



**DISCIPLINE POLICY & PROCEDURES  
2017-2018**

## **CODE OF CONDUCT**

*High Standards for Academics, High Standards for Behavior*

### **A CULTURE OF ACHIEVEMENT**

Greater Grace Academy is unequivocally committed to providing a safe and orderly environment in which students can maximize their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot over-emphasize the importance of providing a firm and consistent discipline policy. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student code of conduct.

In order to create a safe and structured environment we have developed the following disciplinary policies. These policies are in place so that our teachers and staff can provide a solid educational foundation to EVERY student enrolled in our school. These policies will ensure that teachers can take full advantage of every instructional minute in the day and that our students will leave our school fully prepared for the challenges and rewards of the world.

We appreciate your support with our discipline policy and teachers and staff make themselves available for questions or clarifications as needed.

### **CULTURE OF POSITIVE BEHAVIOR: K-8**

It is our responsibility to ensure we employ a developmentally appropriate student disciplinary plan. A clear and consistently implemented Code of Conduct is essential to providing students with the necessary academic and character foundation necessary to be successful in middle school, high school, college and life. We will build a school-wide culture that teaches and rewards positive behavior. Since our teachers will spend the majority of the day with the same students, it is important they have highly structured and similarly coordinated classrooms. Additionally, it is important that a common language is used to teach expectations to ensure consistency of expectation and discipline policies school-wide.

All students will be required to adhere to the value and behavior expectations of the school.

#### **SOAR character foundation values:**

**Self-Determination:** We can overcome all obstacles.

**Open-minded:** We are receptive to new ideas and information.

**Achievement:** We aim for excellence in all that we do.

**Respect:** We respect each other and ourselves.

## **Rules**

- Follow directions quickly!
- Raise your hands for permission to speak!
- Raise your hands for permission to leave your seat!
- Make smart choices!
- Keep your hands and other objects to yourself.
- Respect yourself, your teacher and your classmates.

**Every teacher is responsible for developing rules and procedures for their classroom in accordance with the school's Positive Behavior Intervention Support System.**

## **REMOVAL FROM CLASSROOM**

When a student is removed from class, parents will be informed by phone, text or email when possible. Parents will be contacted by the teacher.

Teachers will be trained and required to model specific behavior management procedures to ensure school wide consistency.

## **BEHAVIOR MANAGEMENT PROCEDURE**

1. Teacher teaches and models positive behavior
2. Teacher clearly communicates the explicit directions they need the student to follow.
3. Teacher utilizes a strategy called "positive framing" to provide positive support to students who are complying with the directions.
4. Teacher takes immediate and corrective action when students are not complying with directions given directions.

## **Suspensions and Expulsions**

All suspensions and alternative instruction must be effectuated substantively and procedurally in accordance with state and local guidelines/laws. The above-mentioned "suspension" and "expulsion" will be considered to mean the following: "Short term suspensions" shall refer to the removal of a student from school for disciplinary reasons for a period of four or fewer days. "Long term suspensions" shall refer to the removal of a student from school for disciplinary reasons for a period of five or more days. "Expulsions" shall refer to the permanent removal of a student from Greater Grace Charter Academy for disciplinary reasons.

Students who have been suspended from school may not participate in any school functions for the duration of their suspension.

### **Short-term Suspensions**

A student who is determined to have repeatedly broken the Greater Grace Charter Academy Commitment to Excellence Contract or has committed any of the infractions listed below shall be subject minimally to a short-term suspension, unless the School Leader determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Depending upon the

severity of the infraction, the student may be subject to a long-term suspension, expulsion, or referral to the appropriate law enforcement agencies.

#### Procedures for Short-Term Suspensions:

The School Leader may impose a short-term suspension. Before imposing a short-term suspension, the School Leader shall verbally inform the student of the suspension, the reason for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain charges. The School Leader shall immediately notify the parent(s) or guardian(s) in writing or by phone that the student has been suspended from school. Notification shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an immediate conference with the School Leader, if one has not already taken place. The notification conference shall be conducted in the dominant language used by the parent(s) or guardian(s).

