

# **Guidance Academy Discipline Policy**

## **GOALS**

The primary goal at Guidance Academy (GA) is to guide the academic and spiritual success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive Islamic identity, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

## **PHILOSOPHY**

School discipline is a collaborative effort by the parents, students, and staff. The focus of the GA School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive, Islamic behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

## **STUDENT STANDARDS OF BEHAVIOR**

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

## **DISCIPLINARY ACTIONS**

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. Below is an outline of those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school. More serious consequences may be given immediately if warranted by the severity of student behavior.

Guidance Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate in administration of its educational policies, admissions policies, scholarships and athletic and other school administered programs.

Description of Expectations:

### **Classroom Behavior**

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

### **Behavior in Halls**

Students are to walk quietly in an orderly fashion through the halls at all times. This should be respected during the instructional school day in consideration for others who are working.

*Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, suspension*

### **Behavior in Restrooms**

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

*Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension*

### **Behavior in Lunchroom**

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

*Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension*

### **Behavior on Playgrounds/Recess**

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

*Possible Consequences: Verbal warning, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of privileges, in-school suspension, suspension*

## **Behavior on Bus**

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

*Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension*

## **Behavior During School Sponsored Activities/Field Trips**

Students are expected to conduct themselves in a respectful, responsible, Islamic manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

*Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension*

## **Excessive Tardiness, Truancy, Leaving School Without Permission**

Per Wisconsin State Law, students are required to attend school on a consistent and regular basis. Students must be on time for school and in the assembly by 8:00 AM. Oversleeping is not an excused reason for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

*Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking quarter, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement*

## **Dress**

Students are expected to come to school dressed appropriately according to the dress code.

*Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, suspension*

## **Fighting/Physical Aggression**

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

*Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

## **Cheating or Plagiarism**

Plagiarism is defined as using the work of others as your own. Cheating is copying off of someone else's homework, classwork, or tests or allowing someone to copy your work.

*Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

### **Inappropriate Use of the Computer Systems**

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member- both electronic and paper format

*Possible Consequences: Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement*

### **Incendiary Devices**

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire or the potential to cause injury to others.

*Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion*

### **Physical Attack on Staff or Fellow Student**

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

### **Threats and/or Verbal Abuse- Bullying**

Guidance Academy has a No Tolerance Policy for Harassment and Bullying. This includes any overt or implied verbal or physical threat to oneself or others. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like. This also includes online, electronic, and written communication.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, conference where psychologist referral is discussed, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement.*

### **Teasing, Verbal or Non-Verbal- Bullying**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing, customs, ethnicity, or any other perceived difference. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

*Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension*

### **Malicious Pranks and Pseudo Threats**

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion*

### **Acts of Hate / Violence**

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or genderbased), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

*Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

### **Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

### **Theft/Extortion/Burglary**

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm. Burglary is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

## **Disrespect of Authority**

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself. This also includes any verbal or nonverbal act of disrespect.

*Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension*

## **Destruction of Property/Vandalism**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property or other students' work.

*Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement*

## **False Fire Alarm**

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

*Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion*

## **Weapons**

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

*Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

## **Possession of Communication and Other Electronic Devices**

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated

*Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

### **Possession and/or Trading/Selling of Non- School Related Items**

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

*Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

### **Possession or Use of Destructive or Harmful Substances**

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

*Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion*

### **Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials**

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

*Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion*