

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

STUDENT CONDUCT AND DISCIPLINE

PURPOSE

The purpose of this regulation is to ensure the maintenance of order for all students in BOCES programs and classes and to ensure an environment that is conducive to learning.

SCOPE

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School personnel who interact with students are expected to use discipline action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

It is important to have a progressive Behavior Management System in the classroom and a plan for staff to use when dealing with inappropriate student behavior that exceeds their own classroom management system. Any situation that is construed as potentially violent or dangerous must be reported immediately to the administrator on duty.

PROCEDURES

A three-tiered stage system of interventions is maintained:

- Stage 1:** Intervention takes place within the classroom or program site, such as field trips and other school activities. The goal is to keep the student in the classroom where self-managing and learning takes place.
- Stage 2:** Student conduct incidents at this stage generally result from students choosing NOT to respond to Stage 1 interventions. Incident reports must specify in detail what interventions the staff member has taken within the program setting.
- Stage 3:** Student behaviors at this stage are generally those for chronic problems that defy Stage 2 interventions or for extreme issues, or when there is serious endangerment of the safety and welfare of staff and students. Combinations of Stage 1 and Stage 2 incident histories may lead to Stage 3. Incident reports must be completed and brought to the immediate attention of the appropriate administrator.

A complete and up-to-date description of the Behavior Management System is attached, is to be maintained in each program office, and is to be followed.