

Lockport City School District

North Park Junior High School



"Lion Strong"

Discipline Handbook

2016 – 2017

Welcome Back to School!

This **Discipline Handbook** has been created so that all teachers and staff at North Park Junior High School have easy access to discipline procedures and expectations that will allow for a successful school year. It is also essential that students are informed and understand the Lockport City School District's *Code of Conduct*.

The following sections are outlined:

- School Rules & Behavior Expectations
- Discipline Process
- Discipline Referral Form
- Use of Phone Journal in eSchool
- Use of Electronic Devices
- Student Dress Code
- Dignity for All Students Act (DASA)
- Hallway Travel Reminders
- Dining Hall Expectations
- Lunch Detention Information
- After-School Detention Information
- Saturday Detention Information
- Suspension Information

Please review this handbook thoroughly so you are well informed. We strongly encourage you to keep it easily accessible for your reference. If you have any questions or suggestions regarding this handbook, please contact us.

Thank you for supporting our efforts to maintain a safe and productive learning environment.

Have a great year!

Sincerely,


Mr. James A. Snyder
Principal

Mr. Michael W. Pickreign
Assistant Principal

Mr. Scott A. Trachte
Assistant Principal

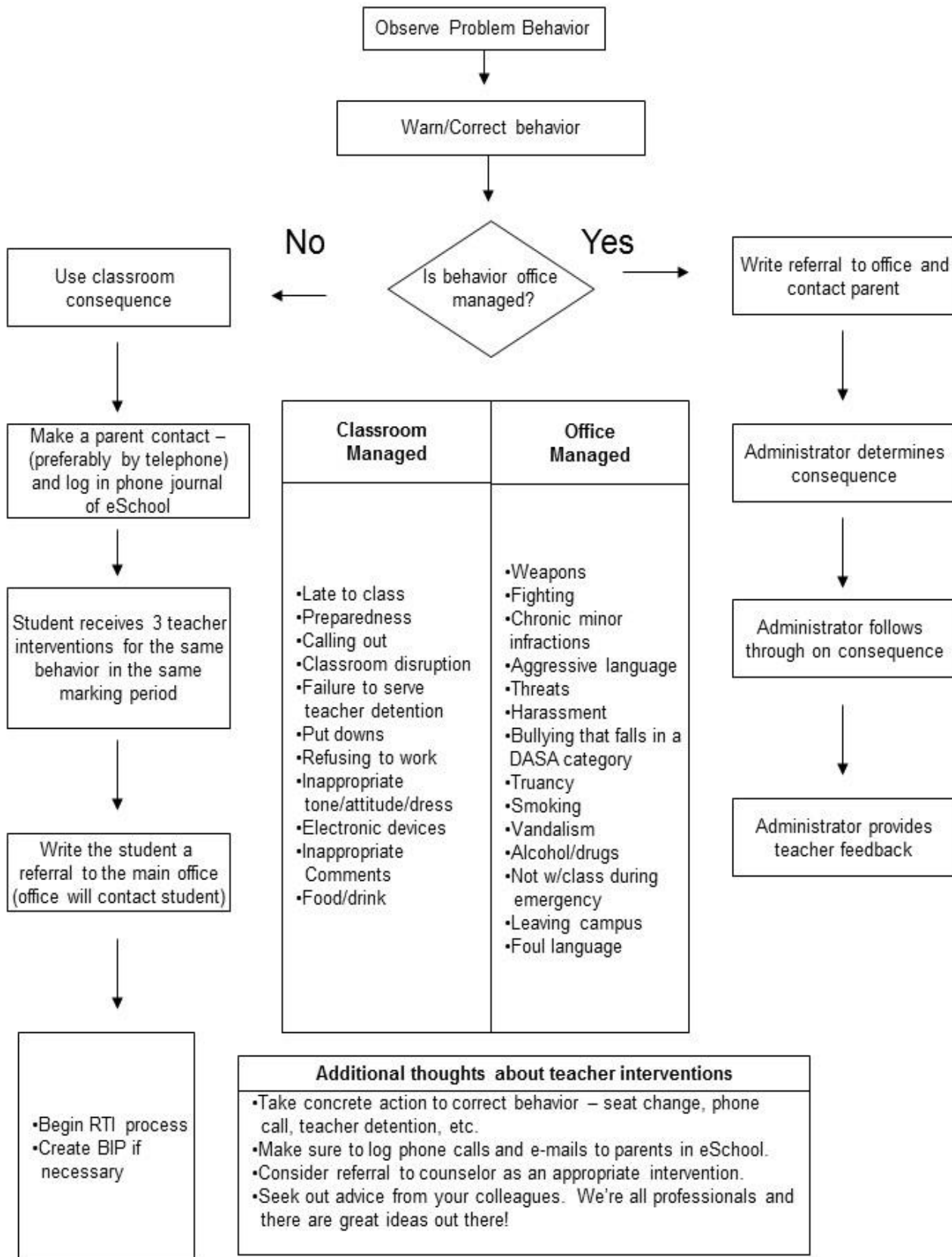
NORTH PARK JUNIOR HIGH SCHOOL

STUDENT BEHAVIOR EXPECTATIONS

	Be Safe!	Show Respect!	Do Your Best!
Classroom	<p>Follow classroom rules.</p> <p>Keep your hands to yourself.</p> <p>Be accepting of consequences for your actions.</p>	<p>Raise your hand when responding.</p> <p>Be prepared and ready to learn.</p> <p>Have a positive attitude.</p>	<p>Complete assignments on time.</p> <p>Take pride in your work.</p> <p>Be responsible and ask for missed work when you are absent.</p>
Hallway, Bathroom, & Locker Room	<p>Keep the areas clean.</p> <p>Walk on the right side of the hallway.</p> <p>No running or horseplay.</p>	<p>Use appropriate language at all times.</p> <p>Make good choices even when others are not around.</p>	<p>Use self-control.</p> <p>Keep your belongings organized and secured in your locker.</p> <p>Do not share your locker or locker combination.</p>
