

Building-Wide Rules

Students treat themselves, others and property with respect.

- ✓ Students are expected to follow directions the first time they are given by any supervising staff member. Students are expected to respond appropriately to all reasonable requests.
- ✓ Students are expected to interact with others in a courteous and respectful manner using language that is appropriate and polite.
- ✓ Students are expected to walk in the building and on the grounds in an orderly manner. Hands, feet, body parts, and objects are to be kept to themselves.
- ✓ Students may not hurt or harass another individual verbally, physically, in writing, or through use of technology.

Disciplinary Actions

Teachers are responsible for helping to establish behavioral expectations that reflect the climate of their classroom and the rules of the school. Teachers must refer any situations which are a violation of school or district policies to the administration. Teachers are also expected to communicate with parents and guardians about disciplinary issues within their classroom. Teachers may assign consequences for disruptive behavior in the classroom which may include after-school detentions. If a student is assigned a consequence by a teacher and that consequence is not served, a Planning Room referral will be made and a meeting with administration arranged. For the district discipline policy please see <http://home.csdvt.org/main/pages/policies/f/temp/f1.pdf>

Planning Room

Our Planning Room offers a safe, calm, fair and constructive environment for students to find ways to avoid conflict. It is also a space where students can identify problems and seek ways to solve them. Interventions will focus on organization, calm-down strategies, time-management, academic skills to help students successfully re-enter the classroom. If, while in the Planning Room, a student creates a continual disturbance, they will be sent home with a parent or guardian and further disciplinary actions will be taken by the administration.

Administrative Actions

Before any administrative action is taken, the situation will be investigated, the student given an opportunity to share their story, and a review of the student's disciplinary record will occur. The student's parent or guardian will be contacted and given the applicable details about the situation and the consequence given.

Due Process: In all cases where students are suspended from school for a period of time less than 10 days, the student and their parent/guardian shall be given an opportunity for an informal hearing before an appropriately designated school official. This hearing is called a due process meeting. The hearing must precede the suspension and the district shall provide:

- ✓ Notice of charges
- ✓ Explanation of evidence against the student
- ✓ Opportunity for the student to tell her or his side of the story
- ✓ Decision in writing to the parent/guardian

If a student is in a situation where their behavior may warrant a suspension of longer than 10 days or an expulsion, the student and their parent/guardian shall be given an opportunity for a formal hearing before the School Board and the district shall provide:

- ✓ Written notice of the following:
 - The nature of the charges against the student
 - The date, time, and place of the hearing
 - The right to legal representation
 - The possible penalties involved
- ✓ An opportunity to present evidence
- ✓ An opportunity to cross examine witnesses
- ✓ The decision in writing to the parent/guardian

When a student, because of their conduct or condition, is an immediate threat to themselves, others, property, or educational environment, the school district may take whatever action is appropriate under the circumstances, including, but not limited to, immediate suspension pending a due process hearing as soon as possible thereafter.

Group One Offenses: Skipping class or detention, inappropriate language, behavior or gestures, disorderly or disrespectful conduct, teasing, lying, classroom disruption, repeated dress code violations, inappropriate public display of affection, and cafeteria issues.

The following range of consequences may be applied:

- ✓ Lunch detention(s)
- ✓ After school detention in the Planning Room
- ✓ Time out in the Planning Room
- ✓ Half day in the Planning Room (for multiple infractions of the same nature)
- ✓ Full day in the Planning Room (for multiple infractions of the same nature)
- ✓ Change in team placement
- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ Saturday school at CMS from 8 a.m.-11 a.m.

Group Two Offenses: Promoting a fight or conflict, forging communication or school documents, leaving school grounds, graffiti, vandalism, theft, insubordination, and failure to comply with a school investigation, repeated group one offenses.

- ✓ 1st – 1 day in the Planning Room
- ✓ 2nd – 2 days of suspension, or Saturday school
- ✓ 3rd – 3 days of suspension

Group Three Offenses: Threatening, intimidation, fighting, abusive language, endangerment, theft, possession or use of fireworks or stink bombs, bullying, harassment, repeated group two offenses.

- ✓ 1st – 1 day of suspension.
- ✓ 2nd – 3 days of suspension.
- ✓ 3rd – 5 days of suspension.

Group Four Offenses: Assault on a student or a school personnel, gross threatening behavior, gross insubordination.

- ✓ 1st – 5 days out-of-school suspension
- ✓ 2nd – 10 days out-of-school suspension

Group Five Offenses: Alcohol, tobacco, drug, and weapons violations will be dealt with pursuant to Colchester School District Policies.

Cheating and Plagiarism: When a teacher has reason to believe that a student has cheated or plagiarized material, the teacher will share the conclusion with the student, the parent, the team, and the administration. Submitting work other than their own may have the following consequences:

- ✓ 1st offense – failure for the assignment, test or project.
- ✓ 2nd offense – failure for the assignment, test, or project and a meeting with the parents, team and administration, and possible detention.
- ✓ 3rd offense – failure in that subject for the quarter. If the project counts in two subjects, the student will have to submit a fresh project in order to gain credit in one subject. If a student has cheated multiple times on the team, the student will fail the last subject in which they cheated.

Enhanced Consequences: The administration may exercise their judgment and impose more severe, or alternative consequences where warranted by particular circumstances. Parents will be notified of the reasons for enhanced consequences.

Suspensions: Students who are suspended are not permitted to attend school events, regardless of the events location. A student suspended out of school is not permitted to be on school grounds during the period of the suspension. Suspended students are responsible to make up missed assignments. Every effort will be made to make accessible the assignments and homework for the student during the period of their suspension from school. A re-entry meeting may be required prior to return to classes for any student suspended from school. The re-entry meeting may include the student, a parent/guardian, the administration, the student's guidance counselor and a member of the student's core academic team. Students are expected to have all work completed upon return to school. If not, the student will remain in the Planning Room until assignments are completed.

Other Violations: If a type of misconduct is not listed in any of these categories, school officials will determine which category best applies to the misconduct.

FERPA: The Federal Educational Rights and Privacy Act was created to protect students educational (academic, behavioral and personal) privacy. It prohibits the sharing of school related information with any adults other than that student's legal guardian. Information about FERPA can be found on the district website.

Appeal of Disciplinary Decisions: If a parent or student wants to appeal a decision, the appeal must be in writing to the principal. The appeal must include a summary of events, the reason for the appeal, and a requested outcome. A written appeal does not guarantee that the decision will be changed. To review the outcome of an appeal to the Principal inquiries can be made to the Superintendent at Central Office.