

# **Student Leadership Academy**

**Public Charter School**



## **School-wide Behavior/Discipline Plan**

## ***Overview***

It is said that there is a strong relationship between classroom discipline and building school-wide discipline. As a team we must establish and follow a clear set of guidelines for academic and social behavior. We must also use discipline in a positive, supportive, logical, and consistent manner, in order to create a safe learning environment and promote student growth.

This School-wide Behavior/Discipline Plan is a set of strategies and procedures that will create a safe and positive school environment for each and every student, as we as our faculty and staff. Students and teachers are expected and required to follow these school rules to the best of their abilities.

### ***The Truth about Discipline***

Discipline means “to teach”, “to train”, it does not mean “to punish.” Accordingly, it should be done with our student’s safety and best interest at the forefront.

### ***Steps for Success***

***Classroom Management*** - students need and want structure. An effective discipline plan doesn’t stifle a student’s ability to function but gives them a strong, dependable foundation from which to grow and be successful. While dealing with current discipline problems they might have in their classrooms, a good classroom management plan will help teachers create a safe and quiet learning environment and prevent discipline problems from occurring.

**Do not develop classroom rules that you are not willing to enforce!**

***Calm*** – staying calm can make all the difference. No disciplinary strategy works the same all the time. You have to be patient and assess every situation and act accordingly. Remember, you are the adult!

***Communication*** - discipline isn’t just about correcting what your students are doing wrong, it’s about encouraging behaviors they are doing right. The more you praise and reinforce their good behavior, the more they will want to do the right thing. Teachers should identify their expectations for student behavior and communicate, periodically, those expectations to students.

Another part of the communication process is keeping parents informed. This step alone will help prevent any misunderstandings and it will let the parents know that you are interested and involved in the education and success of their children. Research shows that children do better in school when parents and teachers are in constant communication.

***Consistency*** - consistency is the key! No matter what approach you take to discipline, it is crucial to be consistent about it. You must be consistent in the classroom, and we all must strive for consistency throughout each grade level. This in my opinion is the most important factor in a successful Behavior/Discipline Plan.

## ***General Rules and Expectations***

- Treat others as you would like to be treated
- Respect yourself and others
- Keep your hands, feet, and objects to yourself
- Use appropriate language and keep hurtful comments to yourself
- Do not disrupt the learning environment for yourself, or others
- Always try to do your best.

## ***Student Expectations***

### **1. *RESPECT* -**

- Students will respect and comply with all requests made by faculty and staff.
- Students will not tease or harass other students. Bullying will not be tolerated.
- Students will not use inappropriate language or obscene gestures at any time.
- Students will not steal/damage school property or property of others.

### **2. *RESPONSIBILITY* -**

- Students will attend school in proper attire.
- Students will come to school prepared for class and ready to learn.
- Students will only bring items to school that will be used for learning in the classroom.
- Students will complete all assignments to the best of their ability.
- Students will eat snacks/lunch in designated areas only.
- Students will ask for help when having difficulty with an assignment.
- Students will ask for help when having difficulty with another student.
- Students will follow all school rules and procedures.

### **3. *SAFETY* -**

- Students will not push, hit, kick, or use aggressive behavior towards other students.
- Students will not leave class, or campus without permission.
- Students will not wander the hallways. They should be in their designated hallway.
- Students will not congregate in restrooms or around water fountains.
- Students will not climb on desks, tables, chairs, buildings, trees, fences, or walls.
- Students will enter and leave school at the designated location.
- Students will not loiter on school grounds.

## ***School Uniforms***

**Student Leadership Academy is a Uniform School.** Each student is to wear an SLA embroidered polo shirt every day. Navy blue or khaki uniform shorts, skorts, skirts, capris or pants are to be worn every day. SHORTS, SKIRTS AND SKORTS MUST BE AT LEAST FINGERTIP LENGTH.

***\*See the SLA uniform policy for more detailed information.***

## ***Uniform Violation Consequences***

**First Offense** - Student will be required to change into appropriate uniform attire and will lose the next two (2) monthly school-wide casual days. Students will not be able to purchase casual days during those two (2) months

**Second Offense** - Student will be required to change into appropriate uniform attire and will lose the next four (4) monthly school-wide casual days. Students will not be able to purchase casual days during those four (4) months.

**Third Offense** - Student will be required to change into appropriate uniform attire and will lose the next six (6) monthly school-wide casual days. Students will not be able to purchase casual days during those six (6) months and may also lose other school privileges.

## ***Prohibited Items***

Ipods, MP3 Players, hand-held games, ipads, laptops or any other electronic devices are not allowed at school at any time. Cell phones are to be turned off and in the student's book bag at all times. **Student Leadership Academy is not responsible for the loss or damage to any of these items that are brought to school or on any school trips or field trips.**

## ***Prohibited Item Violation Consequences***

**First Offense** - Cell Phone/Electronic Device is confiscated, SAM given, and student can pick up their device in the front office after 2:00 PM.

**Second Offense** - Cell Phone/Electronic Device is confiscated, student referral given (ISS), parent/guardian notified and required to pick up the device during school hours (7:00am - 3:00 pm).

