

**Lake Granbury Academy
Policy and Procedure**

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Policy Name:	Disciplinary Policy		
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Policy:

Lake Granbury Academy promotes a safe environment with established rules that are designed to protect the students and the staff. Students shall understand the program rules, as well as the consequences for not meeting them. Rule violations shall be addressed through a consistent and fair process. The policies address: 1) substantive acts for which a student is discipline; 2) consequences resulting from committing such acts; 3) due process procedures that the school will follow in addressing its discipline policy; 4) individuals responsible for carrying out the discipline policy; 5) responding to alternative education settings for students and; 6) Safe Crisis Management protocol.

Procedure:

Lake Granbury Academy shall implement a Disciplinary Policy consistent with Texas Education Code which promotes creating a positive school culture through a Code of Conduct that emphasizes being safe and free of controlled substances.

1. Substantive Acts for Which a Student is Disciplined

Discipline incidents can be classified as Level 1, Level 2, and Level 3 infractions.

- **Level 1 Infractions:** Discipline incidents that can be handled by the teacher and do not warrant a discipline referral to the principle or designee. Any behavior that is a low-level intensity, passive in nature and/or of a non-threatening manner is a Level 1 infraction. Examples include:
 - Disrespecting a fellow student
 - Disrespecting faculty, staff, or other member of school community
 - Disrespecting school property
 - Being out of dress code
 - Chewing gum
 - Disrupting class for any reason at anytime
 - Being unprepared for class
 - Horseplaying
 - Failing to complete homework or other assignment
 - Failing or refusing to follow directions
 - Being off-task
 - Any other behavior deemed by school staff to be inappropriate or disruptive

- **Level 2 Infractions:** Discipline incidents that interfere with anyone's safety and learning, are of a threatening or harmful nature, legal violations and warrant administrative interventions. Such behaviors should be considered Level 2 infractions. Examples include:

- Gross disrespect of a fellow student
 - Gross disrespect of faculty or staff
 - Gross disrespect of school property
 - Damaging, destroying, or stealing personal or school property, or attempting to do so
 - Committing sexual, racial, or any form of harassment or intimidation
 - Using abusive, vulgar, or profane language or treatment
 - Making verbal or physical threats
 - Bullying and Cyberbullying
 - Fighting, pushing, shoving, or unwanted physical contact
 - Gambling
 - Forgery of any sort
 - Cheating, plagiarism or copying someone else's work
- Level 3 Infractions: Discipline incidents that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, are legal violations and warrant immediate response from administration, crisis team, entire staff, and/or community support are Level 3 infractions. Examples include:
 - Repeated and fundamental disregard of school policies and procedures
 - Possession, use, or transfer of drugs, alcohol, or controlled substances
 - Destruction or attempted destruction of school property, including arson
 - Assault against fellow students, staff, or other members of the school community
 - Possession of a weapon
 - Damaging, destroying, or stealing personal or school property or attempting to do so
 - Committing sexual, racial, or any form of harassment, intimidation or bullying
 - Making bomb threats, terrorist threats or violent verbal or physical threats, empty or otherwise

2. Consequences Resulting from Committing such Acts:

Lake Granbury Academy shall follow the General Provisions for Discipline as outlined in all relevant sections of the Texas Penal Code. It is our objective to work through high-risk behaviors to minimize the number of expulsions or suspensions by offering an Academic Refocus Program.

Specifically:

- - Level 1 Corrective Strategies (First Infraction)
 - Use of the Student Code of Conduct to reinforce positive behavior and present the student with opportunities to develop appropriate social skills
 - Posting, teaching, and re-teaching school behavior expectations
 - Having the student apologize and making amends with those affected
 - Level 1 Corrective Strategies (Repeated Infractions)
 - Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
 - Firm, fair, and corrective discipline
 - Use of Positive Behavior Intervention Support Services (PBIS)
 - Loss of privilege
 - Refer the student to the MDT team
 - Refer the student to the Therapeutic Manager
 - Level 2 Corrective Strategies
 - Mandatory strategies will include:
 - Student conference and school-level investigation

- Referral for an assessment, and if necessary, implementation of a school-based treatment plan or referral to other social services/mental health services
 - Academic Refocus Program
 - Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
 - Firm, fair, and corrective discipline
 - Use of Positive Behavior Intervention Support Services (PBIS)
 - Refer the student to the MDT team
 - Refer the student to the Therapeutic Manager
- Level 3 Corrective Strategies
 - Mandatory strategies will include:
 - Student conference and school-level investigation
 - Referral for an assessment, and if necessary, implementation of a school-based treatment plan or referral to other social services/mental health services
 - Academic Refocus Program
 - Contact and/or confer with parent(s)/legal guardian(s)
 - Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
 - Firm, fair, and corrective discipline
 - Use of Positive Behavior Intervention Support Services (PBIS)
 - Refer the student to the MDT team
 - Refer the student to the Therapeutic Manager

3. Due Process

At Lake Granbury Academy, students are afforded the due process rights which shall be defined as fair and reasonable approaches to all areas of student grievances and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

1. The principal or designee must conduct a student conference and school-level investigation within a 24-hour period.
2. Prior to any Level 2 or Level 3 referrals, the school principal or designee must advise the student in question of the particular misconduct of which he or she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his or her version of the facts to the school principal or designee.
- 3.

4. Individuals Responsible for Carrying Out the Discipline Policy

At Lake Granbury Academy, all staff will be responsible for carrying out and enforcing the discipline policy; however, the Principal will have the most direct involvement in overseeing the safety of the students and faculty.

The Principal, together with the Teachers and Coaches will work to provide a positive school climate that supports school safety, health and learning. The Coaches will not only uphold the positive norms of the school, but they will work with students through the Academic Refocus Program who need additional support and structure.

5. Academic Refocus Program

The Refocus Status is an independent program element developed to assist individual students who are not able to function within the positive youth development framework. Refocus Status is assigned to students who demonstrate behaviors and actions that require intervention and correction to safely participate in the program or to regain focus of their program goals.

Academic Refocus will take place within the academy setting and school day. Academic Refocus will be utilized as an alternative instruction program to intervene when students commit Level 2 and Level 3 violations, demonstrating the need for interventions to refocus their behaviors on their academic program goals. Students who commit these violations shall be placed in Academic Refocus to complete individualized education assignments from that day so that the student does not miss content covered in class. The time (and days) placed in Academic Refocus will be based on the student needs and developed in accordance with the student's Personal Education Plan and a multidisciplinary team including the Teachers, Administrators and Coaches. The Coaches shall supervise and ensure class work is completed.

6. Safe Crisis Management

Lake Granbury Academy will use an approved Safe Crisis Management (SCM) system that positive growth and behavior, prevention and de-escalation techniques. SCM emphasizes strengths-based non-physical intervention in order to reduce the frequency of physical interventions through prevention and safe resolution of challenging and explosive behaviors.

Emergency Safety Interventions are used as the last resort, and only when real harm to self or others is present. Staff shall follow the training protocol which includes:

1. Safe Crisis Management will follow all approved procedures, including approved de-escalation.
2. Lake Granbury Academy will not allow pain compliance, leverage, or any other non-approved restraints.
3. Use of anything other than approved procedures may result in disciplinary action including termination.
4. After any SCM, all staff involved, and those that witnessed the incident, will complete an Incident Report.
5. The Principal or designees shall review all Incident Report paperwork no later than 24 hours after the incident has occurred or at shift change, whichever comes first.
6. Safe Crisis Management shall never be used as a form of discipline or punishment, as treatment or therapeutic intervention, as a threat to gain a youth's compliance or to force program participation.