



2019-2020 DISCIPLINE POLICY AND PROCEDURE



Level 1 offenses

Definition of Level 1 offenses - A minor offense is one which includes behavior that disputes the educational environment but does not include safety risks, damage to Property or physical harm to self or others.

Infraction	Teacher Response*	SRS Response
Unprepared for class	Document and call Parent	
Failure to complete assigned work	Document and call Parent	
Display of Affection	Ask student to stop	
Spitting	Document, call Parent send referral to SRS	SRS Student Conference
Inappropriate behavior (not chronic)	Document, call Parent send referral to SRS	SRS Student Conference
Tardiness (non-habitual)	Document and call Parent	
Skipping Class	Document, call Parent send referral to SRS	SRS Student Conference
Loitering	Instruct student to leave and report to main office	Have SRS do Hall sweeps
Dress Code Violation	Refer to Administration	Call parents
Trespassing	Instruct student to leave and report to main office	Have SRS do Hall sweeps
Students in Unauthorized area	Instruct student to leave and report to main office	Have SRS do Hall sweeps
Excessive talking	Document, Call parent, student conference and issue Teacher detention.	
False information/Lying	Document, call Parent send referral to Administration	
Littering	Ask student to pick up. Refusal =Teacher detention	SRS Student Conference
Gambling (non-chronic)	Ask student to stop, Document, call parent and refer to SRS	
Unauthorized Use of Cell phone	Ask students to put it away. Document and call Parent. Teacher Detention	
Use of Electronic gaming device	Ask students to put it away. Document and call Parent. Teacher Detention	
Use of Electronic Music Device	Ask students to put it away. Document and call Parent. Teacher Detention	
Unauthorized video/Recording device	Ask students to put it away. Document and call Parent. Teacher Detention, refer to SRS	
Eating in unauthorized area (Classroom)	Ask student to put food away. Refusal= call parent, document, Teacher detention.	
Sleeping in class	Document and call Parent	

***Level 1 offenses should be managed within the classroom and referral to SRS for additional support.**

***Responses to level 1 offenses focus on prevention of future violations and/or repetition of the behavior. It is required that parents or guardians will be notified of any actions taken.**

Level 2 offenses

Definition of Level 2 offenses - A Intermediate offense that includes behavior that disputes the educational environment and has the potential to put at risk the safety and security of students and staff. Behaviors also include minor offenses that become chronic (3 or more occurrences). Intermediate offenses also include those which compromise the integrity of students or school.

Infraction

Teacher Response

Administrator Response

Verbal aggression to student.	Document ,call Parent send referral to SRS	SRS conference
Insubordination	Document ,call Parent send referral to SRS	SRS conference
Unauthorized use of computers	Document, call Parent send referral to SRS	SRS conference
Obscene behavior (Non-sexual)	Document, call Parent send referral to SRS	SRS conference
Obscene gesture (non-Sexual)	Document, call Parent send referral to SRS	SRS conference
Obscene written Language or drawings (non-Sexual)	Document ,call Parent send referral to SRS	SRS conference
Leaving class without permission	Document, call parent, report to main office or SRS	SRS conference and possibly 1 day ISS
Disruption/Disruptive behavior	Document, call Parent send referral to SRS	SRS removes student from class
Leaving school ground unauthorized	Document, call Parent send referral to SRS	1 day of ISS
Accumulation of detentions	Document, call Parent send referral to SRS	1 day of ISS
Accumulation of behavior referrals	Document, call Parent send referral to SRS	1 day of ISS
Risk of Injury	Document, call Parent send referral to SRS	SRS removes student from class, possibly OSS
Cheating	Document, call Parent send referral to Administration	Administrator Parent Conference
Truancy	Document ,call Parent send referral to Attendance committee	Administrator Parent Conference

***Level 2 offenses should be managed within the classroom and referral to SRS for additional support. Some administration support may be needed**

Responses to level 2 offenses focus not only on prevention of future violations but also consequences for negative actions by students. Responses also include reflection with the student and may include referral to support staff. It is required that parent or guardians will be notified of any actions taken.

Level 3 offenses

Definition of Level 3 offenses - A level 3 offense is a major offense that severely disrupts the educational environment and may put the safety and security of students and staff at risk. Offenses at this level include harm to self or others and/or damage to school property. Level 3 offenses may include referral to School resource officer. Behaviors also may include intermediate offenses that have become chronic (3 or more occurrences).

