

Cosgrove Middle School



2020-2021

With COVID-19
Guidance

Discipline Handbook

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Spencerport Central School District

Pandemic Provisions

The Spencerport Central School District Code of Conduct includes the following provisions related to behavior and health and safety as part of its pandemic response. All students and staff have a duty to the school community to help prevent the transmission of COVID-19 or any other pandemic virus. To the extent that any portion of the Code of Conduct is superseded by legislative or executive action, students and staff are required to abide by the most recent health and safety protocols.

Face Coverings

Face coverings are required for students and staff on school grounds as indicated in guidance issued by the New York State Department of Health (NYDOH) and the New York State Education Department. (NYSED) The purpose of a face covering is to help protect the wearer by reducing the likelihood of contracting a virus but also to help shield everyone in the school from an individual who does not know they are ill and who may transmit the virus unknowingly. The pandemic virus COVID-19 constitutes a medical threat to the school community under New York State Education Law § 906 regarding communicable diseases.

For purposed of this Code of Conduct the term face covering will include any acceptable cloth or fabric covering, or mask, which covers the lower portion of the face from the bridge of the nose to just below the chin. Face coverings may also include a surgical or procedure mask as typically worn in hospitals even if non-medical. Per the NYDOH a plastic face shield is allowed to be worn if used in conjunction with an acceptable face covering.

Students and staff are required to wear an acceptable face covering which helps protect the wearer and others from transmission of a virus. As necessary, the district may disallow certain types of face coverings based on guidance from the Monroe County Department of Health (MCDoH) or NYDOH or other agency. A building administrator may determine that a face covering is not acceptable and require the student or staff member to replace it with a disposable mask provided by the district. Students and staff will be advised as to acceptable face coverings as guidance changes.

Dress Code

The Spencerport student dress code includes the requirement that face coverings are required to be worn at all times on school grounds, including during instruction, on the school bus, and at bus stops. The exceptions to this are limited to:

- Face coverings may be removed during an allowable mask break
- Face coverings may be removed during mealtimes to allow for eating and drinking but 6 ft. social distancing must be maintained.
- Face coverings may be removed during instrument playing where 12 ft. of social distancing is maintained.
- If a student or staff member has submitted appropriate medical documentation, the application form, and has been approved for an exemption from the requirement to wear a face covering.

Face coverings are strongly recommended for all occupants of a vehicle or car pool when this includes individuals who are not of the same household.

Students, staff, and visitors, who forget or cannot otherwise obtain a face covering will be provided a disposable mask while on school property.

Violations

Violations of the face covering requirement will be considered insubordination and a violation of the dress code. A student who is not wearing a face covering will be reminded to put on their face covering and/or offered a disposable mask to wear for the remainder of the day. A student who refuses to properly wear a face covering without an approved exemption will be escorted to a designated space. The student's parents will be called to transport the student home. Repeated violation of the requirement to properly wear a face covering may result in consequences up to and including suspension from school. A student who repeatedly refuses to wear an appropriate face covering may be suspended from school and/or moved to the full remote instruction model offered by the district.

Face coverings may be personalized or professionally designed however designs or wording must comply with all provisions of the dress code, including but not limited to, not being vulgar, obscene, or offensive or disruptive to others.

Conduct Endangering the Health and Safety of Others

Due to the danger inherent with COVID-19 and other communicable diseases certain student actions are also deemed to constitute conduct endangering to the health and safety of others. Examples of behaviors which constitute endangering conduct include but are not limited to:

- Purposefully coughing or sneezing on another student or staff member
- Spitting on a student, staff member, or on district property
- Repeated refusal to wear a face covering or disposable mask
- Removing, destroying, or defacing plastic safety barriers
- Failure to comply with social distancing instructions or protocols

Consequences for endangering the health and safety of another student, staff member, or the school community as a whole, may include disciplinary action up to and including suspension from school and/or being moved to full remote instruction.