**Third Offense** - Cell Phone/Electronic Device is confiscated, student referral given (OSS), parent/guardian notified and required to pick up the device during school hours (7:00am - 3:00 pm). Student will be required to turn their cell phone/electronic device into the front office upon arrival each day and then retrieve their device upon departure for the next 90 days. Note: It is the student's responsibility to turn in their device upon arrival and pick up their device upon departure, administration will not remind or track down the student to do so. Any refusal to do so may result in further suspension and/or loss of school privilege. Any leftover violation days, will carry over into the next school year.

## ***Arrival and Dismissal Expectations***

Students will:

- Come to school prepared to learn
- Report directly to the cafeteria
- Use sidewalks, not the grass
- Walk bikes and carry skateboards while on campus
- When dismissed, walk to the appropriate exit and wait for your ride

***\*See the SLA arrival/dismissal policy for more detailed information.***

## ***Hallway Expectations***

Students will:

- Need a pass to be in the hallways, NO EXCEPTIONS
- Walk quietly at all times, absolutely no running
- Watch where they are going, be aware and stay clear of doors
- Keep hands, feet, and objects to themselves
- Not wonder the hallways. Students should be in their designated hallway

## ***Bathroom Expectations***

Students will:

- Need to have their signed agenda to use the bathroom
- Sign in at the clinic/front office before using the bathroom
- Use the bathroom located in their designated hallway
- Respect other's privacy. Only 2 students may be in the bathroom at one time
- Keep restroom clean
- Wash hands properly
- Tell an adult if the restroom needs supplies or attention
- Return the key, and return promptly to their current class

### ***Water Fountain Expectations***

Students will:

- Wait for their turn. One person at a time; do not cut in line
- Keep their hands and mouth off the water spout
- Keep their body and water to themselves. No crowding or spitting of water
- Not throw trash, gum or candy in or around the fountain
- Tell an adult if the fountain is not working properly
- Refrain from climbing or leaning on the fountain

### ***Cafeteria Expectations***

Students will:

- Follow directions of school staff
- Not cut in line. If so, they will be sent to the end of the line
- Speak in soft voices, NO YELLING or SHOUTING!
- Stay seated while eating their lunch
- Not throw food or any object
- Always walk in the cafeteria
- Clean up their own space after eating and do not take food outside the cafeteria

***\* Each grade level may implement their own cafeteria procedures as needed.***

### ***Playground Expectations***

Students will:

- Follow rules/instruction of school staff
- Use appropriate language at all times
- Show good sportsmanship
- Keep hands, feet, and objects to yourself
- Use equipment appropriately
- Keep safe distance from roads, fences, and other objects that may be harmful
- Inform teacher of any unsafe behavior or incidents that occur

## ***Bus/Field Trip Expectations***

Students will:

- Follow directions/instructions of driver and school staff
- Stay in their seats at all times
- Use appropriate language
- Keep hands, feet, and objects inside the bus and out of the aisles
- Not eat or drink on the bus
- Clean up after themselves and others
- Be a positive reflection on themselves and the Student Leadership Academy

Note: These are the basic expectations; teachers and staff may add more expectations as they deem necessary.

## ***Classroom Disciplinary Procedures***

(Option 1) After verbal or nonverbal warning

<b>1<sup>st</sup> time/Warning:</b>	Receive a <b>yellow card</b> = Loss of one employability point
<b>2<sup>nd</sup> time/Lunch Detention:</b>	Receive an <b>orange card</b> = Loss of three employability points
<b>3<sup>rd</sup> time/SAM:</b>	Receive a <b>red card</b> = Loss of five employability points
<b>Final time/Referral:</b>	Receive a <b>black card</b> = Loss of ten employability points

(Option 2) After verbal or nonverbal warning

<b>1<sup>st</sup> time/Warning:</b>	Teacher will <b>write student's name on the board</b>
<b>2<sup>nd</sup> time/Lunch Detention:</b>	<b>One check</b> next to name = Loss of three employability points
<b>3<sup>rd</sup> time/SAM:</b>	<b>Second check</b> = Loss of five employability points
<b>Final time/Referral:</b>	<b>Third check</b> = Loss of ten employability points

\*Three lunch detentions will result in a SAM (Student Assistance Memo); three SAMs will result in a referral and suspension.

\*\*Remember, students are able to reduce consequence with corrected behavior.

**\*\*\*Any of the steps above may be skipped due to the severity of behavior or situation.**

\*\*\*\*Student discipline accumulates throughout each semester; resetting at the start of the second semester.

### ***Summary***

Again, this School-wide Behavior/Discipline Plan is to help create a safe and positive school environment for every student. It is also intended to help you, the teacher, maintain a calm and organized classroom that promotes learning and student growth.

The principles of respect and responsibility are foundational beliefs that we all should strive for here at SLA. I believe that our school, including students, parents, teachers, and administration, must work together to provide a safe and supportive environment that promotes teaching and learning at the highest level.

Finally, a teacher's judgment will be called upon when making most of these decisions. It is important that you remember the steps for success. Establish a classroom management plan that works for you. Stay calm and collected; do not let the student control the situation or the conversation. Communicate with your students and parents. Your procedures and expectations should be clear and understood by all parties involved. And again, Consistency, Consistency, Consistency...**WE ALL MUST** be consistent for this to work. A lapse in judgment or follow-through by just one teacher can ultimately undermine the foundation of our plan and encourage unwanted behavior in any of our classrooms.

***Discipline is the bridge between goals and accomplishment.***