Infraction

Teacher Response

Administrator Response

Verbal aggression to Teachers	Document and refer to SRS/Administrator	Student conference and/or ISS or OSS
Obscene behavior (sexual)	Document and refer to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Obscene gesture (Sexual)	Document and refer to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Obscene written Language or drawings (Sexual)	Document and refer to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Pornography	Document and refer to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Safety Codes Violations	Document and refer to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Accumulation of behavior referrals	Refer to SRS/Administration	Student conference and/or ISS or OSS
Accessory to a fight	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Tobacco	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Foreign substance	report to SRS/Administrator	Referral to SRO, Student-Parent Conference and/or ISS or OSS
Harassment (non-sexual)/Hazing	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Threat/Intimidation/Verbal	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Bullying	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Trespassing	report to SRS/Administrator	Referral to SRO, Student-Parent Conference and/or ISS or OSS
Theft/Stealing	report to SRS/Administrator	Referral to SRO, Student-Parent Conference and/or ISS or OSS
Inciting a fight	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Fighting	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Vandalism/Damage to school property (under \$100)	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Drugs/Marijuana/Alcohol (under the influence)	report to SRS/Administrator	Student-Parent conference Refer to Alcohol/Drug counselor/ISS or OSS
Possession of Drug Paraphernalia	report to SRS/Administrator	Student-Parent conference, Refer to Alcohol/Drug counselor/ISS or OSS
Possession of a common Pocket knife	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Indecent exposure	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Possession of marijuana/Drugs (personal use)	report to SRS/Administrator	Student-Parent conference, Refer to Alcohol/Drug counselor/ISS or OSS
Public Urination	report to SRS/Administrator	Student-Parent conference and/or ISS or OSS
Any other violation that the Principal/Designee reasonably falls under a level 3 offense		

SRS and Administrators handle all issues that are Level 3 or higher.

Responses to level 3 offenses. Parents/Guardian notification is required. Appropriate law enforcement agencies will be notified if the offense involved qualifies as a criminal act under Connecticut Law. In case of Bullying only, refer to the full bullying policy.

Level 4 offenses

Definition of Level 3 offenses - A level 4 offense is a major offense that severely disrupts the educational environment, puts the safety and security of students and staff at risk, and/or leads to consequences defined by state law. Offenses at this level include harm to self or others and/or damage to school property. Level 4 offenses includes referral to School resource officer. Behaviors also may include level 3 offenses that have become chronic (3 or more occurrences).

Infraction

Arson
Battery/assault (staff or student)
Burglary/Breaking & Entering
Possession-Drugs-Alcohol (with intent to sell)**
Bomb Threat
Pulling Fire alarm/False Fire Alarm
Gang related activities
Inciting a riot
Weapons (possession, use or threat)
Racial slurs/Hate Crimes
Sexual Harassment
Major Disorderly conduct
Explosives
Homicide
Vandalism (Over \$100)
vehicle theft
Participating in a riot
Firearms***
Kidnapping
Any other violation that the Principal/Designee reasonably falls under a level 4 offense

Teacher Response

report to SRS/Admin.
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Administrator Response

Report to Police/Student-Parent Conference, OSS and recommend for Expulsion
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Report to Police/Student-Parent Conference, OSS and recommend for Expulsion
Student-Parent conference, OSS and fill out sexual harassment report
Student-Parent conference, OSS
Report to Police/Student-Parent Conference, OSS and recommend for Expulsion
Report to Police/Student-Parent Conference, OSS and recommend for Expulsion
Report to Police/Student-Parent Conference, OSS and recommend for Expulsion
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Report to Police/Student-Parent Conference, OSS and recommend for Expulsion

** Drugs (including counterfeit): distribution, attempted distribution, sale or attempted sale

*** Firearms; the distribution, sale, attempted sale, use or willful possession

Police and Administrators handle all issues that are Level 4

Responses to level 4 offenses. Parents/Guardian notification is required. Appropriate law enforcement agencies will be notified due to the offense involved qualifying as a criminal act under Connecticut Law.

Proactive Discipline Tips

Keep Students on Task

- Over-plan and know your material well. Teach “bell to bell, baby!”
- Use calling cards/sticks to keep everyone learning actively.
- Institute a “heads up and eyes open at all times” rule.

Know Your Students

- Learn students’ names and interests quickly.
- Greet each student at the door every day.
- Insist on respect for everyone in the classroom.
- Use seating charts effectively. Find the best “learning seat” for each student.
- Communicate with parents as often as possible.

Set Clear Rules and Boundaries

- Write, explain, teach, review, quiz, and enforce classroom rules.
- Be consistent and clear in application of the rules.
- Correct students as privately as possible.
- Avoid personalizing poor behavior.
- Make a deliberate effort to lower your voice and slow down your actions when angered or challenged by a student.
- Treat even a poorly behaved student with respect. Communicate that even the teacher follows the rules.
- Keep a log of student behaviors that continually distract the teacher or class and be specific.

