

MCINTOSH AREA SCHOOL

School-Wide Discipline Plan



2010-2011

Community Public Charter School

This handbook provides information about policies and procedures to assist you and to make the school year a very successful one. When parents, teachers, and students work together toward a common goal, it helps students have a positive experience at McIntosh Area School. The purpose of this discipline plan is to help our students be successful. Discipline underlies the whole educational process and is the key to good citizenship and proper consideration and respect for others. Our students deserve the most positive educational climate for their educational growth. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please ensure that you and your child understand these rules and procedures. If you have questions about these, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior results in positive consequences.

Defining Discipline:

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

Beliefs Related to Discipline at McIntosh Area School:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
- Every discipline situation is an opportunity to teach expected behavior.
- Expected behaviors must be communicated, taught, and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

MAS Mission Statement:

Our vision is to create a better world through education.

Purpose of School-Wide Discipline Plan:

To help our students **SOAR** like EAGLES!

S Safe

O Obedient

A Accountable

R Respectful

Character Traits to be Modeled and Reinforced with Students:

- **Inquisitive**- curious and eager to learn, questioning
- **Responsible**- fulfilling a duty or obligation
- **Respectful**- courtesy towards others
- **Cooperative**- able to work together for a common purpose
- **Honest**- being trustworthy, telling the truth
- **Independent**- able to do things for yourself
- **Enthusiastic**- full of strong positive feelings
- **Articulate**- to clearly express yourself
- **Industrious**- working hard as a steady habit

CODE OF STUDENT CONDUCT

Students attending the McIntosh Area School are responsible for abiding by and are subject to the rules and regulations of McIntosh Area School during the school day and while attending regular school activities, such as, but not limited to: school-sponsored events, field trips, tutoring, athletic functions and other activities where appropriate school personnel have authority over students. This includes being transported to and from school for the purpose of educational activities. In addition, authoritative control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety and welfare of other students and/or the school.

Any student who repeatedly breaks these rules, or who on even one occasion endangers the health and safety of others, may be asked to leave the school by the principal. The principal reserves the right to require withdrawal of any child if the teachers and administrators determine that McIntosh Area School environment is not a good placement or does not meet the needs of a particular child as demonstrated by that child's continued misbehavior or repeated violations of school or classroom rules.

Parent/Guardian and Student, you are responsible for knowing the contents of this document. Please read and discuss the appropriate sections together. Thank you!!

This is a detailed description of McIntosh Area School's discipline policy. This is intended to supplement the Marion County Code of Conduct. All reports required by law will be made as described in the Marion County Code of Conduct. Refer to the Marion County Code of Conduct at <http://www.marion.k12.fl.us/students/docs/CodeOfConduct.pdf>

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MCINTOSH AREA SCHOOLWIDE RULES

❖ Keep hands, feet and other objects to yourself

❖ Follow directions the first time they are given

***Parents, please talk with your child(ren) about your expectations and those of their teachers regarding these rules. Your support is essential!!**

School Wide Discipline Policy:

There are two levels of behaviors- Level 1 and Level 2. **Level 1 behaviors will be addressed and handled by the teachers. Level 2 behaviors will be referred to the office to be handled by the principals and counselor.**

Prior to an Office Referral:

1. Parents and students must know teacher expectations and procedures.
2. Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior.
3. Teachers will communicate with parents about concerns related to their child's misbehavior on a consistent basis.

Level 1 Behaviors are handled by the Teachers and if this type of behavior becomes habitual then the principal may also become involved.

Inappropriate Level 1 Behaviors Include but are not limited:

- Open defiance
- Lying
- Cheating
- Talking back or arguing
- Excessive talking after warnings
- Refusing to do work
- Excessive taunting/teasing of students
- Throwing objects
- Inappropriate gestures or language

Consequences for Level 1 Behaviors May Include:

- Verbal Reminder
- Time Out
- Completing Reflection Form
- Completing Behavior Essay
- Loss of Recess (Will not exceed one recess period)
- Other Class Placement
- Documented Parent Contact by the Teacher
- Principal Referral* (*This becomes a Level 2 Behavior)

Level 2 Behaviors are handled by the Principal and is a result of a referral to the office. These behaviors are more serious offenses, such as weapons, threats and intimidation, inflicting bodily harm on others such as other students or teachers.

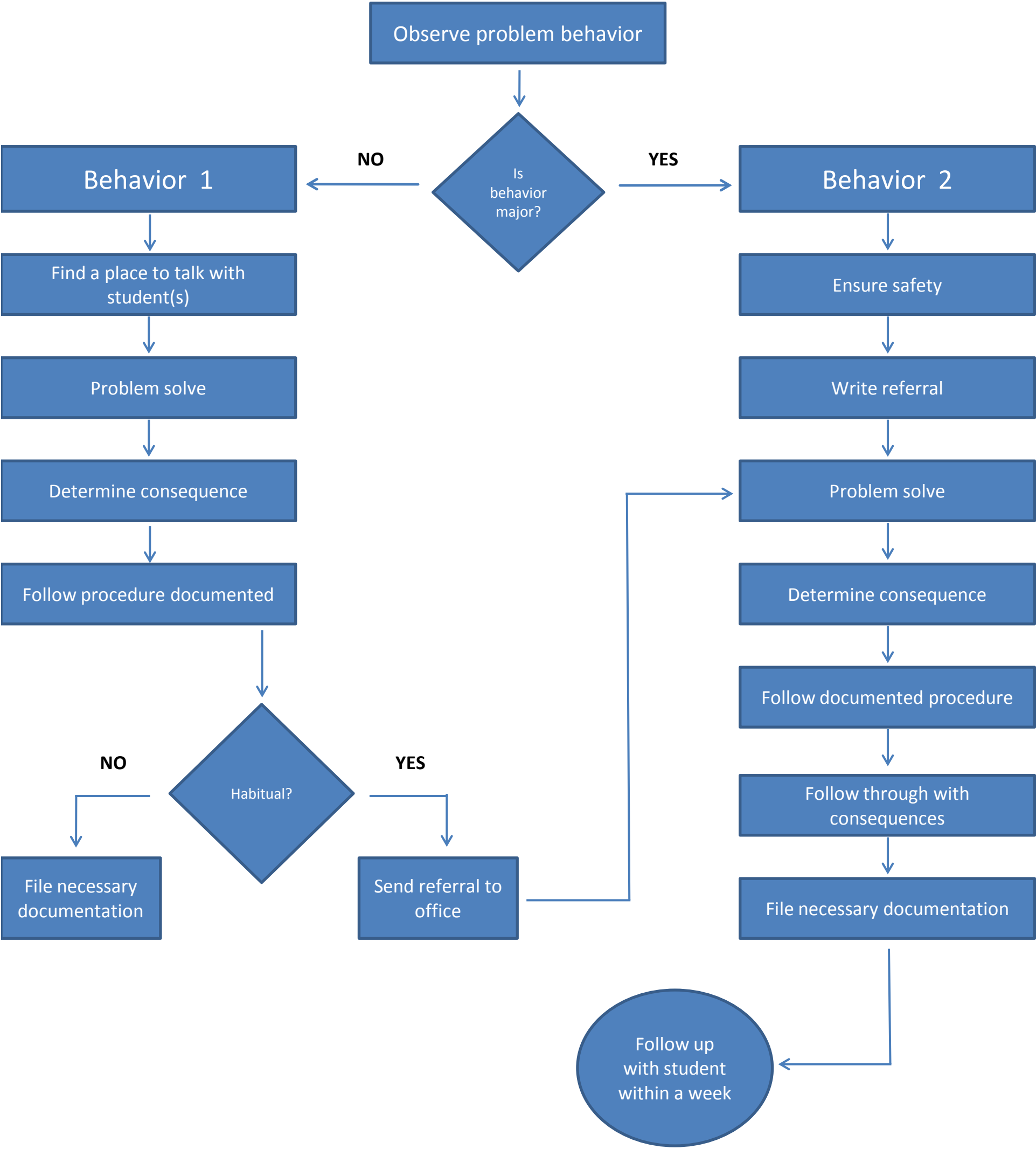
Inappropriate Level 2 Behaviors Include but are not limited to:

- Deliberate actions with intent to hurt self or others, such as physically fighting, rock throwing, biting etc.
- Bullying of other student(s)
- Willful and deliberate destruction of property
- Weapons/dangerous instruments
- Stealing
- Ethnic/racial/gender slurs
- Harassment or inappropriate touching
- Defying Authority

Consequences Level 2 Behaviors to be determined by principal:

- Parent contact and Conference
- Loss of recess (multiple days)
- In School Suspension
- Out of school suspension

General Procedure for Dealing with Problem Behaviors





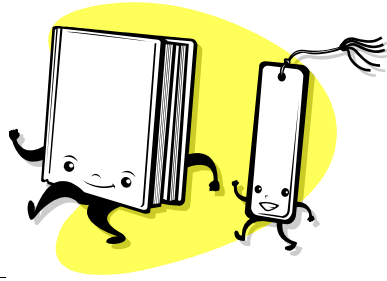
MAS Playground Safety Expectations

- ❖ **Follow directions the first time they are given**
- ❖ **Use appropriate language and actions**
- ❖ **Students should all agree to the rules of the game**
- ❖ **Do not fight, tackle or have unnecessary bodily contact of any kind**
- ❖ **All students have the right to play in a recess game**
- ❖ **Enter classrooms or school buildings during recess time only with teacher's permission**
- ❖ **Students are to eat all snacks at the lunch tables and throw all garbage in the appropriate trash bins before playing**
- ❖ **Fences are not for climbing over or under**
- ❖ **Use the seesaw apparatus, monkey bars, swings, and slides appropriately and in a safe manner**
- ❖ **Only dig holes in the sand box because they present a hazard to walking or running in other areas**
- ❖ **Do not hang from, climb on, or swing on the basket ball post and tether ball**
- ❖ **Report all accidents to the nearest teacher**
- ❖ **Respect the monument and flag pole**



