

GWA Discipline Procedures

Updated August 1, 2023

GOAL:

GWA aims to promote a wholesome school environment where each child will develop self-discipline. To attain self-discipline, we believe children must understand the importance of choices and the results of those choices. Children who chose to demonstrate acceptable behaviors will be rewarded. Children who choose inappropriate behaviors will be choosing negative consequences.

CLASSROOM:

1. A classroom discipline plan with classroom rules is developed and posted in the classroom by the teacher and grade level where students change classes.
2. The Classroom Discipline Plan includes a focus on the following student behaviors:
 - Respecting adults/authority.
 - Respecting the rights of others.
 - Respecting your own property and the property of others.
 - Keeping yourself and others safe.
3. All students will conduct themselves properly by following GWA's Behavior Essential standards
 - Self-Control
 - On-Task
 - Achievement
 - Respect

OUTSIDE OF CLASSROOM:

When students are not under the direct supervision of their classroom teachers and are in the cafeteria or on the playground, those who do not follow school rules will be redirected by the adult staff or supervisors. The first warning will serve as a reminder to redirect the student to make better choices.

Using GWA's Essential Standards Matrix

1. Identify the behavior and rule broken.
2. Identify why the behavior generated a problem by his/her actions.
3. Communicate to the child the expectations and restate what standards they need to follow.

TEACHERS/STAFF:

1. Follow classroom behavior prevention and intervention strategies.
2. Teach and Reteach students as necessary.
 - a. Identify the behavior and standard deficit.
 - b. Identify why the behavior generated a problem by his/her actions.
 - c. Communicate to the child the behavior standards and reteach the standard they need to follow.
3. Contact parents as needed.
4. Keep logs/notes of warnings and communication with parents.

Tiered Support:

Discipline Procedures: Below are the discipline tiers under which GWA will operate. Most problems will be handled in the following manner:

Tier 1

These behaviors are managed by the teacher/staff.

Tier 1 Acts of Misconduct MAY include such behavior as the following listed below:

- Inappropriate Language
- Physical Contact
- Defiance/Non-Compliance
- Disrespect
- Disruption
- Dress Code
- Technology Violation
- Property Misuse

Teacher Interventions

1. Intervention 1
 - a. Tier 1 Classroom Response Menu Strategies
 - b. Collaborate with Grade-Level Team
 - c. Contact Parent
2. Intervention 2
 - a. Push in Process
 - b. Restorative Conversation
 - c. Contact Parent
3. Intervention 3
 - a. Reteaching/Reflection Opportunities
 - b. Reflection Sheet
 - c. Contact Parent
 - d. Report Incident in Educator's Handbook

Tier 2

These behaviors are managed by the teacher and student intervention team.

Tier 2 Acts of Misconduct MAY include such behavior as the following listed below:

- Any repeated Tier 1 Behaviors

Teacher Interventions

1. Intervention 4
 - a. Report Incident in Educator's Handbook
 - i. Behavior Academy will notify the teacher and parent.
 - ii. Behavior Academy will reteach behavior standard
 - b. Contact Parent
2. Intervention 5
 - a. Student Intervention Team Involvement
 - i. After 2 Behavior Academy referrals.
 - b. CICO Program Implementation

Tier 3

These behaviors are managed by the administration.

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior.

Tier 3 Acts of Misconduct Include such behavior as:

- Extreme or Repeated violation of Level 1 acts or Level 2 without improvement.
- Abusive/Sexual Language
- Fighting
- Discrimination
- Physical Aggression
- Defiance
- Harassment/Intimidation
- Inappropriate Display of Affection
- Vandalism/Property Destruction
- Lying/Cheating
- Truancy
- Technology Violation
- Chronic Dress Code
- Theft
- Weapons

Teacher Actions

1. Action 1
 - a. Call Admin for support
 - b. Report incident in Educator's Handbook

Administrator Actions

1. Action 2
 - a. Administrator conferences with students and parent/guardian
2. Action 3
 - a. Alternative Disciplinary Consequences are to be determined by the administrator and communicated to the appropriate parties.
3. Action 4
 - a. Administrator documents and monitors alternative disciplinary action.
 - b. If Major, a behavior contract between the student, parent, teacher, administrator, and school counselor is required before the student returns to class

Student Support Radio Calls:

- Call the front office (501, 502, 503) or;
- Radio "Student Support"
- Use Behavior Code when calling for support
 - B1 - Classroom Walk-In / Proximity
 - B2 - Cover Class for Teacher to Take Student
 - B3 - Admin Takes the Student

Suspension Procedure for Major Incidents

A student *may* be subject to suspension or expulsion from George Washington Academy for any of the following reasons:

- When a school official determines that reasonable time is needed to establish, further verify or document disruptive student behavior and the student's continued presence at the school creates a threat of harm to others. Note: A student may only be suspended (short-term) under this provision.
- Illegal behavior, frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior; including the use of foul, profane, vulgar, or abusive language.
 - **1st Offense = 1-Day In-School Suspension**
 - **2nd Offense = 2-Day In-School Suspension**
 - **3rd Offense = 1-Day Out-Of-School Suspension**
- Behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including hazing, bullying, emotionally demeaning or assaultive behavior, discrimination, physical violence, physical or sexual harassment (improper touching or inappropriate exposure of body parts, etc.). The conduct described in this paragraph is subject to discipline if it occurs on any social media platform where the conduct creates a substantial and material disruption or is reasonably foreseeable to create a substantial and material disruption at school.
 - **1st Offense = 1-Day Out-of-School Suspension**
 - **2nd Offense = 3-Day Out-of-School Suspension**
 - **3rd Offense = 5-Day Out-Of-School Suspension**
 - **4th Offense = Expulsion***
- Possession or use of pornographic material on school property, which includes nude or semi-nude images on personal electronic devices, sent or received by students ("sexting"). Including sexually explicit written language or pictures.
 - **1st Offense = 1-Day Out-Of-School Suspension**
 - **2nd Offense = 3-Day Out-Of-School Suspension**
 - **3rd Offense = 5-Day Out-Of-School Suspension**
- Willful destruction or defacing of school property; behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.
 - **1st Offense = 1-Day In-School Suspension**
 - **2nd Offense = 2-Day In-School Suspension**
 - **3rd Offense = 1-Day Out-Of-School Suspension**

A student *will* be suspended or expelled from school for any of the following reasons:

- The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor.
 - **5-Day Out-of-School Suspension**
 - **10-Day Out-of-School Suspension**
 - **Expulsion**

- Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - **5-Day Out-of-School Suspension**
 - **10-Day Out-of-School Suspension**
 - **Expulsion**

- The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities;
 - **5-Day Out-of-School Suspension**
 - **10-Day Out-of-School Suspension**
 - **Expulsion**

**Long-term suspension and/or temporary disciplinary transfers shall be based on factors such as previous violations, the severity of the conduct, and other relevant educational concerns.*

**If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent/guardian has paid for the damages or completes a program of work in lieu of payment.*

**GWA Reserves the right to adapt consequences per situation as deemed necessary by the school administration.*

**Following sequences of the above incidents GWA reserves the right to explore further consequences.*

Procedures for Suspension

School administration has the authority to suspend a student for up to ten (10) school days per incident, with the exception of students on an IEP (Individualized Educational Plan) where they can only be suspended up to 10 school days per year.

Prior to suspending a student, a student shall be given due process, specifically, notice and an opportunity to be heard. An informal conversation with the administrator in which the administrator tells the student of the alleged misconduct and asks the student for an explanation of his misconduct is sufficient for purposes of a suspension of less than ten days.

If the student's conduct is such that his presence at the school poses an immediate threat, the student may be immediately suspended, provided the student is given notice and an opportunity to be heard as soon as practically possible following the suspension.

If it is determined by the school administration that a suspended student must immediately leave the school grounds, the administration shall determine the best way to transfer custody of the student to the parent or another person authorized by the parent or applicable law to accept custody of the student.

Where a student's presence at the school does not pose an immediate threat of harm, administrators shall conduct a thorough investigation.

Within 24 hours of a student's suspension, a school administrator shall notify the student's parents*:

- that the student has been suspended;
- the grounds for the suspension;
- the period of time for which the student is suspended; and
- the time and place for the parent or guardian to meet with a designated school official.

(*The noncustodial parent must also be notified if the noncustodial parent requested in writing to be notified of such events.)

Administrators shall meet with the student and the student's parents to review the suspension and any conditions upon which the matter might be resolved and the student returned to school. If a satisfactory resolution cannot be reached or if the student's parents cannot meet within 10 school days, the student may be suspended from school for a maximum of 10 school days.

The parent/guardian of a suspended student and the designated school official may enlist the cooperation of the Division of Child and Family Services, the juvenile court, or other appropriate state agencies, if necessary, in dealing with the student's suspension.

Any student temporarily suspended from regular classroom instruction shall be allowed full opportunity to make up work missed as a result of the suspension. It is the responsibility of the student to contact the teacher(s) to obtain missed assignments, tests, etc. An administrator shall inform the parent(s) and student of the procedures for contacting the teacher(s) to obtain work during the suspension period.