Remote Instruction

A student participating remotely is engaged in academic instruction in the same manner as in-person instruction within the school building or classroom. The Code of Conduct applies to all activities taking place through remote instruction. Examples of behaviors which constitute violations of the Code of Conduct during virtual instruction, include but are not limited to:

- Misusing remote instruction software by bombing, making lewd gestures, using words related to pornography, drugs, or alcohol, or using images of weapons.
- Sharing remote instruction passwords
- Use of discriminatory or harassing language
- Being under the influence, or the use of drugs, alcohol, tobacco, or electronic cigarettes, while on remote instruction
- Violations of the acceptable use policy
- Violations of the student dress code; clothing that is inappropriate for school is also inappropriate while participating in remote instruction

Consequences for violating the Code of Conduct while on remote instruction may include disciplinary action up to and including suspension from school and/or being moved to full remote instruction.

DISCIPLINE PROCEDURES

Tracking & Documenting Student Disruptions

For most minor or first offense violations, the classroom teacher will take the appropriate action. This may include teacher lunch detention, a phone call home, a letter to parents, or a request for a parent conference. Teachers have the same authority in the hallways, cafeteria, & study halls that they do in the classroom.

Using a Pre-Referral:

A Pre-Referral is used to inform an administrator of an incident in the classroom that has been addressed by the teacher. An administrator will initial this form and return it to you ASAP. However, an administrator will not intervene between you and your student during this process.

It is important that you share your concerns with your student and ask for their explanation as well as their signature. Pre-Referrals are the lowest level of documentation that you can use to keep track of a student's discipline profile. It is the expectation that you inform parents of your concerns via a phone call or e-mail. Not only does this keep the lines of communication open between your students' parents and you, but it lays a strong foundation for the REFERRAL PROCESS.

Using a Referral:

A referral is used to seek the support from an administrator regarding a discipline concern with one of your students. Repeated minor offenses may result in a referral if all other methods have been exhausted. Other methods include the following:

- Verbal Warning
- Pre-Referral
- Time Out
- Written & Verbal Notification to Parents
- Teacher Lunch Detention
- CARE Team Referral
- Counseling Referral
- Conferences
- Mediations
- SIP
-

It is important for teachers to keep careful records of offenses and actions taken to correct the situation. The "History of Action" section of the Cosgrove incident Referral should be completed in full. Clear documentation that the teacher has fulfilled the hierarchy (Discipline Pyramid) of classroom consequences and interventions must be provided before administrative action will be taken.

DISCIPLINE PROCEDURES

Tracking & Documenting Student Disruptions

An administrator may take a variety of actions, including, but not limited to:

- Conference with Student
- Parent Notification
- School Lunch Detention
- Suspension from Activities (field trips, dances, athletic events, etc.)
- ISS/ALC
- OSS
- Assistant Principal's Hearing
- Principal's Hearing
- Superintendent's Hearing

FLOW CHART FOR TRACKING & DOCUMENTING STUDENT DISRUPTIONS

Step	Action	Teacher Interventions
1	Document Student Behavior & Teacher Interventions	<ul style="list-style-type: none"> • Teacher Detention • SIP • CARE Team referral • FBA • BIP • Phone call • Seat change • Team conference • Teacher lunch detention • Time out (class) • Time out (office) • Mediations • Parent conference • Verbal warning
2	Write & Submit Pre-Referral	
3	Write & Submit Referral Form with Completed History of Action Section	

DISCIPLINE PROCEDURES

Teacher Interventions

When & How to use a Classroom Time Out:

There are times when a student may need a small break from the classroom setting to regain their composure. The goal of a timeout is to have the student reenter the classroom setting and participate in instruction.

You can assign a teacher timeout utilizing any part of the classroom or a part of the hallway that is visible to you. Under **no** circumstances is a student to leave your sight. Students must be in your direct supervision. What's most important during this process is that you confer with the student and make your reasons for the time out SPECIFIC, DIRECT, PRIVATE, & CLEAR.

It is recommended that you write a Pre-Referral and follow the guidelines that are described in this document.

WHEN & HOW TO USE A TIMEOUT:

When a Classroom Time Out has no affect in changing student behavior, an Office Time Out may be necessary:

- Inform the student for the reason for the Time Out.
- **Call the office, via intercom or phone (x5301 or x5309), to communicate that the student is being sent to the office for a Time Out and the duration of time you have chosen (5 - 20 minutes).**
- Make sure the student has work to do. PLEASE NOTE: If a student arrives with no work, he/she will be instructed to return to your classroom.
- Call parents & submit a Pre-Referral.