Bus	<p>Face forward and stay in your seat.</p> <p>Keep the volume of your voice low.</p>	<p>Listen to the bus driver at all times.</p> <p>Keep all your belongings in the seat and take them with you when you leave.</p>	<p>Be kind to others.</p> <p>Follow safety rules.</p>
Dining Hall	<p>Be patient as you wait in the line.</p> <p>Exit orderly when dismissed.</p>	<p>Be polite to others.</p> <p>Listen to and follow directions of all adults.</p>	<p>Only eat and touch your food.</p> <p>Keep your table and floor neat and clean.</p>

DISCIPLINE PROCESS

Classroom Discipline/Office Referral Procedure



DISCIPLINE REFERRAL FORM

Discipline referrals need to be specific so administration can communicate clearly with the students and parents. It is extremely rare to have a student sit in the office and say, “Yep, I did it!” Usually, the student’s version is nothing like the teacher’s version. If we have only vague terms like “he/she was disrespectful” or “insubordinate”, it is difficult to get to the bottom of things.

Please follow these steps:

- Complete the **top section** (Name, Staff, Date of Incident, Time (not period), Grade Level).
- Check appropriate boxes in **Disorderly Conduct, Insubordination, or Endangering Others**.
- Indicate what you have done about the behavior in the **Previous Staff Intervention** section. It is crucial that you contact parents/guardians about the incident before sending a formal referral to the Main Office.
- Include specific details in **Discipline Details**.
- Please do **NOT** write in Administration Comments, Consequences, or VADIR area.

REMINDERS...

- If more than one student is involved, do **NOT** write other student’s name on the form (due to confidentiality). Please use “**another student**” and add a post-it note with that student’s name.
- If more than one student is involved, a discipline referral form should be completed for **EACH** student involved.
- If an incident requires immediate attention, please inform the Main Office and then send a discipline referral with the student involved so the matter can be addressed.
- Do **NOT** send the completed discipline referral form to the Main Office with another student unless it is in a sealed envelope.