MAS Luncheon Expectations

- ❖ **Walk quietly to the lunch area**
- ❖ **Use Manners: keep hands, feet, and food to yourself**
- ❖ **Stay seated while eating**
- ❖ **Speak politely and quietly**
- ❖ **Clean up after yourself and others**
- ❖ **Eat your own food**
- ❖ **At the end of lunch, line up quietly and wait for the teacher**



MAS Library Expectations

- ❖ Look after the resources in your care (Minimize damage and losses)
- ❖ Return resources on time so others can use them
- ❖ Treat all library staff with respect
- ❖ Behave in a way that does not disturb or distract other users
- ❖ Treat the furniture, computers and other library fittings with care/respect
- ❖ Lost or damaged library resources will need to be reimbursed by the borrower
- ❖ Students can access the library during assigned library time or under supervision of an adult
- ❖ Walk to and from the library quietly
- ❖ Observe and adhere to the signs displayed

PROHIBITION OF HURTFUL BEHAVIORS

Bullying is defined in the Marion County Code of Conduct as, “the systematic and chronic infliction of physical hurt or psychological distress on one or more students”. These behaviors toward any student are **PROHIBITED** during any school activity, school sponsored activity or school related activity.

PROCEDURES REGARDING HURTFUL BEHAVIORS

Teachers at McIntosh Area School will be alert to hurtful activities and respond to such by teaching helpful behaviors and alerting the Principal for the need for individual concern for students.

Students at McIntosh Area School are encouraged to report ANY incidents of hurtful behaviors to their teachers, parents and to the School Administrator.

Both parties may be referred for counseling. The right of confidentiality, between that of the victim and those who have hurt the victim, will be respected, consistent with the Marion County School Board’s legal obligations and with the necessity to investigate allegations of hurtful behavior and take corrective action when this conduct has occurred.

Reassignment to Base School Policy

A learner accused of a violation of the Marion County Code of Student Conduct or a breach in the learner responsibilities in the McIntosh Area School-Wide Discipline Plan, which, in the opinion of the principal would require reassignment to the base school, shall be afforded the procedure described below. **In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.**

The McIntosh Area School Board can reassign a learner upon a recommendation by the Principal after the Principal has suspended a learner for **5 or more days** within the current school year. The Principal's recommendation must contain a detailed explanation of the incident and documentation of the procedure described below.

Step One: A learner who is having great difficulty following the MAS School-Wide Discipline Plan in the annual registration agreement detailing the learner's and parent's responsibilities in education will be referred to the principal. A referral is written.

Step Two: A conference is held with parents, administration, and appropriate staff to develop a plan to maintain compliance of the McIntosh Area School-Wide Discipline Plan.

Step Three: The Principal will check on progress with teacher after one week. If compliance is met, no further action is taken. If compliance is not met, the plan is reevaluated. Step two is repeated.

Step Four: If compliance is not met, the principal will determine if McIntosh Area School environment is a good placement and meets the needs of a particular student and a decision will be made for reassignment to the base school.

Step Five: The Principal notifies the parents/guardians of the intent to recommend reassignment to the base school to the McIntosh Area School Board and notifies the McIntosh Area School Board.

Step Six: The Principal may suspend a learner for up to ten days until a meeting of the McIntosh Area School Board can be convened.

Step Seven: Action must be taken by the McIntosh Area School Board to determine reassignment to the base school.

PRINCIPAL OF MCINTOSH AREA SCHOOL

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MCINTOSH AREA SCHOOL BOARD MEMBERS

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NOTICE OF RECEIPT OF DISCIPLINE PLAN

This discipline plan has been written so that students and family members know what behavior is expected and prohibited at McIntosh Area School. It is helpful when parents are aware of school rules so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the McIntosh Area School Discipline Plan.

I have read the McIntosh Area School Discipline Plan and discussed it with my family.

I understand my child is responsible for abiding by the Marion County Code of Student Conduct as well as the McIntosh Area School Code of Conduct.

Parent/Guardian Signature Printed Name Date

Student Signature Printed Name Date