

Ben Davis Ninth Grade Center Discipline Plan

The Ben Davis Ninth Grade Center discipline plan was developed to communicate the expectations of the school to parents and to students. A top priority is insuring a school atmosphere which is conducive to student learning. Positive student behavior is critical to the overall academic and social development of the student as well as promoting an academic learning environment. Students subjected to disciplinary actions by either the school administration or the academic academies will be addressed according to this plan. The staff of the Ninth Grade Center reserves the right to deal with each student's case according to individual situations before considering appropriate consequences. This plan is not intended to be the "last word" or "all-inclusive" concerning misbehaviors or penalties, but it is a conscientious attempt to deal fairly and consistently with students. In cases involving expulsion, the Student Due Process Regulation will be followed.

Class Tardy Violations

In order to maximize instructional time, students are expected to arrive to all classes before the bell rings. If a student is not in the classroom when the bell rings, they will be counted late/tardy by their teacher. Tardies are an academy-enforced violation resulting in a lunch detention. **Tardies will accumulate on a semester basis** – the number of tardies that a student accumulates during the first semester will not carry over to the second semester.

TARDY VIOLATION – Student is late to class.			
1 st OCCURRENCE	2 nd OCCURRENCE	3 rd OCCURRENCE	4 th OCCURRENCE and Upwards
Verbal Warning & Teacher Documentation	Verbal Warning & Teacher Documentation	Academy-Assigned Lunch Detention	<p>Parent Contact & Academy-Assigned Lunch Detention for <u>each subsequent tardy</u></p> <p>At the 6th tardy student will be given a tardy contract and detention. At the 8th tardy the student will be assigned Friday School and again every third tardy thereafter. In between, student will be assigned a lunch detention for each tardy accumulated.</p>

Hall Freezes

Throughout the year, administrators will do periodic building-wide checks to ensure that all students are in class on time. Any student not in class by the time the bell rings will be sent to the main office and immediately assigned a lunch detention during the hall freeze. The student will receive a notice of this lunch detention. All students that serve a lunch detention are limited to eating a sack lunch for the day.

Behavior violations will go into one of two categories.

- I. **Minor Violations** will be enforced by each academic academy with a progression to the administrative level for repeat offenders.
- II. **Major Violations** will be enforced by the school's administrators and documented on a referral form and are also progressive for repeat offenders resulting in alternative placement.

I. **Minor Violations:**

These will usually result in the student receiving an **after-school academy detention**. The student will be notified of the detention by their academy teacher and the student will contact their parents to notify them of the detention during their academy period. Students that fail to serve an academy detention will receive a suspension. Progressive discipline will be used on repeat offenders resulting in additional consequences. All after-school detentions will be documented in the student's disciplinary record.

Academy-Enforced Violations: To be enforced by each academy.

BEHAVIOR/VIOLATION	CONSEQUENCE
Disruptive conduct	After-School or Lunch Academy Detention
Failure to follow teacher directions	After-School or Lunch Academy Detention
Inappropriate language/behavior; displays of affection	After-School or Lunch Academy Detention
Minor disrespect	After-School or Lunch Academy Detention
Failure to follow class policy/procedure	After-School or Lunch Academy Detention
In unauthorized area	After-School or Lunch Academy Detention
Food or drink in a classroom/hallway	After-School or Lunch Academy Detention

***The academy will contact the parent to schedule a mandatory parent conference after 5 academy detentions.

II. Major Violations

Administrative-Enforced Violations (Major)

Anytime a student's manner of behavior disrupts the normal educational process, disciplinary action will be taken to correct the situation. Administrators consider each incident on an individual basis when assigning school consequences. Ultimately, consequences will depend on the nature of the offense and the circumstances surrounding the offense as well as the student. **Progressive discipline is used as students accumulate consequences.** Students with 1st and/or 2nd occurrences in multiple areas could receive up to 10 days OSS and a recommendation for expulsion/alternative placement. In cases involving expulsion, the Student Due Process Regulation will be followed.

