

## **3015 DISCIPLINE PLAN**

### **PURPOSE**

Discipline is an educational process that should support the academic learning process founded upon fostering and supporting respectful and appropriate relationships while making connections. The discipline process, to be effective, needs to ensure all students are safe and should help students understand how to act professionally and what behavior is required for them to succeed in their future workplaces. Respect is paramount in behavior and creating relationships at Lincoln Academy.

### **DEFINITIONS**

#### **POLICY**

Behavior and enforcement of behavior start in the classroom. Effective relationships develop as students, teachers, and parents communicate regularly about appropriate and inappropriate behavior. Elementary teachers should communicate weekly about how students are meeting behavior expectations. Junior High behavior will be communicated as a part of their citizenship grade.

Student behavior at Lincoln has three different levels-

Level 3- Meets Expectations

Level 2- Below Expectation

Level 1- Reflection and Parent Conversation needed.

Levels of behavior are not about compliance; they are tools for students and teachers to communicate about behavior.

Lincoln Academy has two types of violations- safe school violations and respect violations. The teacher in the classroom will handle most respect violations. Safe school violations will lead to suspension.

### **PROCEDURE**

#### **Respect Violations**

Employees should focus on the positive behaviors that are happening in the classroom.

Identifying and praising those exhibiting the desired expectations before addressing those not

meeting expectations is a preferred practice. Positive praise will do much to reinforce the class expectations and improve student behavior.

There are times when students make choices that disrupt academic learning of themselves or others, would not be acceptable in a work environment or do not show respect. The following respect violations should be handled by the teacher in the classroom using the level system.

- 1- Disruption: disrupting the academic learning process
- 2- Off-Task behavior: not doing what is expected or asked
- 3- Public Display of Affection: Holding hands, embracing, kissing, showing affection in public
- 4- Not following school or classroom rules

When dealing with the above issues, teachers are to use the following precision commands and level system.

When a student is displaying a classroom respect violation, they are to use the following precision commands:

- 1- Please . . . (get back on task, start your work, sit quietly, etc.)
- 1.5- Where appropriate, ask in private “What can I do to help you. . . ?”
- 2- I need you to . . . (get back on task, start your work, sit quietly, etc.)
- 3- If you don't. . . (get back on task, start your work, sit quietly, etc.), then you will move down a level.

All students start the day/period as a level 3. If command number 1 or 2 helps them meet expectations, they remain on level 3. If they cannot meet expectations after command 3, they move down.

At that point, the teacher will allow the student the chance to meet expectations and move up to level three. To move up, students must demonstrate that they can meet the expectation for 15-20 minutes. The teacher will set a timer and follow up with the student at the end of that time. If the student has been successful, they move up to level 3. If they are unsuccessful, they move to level 1.

If a teacher has to move a student to level 1, they must discuss the behavior with the parents. They also need to have the student complete a processing assignment in an alternative location that the teacher arranges.

If students reach level 1 for the second time, they are referred to the office for an administrative meeting and parent conference. Multiple referrals for reaching level 1 may lead to school suspension.

Respect violations can occur in the hallways, during lunch, or during recess as well as during class time. Students are to be given precise commands at these times and locations as well.

#### Other Classroom Respect Violations

- 1- Accidental or singular, mild swearing
- 2- Possession of cell phone without permission

With the above infractions, students should receive one warning and be referred to the office for repeated offenses.

#### Safe School Violations

Safe school violations which are an automatic out-of-school suspension:

Drug, alcohol, e-cigarette, vaping, or use of other controlled or illegal substances.

Possession of weapon

Accessing pornography

Bullying

Fighting

Physically touching with intent to harm

Sexual Harassment

Racial or Insensitive language

Trespassing

Vandalism

Graffiti

Stealing

Extreme verbal or gestural disrespect to the teacher

Repeated swearing or vulgar/profane language

Any other violation deemed by admin to be a safe school violation

Safe School Violations that may be cause for suspension:

Throwing Food

Breaking Technology Code/Logging into someone else's computer accounts

Defiance

Use of sexual innuendo

Truancy

Inappropriate Public Display of Affection

Suspension length will be determined by the seriousness of the infraction and assessed by the administration. The administration will consider the safety of all students as well as the needs of the offending student when choosing suspension lengths.

Before students return to school, they must complete a remediation module and meet with the administration.

Repeated student suspension may lead to the student's expulsion from the school.

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