When & How to use a Classroom Removal:

When **ALL** of your interventions have had no affect in changing student behavior, or a student is substantially disruptive of the educational process and/or substantially interferes with your authority over the classroom, a Classroom Removal may be necessary.

- Inform the student for the reason for the Classroom Removal.
- Inform the office, via intercom or phone, that the student will be arriving for a Formal Classroom Removal (21 + minutes).
- Make sure the student has work to complete in the ISS/ALC room. PLEASE NOTE: If a student arrives to the ISS Room with no work, he/she will be instructed to return to your classroom.
- Call parents and submit a Disciplinary Referral form. These forms are located in the Principal's Office with Amy DiGuardi.
- Be prepared to attend a pupil/parent/teacher/administrator conference. You should bring to this conference all materials necessary to support this Classroom Removal.

BUILDING POLICIES

Tardiness:

1st Late = Verbal Warning

(document date of warning)

Multiple Lates = Call home, discipline referral after all teacher interventions have been exhausted

Class Cuts:

1st Cut = 3 lunch detentions

2nd Cut = Referral to Administrator (consequence = ½ day ISS/ALC)

3rd Cut = Referral to Administrator (consequence = full day ISS/ALC)

Cell Phone Violations:

If a student violates the cell phone policy, the following will occur:

1st offense = Call home, teacher interventions, pre-referral

Multiple Offenses = Call home, discipline referral after all interventions have been exhausted

Dress Code Violations that are not related to Pandemic Provisions:

1st offense = Warning and opportunity to change clothing

2nd offense = Call home to discuss and review dress code violation

3rd offense = 2 days of lunch detention

Cosgrove Hierarchy of Behavioral Interventions

Level	Penalties
District Level	Long-Term Suspension Suspension (more than 5 days)
Building Level	OSS ISS Suspension from Activities/Participation
Teacher Available Penalty	Classroom Removal by Teacher (1-2 days) Teacher Lunch Detention Written & Verbal Notification from Parents to Teachers Time Out – Short Term (5-20 Minutes) Pre-Referral Verbal Warning
Admin. & Team	Privilege Restriction School Lunch Detention
Interventions	CARE Team Conferences Counseling Referral Mediations

Cosgrove Middle School

Pre-Referral Form K-8

Student Name: _____

Grade: _____ Date: _____ Teacher: _____

Please Indicate Conduct

- Disorderly
- Insubordinate
- Disruptive
- Violent
- Bus Misconduct
- Endangering the safety of self or others

Please describe behavior

Student records his/her statement

Student
Initials

Parent Guardian Statement

Date of
phone call

Cosgrove Middle School Incident Referral

Student: _____ Grade: _____ Date: _____ Time: _____ Teacher: _____

Day of the Week: **MTWRF** Day of the Cycle: **ABCDE**

Location: Classroom Study Hall Hallway Lavatory Cafeteria Auditorium Gymnasium Outside Other

CMS High Five behavior violated:

Be Respectful	Be Responsible	Be There and Be Ready	Follow Directions	Hands and Feet To Self	Other
<input type="checkbox"/> Bullying/Intimidation	<input type="checkbox"/> Forgery/Cheating	<input type="checkbox"/> Class Tardiness	<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Physical Altercation	<input type="checkbox"/> Possession/use of Illegal Substance (includes drugs, vapes)
<input type="checkbox"/> Harassment/Teasing/Taunting	<input type="checkbox"/> Improper use of technology	<input type="checkbox"/> School Tardiness	<input type="checkbox"/> Electronic Device Use	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Possession/use of tobacco or alcohol products
<input type="checkbox"/> Verbal Altercation	<input type="checkbox"/> Throwing Objects	<input type="checkbox"/> Class Cuts	<input type="checkbox"/> Not Following Directions	<input type="checkbox"/> PDA	<input type="checkbox"/> Theft
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Uncooperative for Sub	<input type="checkbox"/> Truancy	<input type="checkbox"/> Refusing to identify	<input type="checkbox"/> Running/Pushing/Shoving	<input type="checkbox"/> Weapons
<input type="checkbox"/> Disrespectful	<input type="checkbox"/> Disruptive	<input type="checkbox"/> Leaving Building	<input type="checkbox"/> Insubordination		<input type="checkbox"/> Other _____
<input type="checkbox"/> Inappropriate Language		<input type="checkbox"/> Detention/ALC missed			