USE OF PHONE JOURNAL IN eSCHOOL

Effective parental communication is essential in bridging the gap between the home and school communities. It is important to document any communication and/or efforts (such as letters, phone calls and emails) as evidence of offering the best education possible. eSchool allows for such documentation to be maintained. Staff members may want to include parental dialogue referencing behavior concerns, work habits, academic achievement, specific/isolated incidents, etc. This information will be helpful should there be a request for Rtl services, Special Education classifications and/or any other parental meeting.

USE OF ELECTRONIC DEVICES

According to the District's *Code of Conduct June 2015*, proper etiquette is expected when using electronic devices. Unauthorized or secretive use of personal electronic devices is prohibited. The use of electronic devices during instruction and the administration of assessments is prohibited except when authorized. The use of personal electronic devices is prohibited in areas where personal privacy is expected (areas such as restrooms and locker rooms). Personal electronic devices includes, but is not limited to, cell phones, picture phones, headphones, cameras, camcorders, pagers, iPods, iPads, etc. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, discriminate against or threaten others.

NPJHS encourages students to:

- Turn the device **OFF** when they enter the building.
- Keep the device **OFF** while in the building.
- Wait until they **LEAVE** the building before using the device.
- **KEEP** their devices in their locker.
- **COME** to the Main Office to contact their parents/guardians during the day, if necessary.
- If a staff member **sees or hears** the device:
 - Tell the student to turn it off and put the device away in his/her locker.
 - Confiscate the device if the student refuses to comply.
 - Inform the student he/she will **NOT** be able to take the device home.
 - Students may call their parents/guardians from the Main Office to ask them to come & pick it up.
 - Staff member will fill out the "**Electronic Device Slip**" with details explaining the situation. ○ Staff member will bring the device & slip to the Main Office as soon as possible.
 - Do **NOT** fill out a discipline referral form.
 - Documentation will kept in the Main Office.
 - Parents/Guardians will make arrangements in the Main Office to pick up the electronic device.

STUDENT DRESS CODE

All students are expected to be well groomed and appropriately dressed based on the event or activity. We take pride in the appearance of our students. **Student dress shall in no way be so extreme as to be distracting or disruptive to the educational process of the school.**

Examples of unacceptable dress includes (and not limited to) the following:

1. Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or gang related activity, or that reflects adversely upon persons because of their race or ethnic group are not permitted.
2. The wearing of low-riding pants will not be permitted. Students should wear belts if pants are baggy. Undergarments should not be exposed.
3. Shorts, skirts and dresses are considered too short if they do not adequately cover undergarments and/or personal body parts.
4. Mid-cut shirts/tops that reveal the midriff are not acceptable. Tank tops, strapless tops, or one-shoulder tops are not acceptable unless worn with another shirt that provides appropriate coverage. Sleeveless blouses that provide appropriate coverage are acceptable.
5. No hats, bandanas or headgear of any kind may be worn in the building unless otherwise approved by the building principal.
6. Footwear is required at all times and must be safe as determined by building administration and/or the school nurse.
7. Wearing of a scent that has negative impact on others.
8. Loose hanging objects that pose a safety hazard or disruptive influence, (i.e.-chains, key holders, etc.).
9. Pajamas and loungewear are not considered appropriate school attire.
10. Wearing backpacks or similar carry-all containers between classes for grades K-6 and LOP. NPJHS may carry drawstring backpacks only.
11. Wearing of outdoor coats, jackets, etc. during the school day.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including In-School Suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including Out-of School Suspension.

If a staff member **sees unacceptable** dress:

- Take the student aside; inform him/her of the dress code violation.
- Have the student check his/her locker or PE locker for a change of clothes.
- Encourage him/her to borrow something from a friend or go to the Clothes Closet.
- If no clothes are available, send the student to Counseling Center or Main Office to call home.
- Do **NOT** fill out a discipline referral form.

DIGNITY FOR ALL STUDENTS ACT (DASA OR THE DIGNITY ACT)

New York State's Dignity for All Students Act (DASA or The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Bullying has been described by the U.S. Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. According to the U.S. Department of Education, bullying generally involves the following characteristics:

- **An Imbalance of Power:** Children who bully use their power, such as physical strength, access to embarrassing information or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **The Intent to Cause Harm:** The person bullying has a goal to cause harm.
- **Repetition:** Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

- **Verbal:** Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social:** Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- **Physical:** Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures.

Cyberbullying has been described by the U.S. Department of Education as bullying that occurs through the use of electronic technology, such as cell phones, computers, and tablets. It can also involve the use of communication tools, such social media sites, text messages, chat and websites. Examples of cyberbullying include, but are not limited to:

- Sending hurtful, rude, or mean text messages or e-mails to others.
- Spreading rumors or lies about others by text message or e-mail or posting on social networking sites.
- Creating or sharing pictures, websites, videos or social media profiles, including fake profiles that embarrass, humiliate, or make fun of others.

Cyberbullying is different from face-to-face bullying because messages, videos, pictures and/or images can, among other things, be:

- Sent 24 hours a day, 7 days a week, 365 days a year.
- Distributed quickly to a very wide audience.
- Sent anonymously.

Resources: <http://www.stopbullying.gov/> <http://www.p12.nysed.gov/dignityact>

BULLYING REPORTING PROCESS

If there is an issue, please contact one of the North Park Junior High School's *Dignity for All Students Act* Coordinators.

Mr. Scott Trachte, Assistant Principal at 478-4723 at strachte@lockportschools.net

Mr. Ronald Cheatham, Peer Mediator at 478-4702 at rcheatham@lockportschools.net

FOR STUDENTS	For students to get assistance with a bullying incident, please take the following steps: <ul style="list-style-type: none">- Talk to a teacher or peer mediator or school counselor.- Talk to an administrator.- Talk to a DASA coordinator.
FOR PARENTS	For parents to get assistance with a bullying incident, please take the following steps: <ul style="list-style-type: none">- Contact your child's teacher or school counselor.- Contact the administration.- Contact a DASA coordinator.

HALLWAY TRAVEL REMINDERS

- Walk quietly
- Carry your agenda with signed pass
- Follow adult directions for safety
- Use appropriate language
- Use indoor volume
- Keep hands to yourself
- Respect others
- Move directly to class

DINING HALL EXPECTATIONS

- **Be Safe!**
 - Use school appropriate language and volume.
 - Refrain from throwing anything.
 - Keep seated and follow adult direction for safety
 - Keep aisles clear.
 - Maximum of 6 people per table.
 - Electronic devices are not permitted .
- **Show Respect!**
 - Treat everyone with respect.
 - Pay for all food and eat it in the Dining Hall.
 - Pick up all trash and put it in the garbage cans.
 - Keep all food and drink in the Dining Hall.
 - Ask permission to leave your seat.
 - No food or drink is to be taken outside of the Dining Hall.
 - No food or drinks may be brought into the Dining Hall from The Port.
 - Stay in your seat until being dismissed.
- **Do Your Best!**
 - If you are late, you must have a signed pass in your agenda.
 - Only eat and touch your own food.
 - Keep your table and floor neat and clean.

LUNCH DETENTION INFORMATION

TEACHER ASSIGNED LUNCH DETENTION

- Students will **NOT** be able to leave the Dining Hall without a signed agenda/planner with a specific time and destination.
- Remind students to get their lunch on a Styrofoam tray.
- Encourage them to bring work with them to complete after they have had lunch.

OFFICE ASSIGNED LUNCH DETENTION

Students may be assigned Lunch Detention by administration. There is one assigned Lunch Detention room for each lunch period.

4th – Room 248 / Corry

5th – Room 244 / Baehre

6th – Room 124 / Ebersole

7th – Room 124 / Hauser

OFFICE ASSIGNED LUNCH DETENTION EXPECTATIONS:

- Go directly to the Lunch Detention room to check in.
- A teacher will escort the students down to the Dining Hall and back so students can get their lunch.
- All school RULES apply in Lunch Detention.
- Throw out your trash in the brown garbage can.
- Remain in the Lunch Detention room until the bell rings.
- Be sure to have something to read or complete while in Lunch Detention.
- There will be...
 - NO talking
 - NO getting out of your seat
 - NO candy or gum chewing
 - NO electronic devices
 - NO locker passes
- Students must report to the Main Office if there is no adult in the Lunch Detention room.
- If students are removed from Lunch Detention, there may be additional consequences!

