such time a meeting with the school board occurs. At which time deliberation for expulsion will be considered.

**Examples of Bullying 16 V.S.A 11(32)**

- Weight
- Clothes
- Where you live
- Height
- Age
- Hair
- Perceived low intelligence
- Socio-economic status

Happens over a period of time and is repeated OR is a single, severe incident. There is intention to harass.

**Stage 3 Behavior: Safe School and Harassment 16 V.S.A. 11(26) (A)** (See Bullying on the W.C.A. Harassment Policy) Any verbally or physically threatening behavior that restricts one's safety, or perceived as restricts one's ability to feel safe.

1. Staff/Teacher will fill out and submit a disciplinary report to administration for further investigation and follow-up.
2. Discipline reports must be entered into the Gradelink system
3. Parents will be called, student will be sent home
4. Students will be placed on a minimum 5 day O.S.S.
  - a. In order to return to school, the student must complete a restorative plan that includes a public apology and victim statement (if victim so shall choose).
    - i. Other restorative options include, but not limited to community service, behavior contracts, self assessments to answer:
      1. What happened?
      2. What were you thinking at the time?
      3. Who was affected? In what ways?
      4. What would make this right?
      5. What can you do to prevent this from happening again?
        - a. Develop a strategy plan for self-intervention.
    - b. Depending on severity and repetition uncovered in investigation, students may remain in O.S.S. standing until such time a meeting with the school board occurs.  
At which time deliberation for expulsion will be considered.

Examples could include, are not limited to:

1. Running finger across throat
2. "I'm gonna (hurt, kill, mame, mutilate, decapitate or any other physica, emotional, or spiritual harm), you (or self)"
3. Preventing someone to leave a space
4. Intrusive proximity to another's personal space
5. **Harassment 16 V.S.A. 11(26) (A)** (See Bullying on the W.C.A. Harassment Policy) Based on actual or perceived student's or student's family member's membership in a protected category:Happens over a period of time and is repeated OR is a single, severe incident. There is intention to harass.
  - Categories include:
  - Race
  - Creed (religion)
  - Color
  - National Origin
  - Marital Status
  - Gender
  - Sexual Orientation, and/or Identity

**Related Criminal Behavior** will be documented and filed according to the above procedure. Parents and Police will be contacted.

1. Administration will submit the next steps to the authority from the police contact.
2. Administration will document the procedure followed as per police initiative, and report to the school board the outcomes.
3. Students will be placed on O.S.S. until such time as the school board has reviewed the information.
  - a. School board, in congruence with the law, parents, and administration will make the best decision for the safety of all students in the care of W.C.A.