Describe the circumstances of conduct: _____

Parent Contact (Required) Date: _____ Time: _____ Parent Contacted: _____

Parent/Guardian Response: _____

History of Action taken by teacher before referral. (List dates of action taken)

Conference with counselor _____ Conference with student _____ Teacher detention _____ Previous Parent Contact _____
 Conference with parent _____ Detained after class _____ Pre-Referral _____ Other (specify) _____

INCIDENT BEHAVIOR

ADMINISTRATIVE/TEAM ACTION

<p>VADIR Code (if applicable) Number: _____</p> <ol style="list-style-type: none"> Homicide Sexual Offenses Assault Weapons Possession Material Incidents of Discrimination, Harassment, and Bullying Bomb Threat False Alarm Use, Possession or Sale of Drugs Use, Possession or Sale of Alcohol <p>Code of Conduct Offense Number(s): _____</p> <ol style="list-style-type: none"> Electronic Device Violation Class Cut Class Tardiness Destruction/Misuse of Property Detention Missed Discrimination Disrespectful Behavior Disruptive to Learning Environment Harassment/Bullying/Threatening Inappropriate Language Not Following Directions Pushing, Running, Shoving Throwing Objects Uncooperative for Substitute Verbal Altercation Physical Altercation Other _____ 	<table style="width: 100%;"> <tr> <td>After School Detention _____ Days</td> <td>Lunch Detention _____ Days</td> </tr> <tr> <td>Alternative Learning Center _____ Days</td> <td>Mediation</td> </tr> <tr> <td>CARE Team Referral</td> <td>OSS _____ Days</td> </tr> <tr> <td>Classroom Removal</td> <td>Parent Conference</td> </tr> <tr> <td>Counseling</td> <td>Police Contacted</td> </tr> <tr> <td>FBA/BIP Written</td> <td>Removal from Class Trip</td> </tr> <tr> <td>Hearing – Asst. Principal</td> <td>Restitution</td> </tr> <tr> <td>Hearing – Principal</td> <td>Restricted from After School Activities</td> </tr> <tr> <td>Hearing – Superintendent</td> <td>Schedule Change</td> </tr> <tr> <td>Inappropriate Dress List</td> <td>SIP Written</td> </tr> <tr> <td>Loss of Passes</td> <td>Student/Teacher Conference</td> </tr> <tr> <td></td> <td>Swear and Share</td> </tr> </table> <p>OTHER: _____</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p align="center"><u>CHARGES</u></p> <p>Insubordination</p> <p>Disorderly Conduct</p> <p>Disruptive Behavior</p> <p>Violent Behavior</p> <p>Conduct Endangering</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Specific Date(s) of Consequence:</p> <p>_____</p> <p>Administrator:</p> <p>_____</p> </td> </tr> </table>	After School Detention _____ Days	Lunch Detention _____ Days	Alternative Learning Center _____ Days	Mediation	CARE Team Referral	OSS _____ Days	Classroom Removal	Parent Conference	Counseling	Police Contacted	FBA/BIP Written	Removal from Class Trip	Hearing – Asst. Principal	Restitution	Hearing – Principal	Restricted from After School Activities	Hearing – Superintendent	Schedule Change	Inappropriate Dress List	SIP Written	Loss of Passes	Student/Teacher Conference		Swear and Share	<p align="center"><u>CHARGES</u></p> <p>Insubordination</p> <p>Disorderly Conduct</p> <p>Disruptive Behavior</p> <p>Violent Behavior</p> <p>Conduct Endangering</p>	<p>Specific Date(s) of Consequence:</p> <p>_____</p> <p>Administrator:</p> <p>_____</p>
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