AFTER-SCHOOL DETENTION INFORMATION

AFTER-SCHOOL TEACHER DETENTION

After-school teacher detention may be assigned from 2:45 PM - 3:45 PM. It is the teacher's responsibility to notify parents ahead of time that the student will be staying after school. Late buses are provided for busing students every Tuesday and Thursday. Teachers will give each bus riding student a "bus pass" to board the late bus.

OFFICE ASSIGNED AFTER-SCHOOL DETENTION

Office assigned after-school detention is from 2:45 PM - 3:45 PM every Thursday. **It is the student's responsibility to notify their parents that they will be staying after.** Administration will mail home discipline referral forms. Late buses are provided for busing students every Tuesday and Thursday. Those students assigned to after-school detention will report to the Library at dismissal time. Teachers assigned to supervise after-school detention will meet the students in the Library and call the main office with attendance. Students are expected to complete schoolwork or read during the entire hour. Teachers will give each bus riding student a "bus pass" to board the late bus.

OFFICE ASSIGNED AFTER-SCHOOL DETENTION EXPECTATIONS:

- Be on time
- Be prepared with your school work
- Complete work
- NO talking
- NO bathroom breaks
- NO locker breaks
- NO sleeping
- NO eating or drinking
- NO electronic devices
- NO whispering, talking, or trying to communicate in any way

SUSPENSION INFORMATION

IN-SCHOOL SUSPENSION (ISS)

- Students are not to be sent directly to the ISS room by staff members.
- ISS is only assigned by administrators.
- Administrators will contact parents regarding ISS.
- Discipline referrals and ISS letters are sent home via mail.
- If assigned to ISS on that given day, students are escorted to their locker and then to the ISS room.
- Teachers will receive an “ISS Homework Request” email.
- Please send work and/or materials to the ISS room as soon as possible.
- Students are expected to complete an “ISS Reflection Form” regarding the incident.
- Students that are assigned to ISS may lose the privilege of attending school-sponsored events (i.e. dance, sports, etc).

ISS RULES

- All school RULES apply in ISS!
- Come prepared with your materials.
- All assignments should be completed and turned in to the ISS teacher.
- If students complete all their assignments, they are expected to READ or complete assignments given to them by the ISS teacher.
- All homework must be completed in ISS (unless previously approved by a teacher).
- There will be...
 - NO talking
 - NO getting out of your seat
 - NO candy or gum chewing
 - NO drinks
 - NO electronic devices
 - NO jackets
 - NO locker passes
- Students must report to the Main Office if there is no adult in the ISS room.
- Students are **NOT** allowed to use the ISS phone or leave the ISS room to get work, go visit teachers and/or visit the library (unless approved by administration).
- If students are removed from ISS, there will be consequences!
- Students will complete an “ISS Reflection Form” while they are in ISS. This form will be copied for school counselors and administration.

SUSPENSION INFORMATION (CONTINUED)

OUT-OF-SCHOOL SUSPENSION (OSS)

- OSS is only assigned by administration.
- Administrators will contact parents regarding OSS.
- Discipline referral forms and OSS letters are sent home via mail.
- Teachers will receive an “OSS Homework Request” email.
- Please send work and/or materials to the Counseling Center as soon as possible.
- OSS students are **NOT** allowed to be on school property during suspension.
- OSS students may be assigned to the 3-5 pm program at LOP.
- Students that are assigned to OSS may lose the privilege of attending school-sponsored events (i.e. dance, sports, etc).

Some of the above mentioned information was provided from the Lockport City School District's *Code of Conduct*. Please contact the Main Office to receive a copy of this document in its entirety.

The staff at North Park Junior High School will continue to provide a welcoming and safe academic learning climate for all students and staff. Please contact one of the building administrators to offer suggestions to improve our school culture. We thank you in advance for making NPJHS a great place to be!!!!