OFFENSE/VIOLATION	POSSIBLE CONSEQUENCE
Possession of lighter/matches/tobacco products	Administration will assign an <i>appropriate</i> consequence for these behaviors from the following list of possible consequences: <ul style="list-style-type: none"> • In-School Suspension (ISS) • Out-of-School Suspension (OSS) • Alternative Placement • Expulsion • P-16 Alternative to Expulsion • Work Detail • Lunch Detention • Denial of Privileges (ex – bus suspension, no pass list, no internet list, etc.) • Friday School
Harassment & bullying/intimidation	
Fighting/scuffling	
Theft/Vandalism	
Possession/under the influence of drugs/alcohol	
Selling/distribution of controlled substance and/or substance look-a-likes	
Possession or use of firecrackers, smoke bombs, or other explosive devices	
Possession of a weapon	
Horseplay/Behaving in a manner that can cause injury	
Inappropriate bus behavior	
Unauthorized use of electronic devices	
Profanity directed towards students or staff	
Illegal behavior	
Throwing Food/Trash	
Cutting class or confirmed truancy	
Falsifying notes, passes, etc.	
Significant disrespect of staff	
Failure to serve assigned consequence (detention, etc.)	
Insubordination/defiance	
Leaving school without permission/truancy	
Off-Limits or out of assigned area	

- **Academy After-School Detentions** – are located in one of their academy teacher's classrooms on Tuesdays after-school from 3:10 – 4:15pm.

- **Administrative Lunch Detentions** – are located in the cafeteria lunch detention room on Tuesdays and Thursdays during the student’s lunch period. All students that receive a lunch detention are limited to a sack lunch. Lunch detentions are assigned primarily for accumulation of class tardies, AM tardies, or hall freezes.

Bullying

According to Indiana’s bullying legislation, “bullying” means overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; any behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is not accepted or tolerated at NGC. This applies when the student is: a) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group, b) off school grounds at a school activity, function, or event c) traveling to or from school or a school activity, function, or event; or d) using property or equipment provided by the school. It is our expectation that bullying should be reported immediately to teachers, counselors, and/or administrators. If parents are aware of bullying, they should contact an administrator immediately. Consequences for bullying will include the full range of disciplinary actions up to and including expulsion.

Drug Testing

The use of illegal drugs, alcohol and tobacco is prohibited. Students may be tested through voluntary testing, which requires parental/guardian permission, or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain rules or if the student is having significant trouble with grades or attendance. “Individualized reasonable suspicion” exists when specific and articulable facts, give rise to a reasonable belief that, at the time the drug test would be administered, the test would show that the student had used drug(s), alcohol or tobacco in violation of Indiana or Federal Law or MSD of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, prescription drugs, alcohol, tobacco and substances that mask the presence of or block the detection of another substance. The use of a “blocking agent” is an expellable offense. **The refusal to provide a specimen is a violation and will have the same consequences as a positive test.** The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with parent/guardian to find appropriate assistance for the student. The consequences of a confirmed, positive, required test shall be consistent with the Student Code of Conduct. The Ben Davis Ninth Grade Center is a smoke free campus as well for both adults and students.

Locker Searches

Throughout the school year police dogs will be brought in periodically to search all of the student lockers for narcotics. During the search, the students will be secured in the classrooms. When the narcotics dog identifies a bank of lockers (usually three at a time) the administrators present will get all three students out of class and search their locker, their bags, and their person. After they have completed this search, they will be given an opportunity to contact their parent.

Lockers

Each student will be assigned a locker with a combination. A change may not be made without permission. **A student should not share lockers or tell others his or her locker combination; this prevents items from being taken or stolen.** For safety reasons, a student must have permission from a

staff member or be accompanied by an adult to use his or her locker before 7:10 a.m. or after 3:15 p.m. If a student has a problem with their locker they need to inform one of their teachers or complete a locker problem form in the 1st or 2nd floor office. Lockers will be checked and cleaned periodically. There should be no food or beverages left in a locker.

