



## **George and Veronica Phalen Leadership Academy Discipline Policy**

School is a place where scholars come to receive an education. We believe each scholar should be able to learn in an environment that is safe and orderly. At the George and Veronica Phalen Leadership Academy, this is the standard, because we want an optimal learning experience for your scholar. We believe open and honest communication with families is the best way to achieve this goal.

Scholars, parents/guardians, and the school must share responsibility for establishing the best possible learning environment. The school must provide quality staff and programs to help children succeed in both school and society. Parents must help their children learn to take responsibility for their actions; and scholars must learn to respect themselves, the school, staff members, and their classmates. The George and Veronica Phalen Leadership Academy has set the following guidelines to ensure a positive environment for learning and growing.

At the George and Veronica Phalen Leadership Academy, we equip our families and staff with live access to our scholars' behaviors daily through an online behavior tracking system, *LiveSchool*. *LiveSchool* provides our families with easily accessible behavioral data in live time so that parents are constantly aware of how their scholars are progressing throughout the day.

### **Progressive Discipline Approach**

The George and Veronica Phalen Leadership Academy utilizes a 4 level behavior system.

Level 1 and 2 offenses are instances where scholars have mildly disrupted the learning environment, and are primarily managed by the classroom teacher. These offenses result in *LiveSchool* documentation and parent/guardian phone call.

*Habitual level 1 and 2 offenses can escalate to in-school suspensions and/or out-of-school suspensions.*

Level 3 offenses impact the safety and/or the academic learning of the school setting. These offenses result in *LiveSchool* documentation, parent/guardian phone call, and a written office referral. Level 3 office referrals lead to in-school suspensions.

*Habitual level 3 office referrals will lead to a referral for behavioral interventions and/or out-of-school suspensions*

Level 4 offenses are egregious behaviors that severely impact the safety and/or the academic learning of the school setting. Level 4 office referrals result in: *LiveSchool* documentation, parent/guardian phone call, and a written office referral. Level 4 office referrals lead to out-of-school suspension.

*Habitual level 4 office referrals will lead to a referral for behavioral interventions and can lead to expulsion.*

**Level 1** – scholar behaviors that are managed by the classroom teacher with documentation of the behavior and action in *LiveSchool*.

<b>Level 1 Offenses</b>	
<ul style="list-style-type: none"> <li>• <b>Excessive Talking Out</b></li> <li>• <b>Not Following Directions</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Off-Task Behavior</b></li> <li>• <b>Out of Seat Without Permission</b></li> </ul>

**Level 2** – scholar behaviors that are managed by the classroom teacher with documentation of the behavior and action in *LiveSchool*, and will also result in parent/guardian phone call.

<b>Level 2 Offenses</b>	
<ul style="list-style-type: none"> <li>• <b>Candy, Food, Gum Chewing</b></li> <li>• <b>Disrespectful to Adults</b></li> <li>• <b>Horseplaying</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Out of Dress Code</b></li> <li>• <b>Teasing / Put-Downs</b></li> </ul>



**Level 3** – scholar behaviors that result in documentation of the behavior in *LiveSchool*, a parent/guardian phone call, and a written office referral that will result in an in-school suspension. Habitual Level 3 offenses will lead to out-of-school suspension.

<b>Level 3 Offenses</b>	
<ul style="list-style-type: none"> <li>• <b>Cell Phone Use</b></li> <li>• <b>Cheating / Lying</b></li> <li>• <b>Derogatory Notes/Pictures</b></li> <li>• <b>Destruction of School Property</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inappropriate Language</b></li> <li>• <b>Leaving Designated Area</b></li> <li>• <b>Misuse of Technology</b></li> <li>• <b>Non-Compliant to Adult Request</b></li> </ul>

**Level 4** – scholar behaviors that result in documentation of the behavior in *LiveSchool*, a parent/guardian phone call, and a written office referral that will result in an out-of-school suspension.

<b>Level 4 Offenses</b>	
<ul style="list-style-type: none"> <li>• <b>Fighting/Physical Aggression</b></li> <li>• <b>Spitting on Others</b></li> <li>• <b>Stealing</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Threatening Bodily Harm</b></li> <li>• <b>Throwing Property/Objects</b></li> <li>• <b>Possession of Toy Weapons</b></li> </ul>

**Zero Tolerance** – scholar behaviors that result in documentation of the behavior in *LiveSchool*, a parent/guardian phone call, and a written office referral that will result in an out-of-school suspension pending expulsion.

<b>Zero Tolerance Offenses</b>	
<ul style="list-style-type: none"> <li>• <b>Bullying</b></li> <li>• <b>Physical Aggression toward Staff</b></li> <li>• <b>Possession of a Weapon</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Possession of an Illegal Substance</b></li> <li>• <b>Sexual Harassment</b></li> <li>• <b>Explicit/Sexual Behaviors</b></li> </ul>

### **In-School Suspension**

- 1<sup>st</sup> Offense** - 1 Day In-School Suspension
- 2<sup>nd</sup> Offense** - 2 Day In-School Suspension
- 3<sup>rd</sup> Offense** - 3 Day In-School Suspension

*\*3 or more level 3 offenses begins Out-of-School Suspension track*

### **Out-of-School Suspension**

- 1<sup>st</sup> Offense** - 1 Day Out-of-School Suspension
- 2<sup>nd</sup> Offense** - 2 Day Out-of-School Suspension
- 3<sup>rd</sup> Offense** - 3 Day Out-of-School Suspension
- 4<sup>th</sup> Offense** - 5 Day Out-of-School Suspension pending Expulsion

### **Expulsion**

Any scholar expelled from the George and Veronica Phalen Leadership Academy will first receive a 10 day out-of-school suspension after which the expulsion will begin. Expulsions are normally up to 80 days' duration, but may be longer, or permanent from the George and Veronica Phalen Leadership Academy, according to the severity or habitual nature of the infraction(s). A hearing is required before an expulsion is activated. Expulsion documentation will be mailed certified mail by the school, as well as expulsion hearing procedures rendered by an expulsion hearing judge.