Students are subject to a short-term suspension if they:

- Endanger the physical safety of another by the use of force or threats of force, which reasonably places the victim in fear of imminent bodily injury.
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action.
- Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others, including behavior outside of school or on the bus.
- Vandalize school property causing at least minor damage.
- Engage in insubordination or disrespectful behavior
- Use obscene or abusive language or gestures.
- Engage in acts of verbal or physical sexual harassment
- Leave classroom or building without permission.
- Use school computers for non-school related use, including viewing or accessing inappropriate websites.
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions.
- Steal, or attempt to steal, or possess property known by the student to be stolen.
- Abuse school property or equipment.
- Pull the fire alarm when there is not an emergency.
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school.

In addition, a student who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the School Leader's discretion.

#### Long Term Suspensions

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless the School Leader determines that an exception should be made based on the circumstance of the incident and the student's disciplinary record. Such a student may

also be subject to any of the disciplinary measures outlined elsewhere in this document, or subject to referral to law enforcement authorities, and/or to expulsion.

#### Procedures for Long-Term Suspension

The School Leader may impose a long-term suspension. In extreme circumstances, the School Director may expel the student from school. Upon determining that student's action warrants a possible long-term suspension, the School Leader shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The School Leader shall immediately notify the student's parent(s) or guardian(s) in writing or by phone. Notification shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in a long-term suspension (or expulsion) and shall offer the opportunity for an immediate conference with the School Leader. The notification conference shall be conducted in the dominant language used by the parent(s) or guardian(s). The School Leader shall inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice at the conference and can present evidence. In addition, at least one other faculty member should be present to hear the student's defense and may advise the School Leader. The School Leader shall personally hear and ultimately determine the hearing.

#### Expulsion

If a child is being considered for expulsion from Greater Grace Academy, the School Leader shall contact the parent by phone or provide written notice to the student and his or her parent(s) or guardian(s) that the student is being considered for transfer to another school. Such notice also shall set a time and place for a conference with the School Leader and shall inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice. If, following the conference, the School Leader determines that the student's actions warrant an expulsion they will notify the Board of Directors about the administration's decision.

Should they choose, the parent or guardian may appeal the administration's decision to the Board of Directors and an expulsion hearing will be scheduled for the parent/guardian in a timely manner. The parents, should they so choose, may also present materials to the Board. If at the conclusion of the hearing the Board determines the expulsion is warranted the child will then be expelled. If the Board of Directors feels that the expulsion should be overturned the child will be permitted to remain at school.

Students are subject to a long-term suspension or expulsion if they:

- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action
- Repeatedly engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others
- Possess, use, attempt to use, or transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school\*
- Fight another student
- Assault a staff member
- Make a false bomb threat or pull a false emergency alarm
- Commit, or attempt to commit arson on school property
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long term suspension

- Continuously make false allegations against school officials

\* The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. This suspension requirement may be modified by school administrators, however, on a case-by-case basis. Weapon as used in this law means “firearm,” as defined by 18 USC §3214(3)(d) effectuates this federal law.

#### Repeat Offenders

Students who continue to be suspended whether in-school or short or long term may be expelled from Greater Grace Academy. Students who have been suspended 3 or more times in their entire duration at Greater Grace Charter Academy will be expelled or will be asked to transfer to another school.

#### Alternate Instruction

Students who are suspended will be provided with alternative instruction. Arrangements will be made between the school and each individual family for the delivery of services, pick-up/delivery of work, and the making up of any missed assignments and classroom. All IDEA mandates will be followed for students with disabilities.

#### Due Process Procedures

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, then that student will be disciplined according to those guidelines, as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

A student’s family may elect to appeal a decision to impose a long-term suspension or expulsion to the School Disciplinary Committee and may elect to appeal a decision by the Greater Grace Academy School Disciplinary Committee to the Board of Directors. The family may make a final appeal to the Board of Directors and bring counsel with them if they so desire. In all events of expulsion, the School Leader of Greater Grace Academy will work in conjunction with the family to find the best possible alternative educational setting.