Restroom Usage

It is the procedure of NGC that students should use the restroom during their passing periods. However, we acknowledge that emergencies arise and students will be allowed to go to the restroom in the case of a stated emergency. Excessive use of the restroom will require a parent conference so that an individualized restroom plan can be devised and implemented. (Teachers and academies may establish additional rules for restroom usage.)

Attendance

Students attending Ben Davis Ninth Grade Center are expected to meet the following guidelines in reference to their daily attendance.

All students will sign a general attendance contract containing the expectations, procedures, and consequences for accumulated absences and/or AM tardies.

- Students with a previous history of poor attendance will meet with SWAT members during the first two weeks of school to discuss their attendance and sign an individual attendance contract that has been prepared to address their specific areas of needed improvement.
- The parent/guardian must call in the absence at 988-7600 between 9:00 and 12:00 p.m.
- Parents of absent students not accounted for by 11:00 a.m. will be called by the attendance secretary, if possible.
- Where no contact is made by either party, the student must have a written excuse when reporting back to school.
- Any student that arrives after 8:40 a.m. with no written documentation will be counted tardy and must sign-in at the 1st floor main office before reporting to class. **If a parent/guardian signs in the child, their AM tardy is excused.** Students will be assigned disciplinary consequences for excessive AM tardies to school when a parent does not sign them in.
- All written documentation (medical or otherwise) to excuse absences must be submitted to the attendance secretary in the main office. If no documentation is received, the absence will remain unexcused. **Documentation for absences can be turned in at any time throughout the school year.**

The attendance procedures for students with an excessive amount of unexcused AM tardies or absences are as follows:

- Restriction of Work Permit/ Invalidation of Work Permit
- Restriction from gaining Driver's License/Invalidation of Driver's License
- Lunch Detentions (with sack lunch)
- In-School Suspension
- Restriction from participating in or attendance at extracurricular events
- Truancy officer sent to home with legal notice
- Referral to Truancy Court
- Referral of Parent to court for Educational Neglect
- Removal from regular school setting and placement in alternative school setting

School-Wide Attendance Team (SWAT) Academy Assignments	
Attendance Line 988-7600	
Steve Samuel	Innovation
Kevin Britt	VCA
Orlando Mason	Key
Andrea Wilson	EDGE
Anita Swaner-Templeton	University
Terrie Knight	Adrenaline/Attendance Secretary
Joni Sanders	WNGC
Marion Crawford	Discipline Secretary

AM TARDY POLICY ~ Late AM Arrival to School (Period 1/2) ~

The attendance procedures for students with an excessive amount of unexcused AM tardies are as follows:

- All AM tardies when a student signs in late in the main office are considered unexcused UNLESS:
 - A parent/guardian comes in and signs them in.
 - The student submits medical documentation that excuses their AM tardy.
- **4 unexcused AM tardies** are permissible for illness, missing the bus, or extreme circumstances. However, anything over four is considered excessive.
- **5 unexcused AM tardies**, students will be assigned a lunch detention with a sack lunch.
- **8 AM tardies**, students will be assigned a lunch detention.
- **10 AM tardies**, students will be assigned a lunch detention.
- **15 AM tardies**, every 3rd tardy thereafter will result in at least 1 day of in-school suspension where students will also receive a sack lunch and the parents will be notified.
- **Additional AM tardies** - Once a student has reached 15 AM tardies, the attendance procedures take effect starting with a probationary attendance contract, removal of work permit and driving license/permit privileges, and eventually could lead to placement in an alternative program – **see attendance procedures for students with an excessive amount of absences above.**

Withdrawal from School

Before withdrawing from school, you need to see the student services secretary so that your transcripts and records may be completed for your next school. All materials and books must be returned and all fees paid before records are forwarded to the next school. Additionally, the transferring school will be required to confirm your student's attendance within two weeks. If this does not occur your child will be reported to the missing and exploited children's bureau.

Visitors Guidelines

For safety reasons, students are not allowed to bring visitors to school. Parents/guardians are always welcome and will need to check in at the main office to receive their visitor guidelines if they want to observe their child in class. We strongly encourage parents to make an appointment to see a specific teacher, the principal, and other school staff.