The Five-Step Discipline Plan

1. The gentle reminder, e.g. eye contact, proximity, tap on desk, ask a question.
2. The after class, not-so-gentle reminder.
3. The power of a 20-minute private conference.
4. The 40-minute detention and call to the parent.
5. The office referral.

The Office Referral

- Use your own power to discipline proactively.
- Write referrals when necessary. Follow through with all warnings.
- Take notes on language and behavior of student. Don’t write the referral when angry.
- Remember that the parent usually gets a copy of the referral.

Communicate to students that you are serious about:

- Their success in your class.
- Their health and well-being.
- The value and power of learning.

HILLHOUSE STUDENT DISCIPLINE STRUCTURE AND FLOW CHART 2019-2020

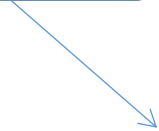
9th grade student

Infraction:
Level 1: by Teacher
Level 2 and above:



SRS Responsible:

Mr. Brown



cc: Grade Level Admin.-
9th Grade- Mr. Tarka

10th grade student

Infraction:
Level 1: by Teacher
Level 2 and above:



SRS Responsible:

Mr. Baez



cc: Grade Level Admin.-
10th Grade- Mr. Bonet

11th grade student

Infraction:
Level 1: by Teacher
Level 2 and above:



SRS Responsible:

Mr. Lytle



cc: Grade Level Admin.-
11th Grade-Mr. Barbarito

12th grade student

Infraction:
Level 1: by Teacher
Level 2 and above:



SRS Responsible:

Mr. Green



cc: Grade Level Admin.-
12th Grade-Mr. Tarka and Mr. Barbarito

Mr. Barbarito

JAMES HILLHOUSE SRS DUTIES 2019-2020

	Start of school day	Morning	Lunch wave	Afternoon	Lunchbreak
Eric Green	Metal Detector area/Hall passes 7:15-9:00	1 st Floor Sweeps 9-10:30	3 rd st wave 11:36-10:56 Follow 1 st floor to cafeteria	1 st floor Sweeps 11:45-2:00	10:30-11:00
Darrell Brown	Cafeteria 7:15-7:45	3 rd floor Sweeps 8:00-10:58	1 st wave 10:30-10:56 Follow 3 rd floor to cafeteria	3 rd floor Sweeps 12:05-2:00	11:00-11:30
Reggie Lytle	2 nd Floor at the T 7:15-9:00	2 nd floor Sweeps A and B wings 9:00-12:00	2 nd Lunch waves: 10:58-11:24	2 nd floor Sweeps A and B wings 12:30-2:00	10:30-11:00
Edwin Baez	2 nd Floor E/G Corner of the Wing 7:15-7:45	2 nd floor G/E wing Sweeps 7:45-10:58	2 nd wave Stays on 2 nd floor 10:58-12:00	2 nd floor G/E wing Sweeps 12:30-2:00	10:30-11:00
Catrina Hawley	7:30 ISS	ISS	ISS	ISS	11:00-11:30
Part Time Staff Placements	Morning staff 1 st floorr	Mid- Morning Staff 2 nd and 3 rd floor			

SRS objective: Keep students out of halls and into class, limiting student loitering in halls.

Hillhouse Hallway Sweep Schedule

Hallway sweeps will take place starting 2nd period. We will be running hallway sweeps from 2nd period until the end of the day, every day.

Times of sweeps (approximately), we will radio the time to begin the sweeps, which will be after the late bell rings: **8:33, 9:33, 10:33, 12:09, 1:08**

3rd FLOOR:

Mr. Brown collects students from the 3rd floor B wing to 3rd floor A wing, and escorts students down to Coach Hawley/Moore in ISS.

Mr. Tarka stays on the 3rd floor and follows up with any remaining students.

2ND FLOOR:

Mr. Baez collects students from the E wing to A wing, and escorts students down to Coach Hawley/Moore in ISS.

Mr. Lytle collects students from the 2rd floor B wing to 2rd floor A wing, and escorts students down to Coach Hawley/Moore in ISS.

Mr. Barbarito stays on the 2rd floor and follows up with any remaining students. B, G, E wing

Mr. Bonet stays on the 2rd floor and follows up with any remaining students. A, G, E wing

1st FLOOR:

Mr. Green collects students from the 1st floor C wing to 1st floor A wing, and escorts students to Coach Hawley/Moore in ISS.

AM Part timers (2):

PM Part timers (4):