



# LEE CHARTER ACADEMY

*The Lion's Pride*



## SCHOOL-WIDE DISCIPLINE PLAN

2008-2009

Dear Parents,

Welcome back to a new and exciting year! The Lee Charter Academy family is very enthusiastic about getting off to a great start. In order to provide a SAFE, LOVING and ORDERLY environment, Lee Charter Academy must clearly convey our goals and expectations for the school year. Listed below are our goals and expectations as well as any new changes in our School-Wide Discipline Plan . Please review carefully the new plan with your children so that they are familiar with the current changes.

The staff at Lee Charter Academy is committed to providing a wonderful educational experience for our students. We ask that the parents support our efforts as we implement a plan that provides consistency for all grade levels. It takes a village to raise our children and a good plan to be successful. Have a great school year!

As always, I remain

Educationally yours,

Dr. Shirley M. Chapman  
Principal



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## GOALS / EXPECTATIONS

1. Children are in school to learn and to allow others to learn.
2. Children are expected to be respectful, courteous, and helpful to others.
3. Children are responsible for their own behavior.
4. Children will respect our school and its property.

## Discipline Code

### LAYERS OF CONSEQUENCES FOR AGGRESSIVE AND DEFIANT BEHAVIOR

A student will start on Level 1 every day for any behavior listed in the rules for Aggression and Defiant Behaviors unless there is a special circumstance attached to the behavior. Each teacher will begin with Level 1 Consequences in their classroom. When it gets to Level 3, a behavior form is completed by the student and the teacher will contact

the parents. When a student has 2 days of Level 5 within a grading period/s, he/she is automatically moved to Level 6. Each grading period starts with a clean slate for behavior. (Least restrictive to most restrictive)

**Level 1:** 1st incident of Aggressive or Defiant Behavior in a school day

The teacher will:

1. Give student a verbal warning about their behavior in a firm voice.

**Level 2:** 2nd incident of Aggressive or Defiant Behavior in a school day

The teacher will:

1. Give student a verbal warning about their behavior in a firm voice.
2. Have the student change their color to yellow.
3. Give the student a discipline log to complete.
  - a. What did you do?
  - b. Why did you choose to do it?
  - c. My Plan to Do Better is: (list 4 behaviors you will start doing to be successful at school).

**Level 3:** 3rd incident of Aggressive or Defiant Behavior in a school day

The teacher will:

1. Move the student to a “time out,” either in their classroom or in a co-teacher’s classroom. No longer than: grades K-2 for 5 minutes, and grades 3-8 for 10 minutes.
2. Student will remain with co-teacher for: grades K-2 for 15 minutes, grades 3-8 for 15 minutes or until the end of the class period.
3. Contact parent to discuss the problem and officially warn the parent and student of possible future consequences. Notify parent of detention.

**Level 4:** 4th incident of Aggressive or Defiant Behavior in a school day

The teacher will:

1. Teacher will give students a Behavior Notification Form that must be signed by student and parent in order to return to class.

**Level 5:** 5th incident of Aggressive or Defiant Behavior in a school day

1. Complete and submit discipline referral form.
2. Administrator will assign action.
3. Student calls parent to inform them of their behavior.
4. Re-entry conference with student and all adults involved.  
Parent must attend conference for the student to return to school.

## **Defiant Behavior**

- Failure to follow a reasonable request.
- Cheating, forging, plagiarism, etc.
- Minor stealing or hiding peer's personal property.
- Teasing, taunting, instigating behaviors, mocking others.
- Lying.
- Inappropriate behavior in structured and non-structured areas.
- Possession or use of personal electronic devices: pagers, cell phones, gameboys, walkmans, etc.
- Arriving late to the classroom/activity without authorization.
- Disrupting classes or office.
- Bickering between students.
- Pounding on walls.
- Bodily noises.
- Running and screaming in the halls.
- Unsafe use of equipment and materials.



## **Aggressive Behavior**

- Verbal aggression towards others: name calling, swearing, put-downs, sexual innuendoes, etc.
- Physical aggression towards others – no mark or blood: horseplay that incites a reaction, throwing objects, in others' personal space, pulling out chair from under others, etc.

- Possession of or looking at sexually explicit material: magazines, internet sites, etc.
- Tamper with staff work or computer.
- Known aggression off campus between students.
- Minor property damage – personal or school: overturning furniture, tampering with others’ work, knocking stuff off desk in anger.
- Inappropriate language or discussion: lewd language in halls or building, talking about off campus usage of drugs, partying, etc.
- Messing up school property: food or drink in halls and classrooms, littering, graffiti, gum.
- Insubordination: mocking or sarcasm with teachers/staff.

## **Zero Tolerance**

- Serious physical aggression to anyone on school property during school activities: leaves marks or blood, fights, physical or sexual assaults, intentional harm with chemicals, equipment, school materials/supplies and intentional throwing of objects that could cause physical harm or property damage, etc.
- Any behavior that incites panic, including threats or use of: written or verbal bomb threat, false fire alarms, firecrackers, smoke bombs, incendiary material, etc.
- Sexual harassment or sexual misconduct: threats, sexual gesture, inappropriate touching, reports of or exposing self to others, gross sexual language, etc.
- Possession of “how to” information on: weapons, bombs, dangerous or illegal substances.



- Serious verbal or written threats to students or others: verbal statements to kill, shoot, injure, bringing weapons to school, hit list, or bringing an illegal substance to school.
- Possession and/or trafficking of: suspected drugs, alcohol, look-alike paraphernalia, inhalants, attending school or a related function intoxicated, or suspicion of drug or alcohol use.
- Any threats toward: teachers or staff, their property, or significant others on or off campus (written, verbal, physical actions, gestures, etc.)
- Intentional serious property damage – school or personal: fire setting, vehicle tampering, food tampering, vandalism, etc.
- Possession of weapons or look-alikes: guns, explosive materials, objects used as weapons, mace, pepper spray, creating a weapon, knives, etc.
- Serious stealing or attempts to steal.
- Intentional elimination of bodily fluids or waste.
- Leaving school property, school related activities, without written or appropriate authorization.
- Harming oneself, suicide threats, or suicide attempts.
- Bullying and victimization: targeted, repeated incidents that include aggressive collaboration by students, the use of racial, ethnic, religious, gender or handicapped slurs.
- Gang or suppressive group related behaviors: signs, symbols, written, gestures, intimidating behavior towards others that include stalking, hatred statements, stare downs, etc.

## **Zero Tolerance Behavior Consequences**

### **Level I (1<sup>st</sup> Incident of Zero Tolerance)**

1. The teacher will complete discipline referral form and contact office.
2. The principal will pick up the referral form and student from class. The principal will phone the parent regarding Zero Tolerance Behaviors.
3. Administrator will determine if consequence requires more severe measures, i.e., Behavior Improvement Center (B.I.C.), out of school suspension, or other measures.
4. Meeting with parent, student, teacher, counselor, and administrator to create a behavior plan is held PRIOR to the student returning to school.
5. Plan is shared with all involved.
6. If a parent is unable to be located on the day of Zero Tolerance Behaviors, student will be placed under constant supervision in the building away from the student body.
7. Other professionals may be called as needed to assess the severity of the situation.

**Level II** (3 incidents of Zero Tolerance Behaviors in a grading period)

Above applies with each incident. Evaluations will be implemented to assess student's appropriate placement in the least restrictive educational setting that is safe for all.

## **Behavioral Incentives**

Students at Lee Charter Academy are continually recognized for appropriate behavior. The following are the "official" ways we recognize "good" behavior:

- Staff will provide verbal praise to children when they make good choices.
- Students are given Paw Prints for exceptional behavior. The Paw Prints will be placed in a jar for a drawing. At the end of each week the drawing will be held for those students who were eligible to participate in the Pride Party.
- The Pride of the Pride is a list of students who are recognized each week for their academic achievement.
- The Lee Charter Academy Leaders Program will recognize children who are demonstrating great character education values. Students will be recognized monthly during morning announcements, at the PTSO meeting and participate in a recognition activity.
- Children are given the opportunity to participate in special activities when they are making an extra effort to do well. For example, the newspaper club, the camera club, a trip to Chapman's Chambers for a special recognition, lunch with the teacher or other staff person, or given special jobs that recognize their effort.

Lee Charter Academy



"Reaching Children Across All Boundaries"

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School-Wide Discipline Policy Signature Page

I understand that there may be days when it is in the best interest of my child to come home from school to regroup and prepare for the following day's success. I will be prepared to handle the responsibility. However, if I am unable to be reached at (\_\_\_\_) \_\_\_\_\_, please contact  
PHONE NUMBER

\_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_. This individual has  
EMERGENCY CONTACT PERSON EMERGENCY PHONE NUMBER

my permission to pick up my child at school and take him/her home.

I have read and understand the Lee Charter Academy Discipline Plan.

\_\_\_\_\_  
Parent Signature  
Date

\_\_\_\_\_  
Student Signature

PLEASE SIGN AND RETURN THIS PAPER TO YOUR CHILD'S TEACHER.  
KEEP THE ATTACHED DISCIPLINE PLAN FOR FUTURE REFERENCE.