

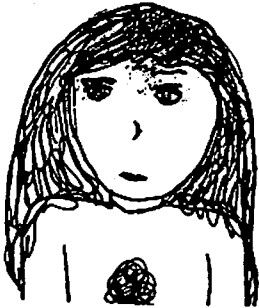
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**DISCIPLINE POLICY AND STUDENT BEHAVIOR AT WESTERN VILLAGE ACADEMY**  
*All individuals at school and home must work together to create and maintain a safe and supportive learning environment that promotes effective teaching and learning.*

Each teacher will send home (2) administrator-approved copies of his/her classroom discipline plan including rules, positive rewards/incentives, and consequences. **EACH PARENT MUST READ, SIGN AND RETURN A COPY TO SCHOOL.**

The School's primary focus is on utilizing preventive AND positive measures to promote learning and develop appropriate life skills. Students who achieve and behave appropriately will be recognized for their efforts.

**Students are given lots of encouragement and incentives to behave appropriately. They are also given multiple chances to redirect negative and inappropriate behavior before advancing to the "card system," described below. (ALL STUDENTS START ON GREEN DAILY).**



**GREEN** = Everything is going great! No problems! Good job!

**YELLOW** = First warning to remind student that he/she is engaging in an inappropriate action or behavior.

**RED** = Second warning. (Results in a 15-minute recovery period in homeroom away from the other students.)

**BLUE** = Third warning. (Results in a one-hour recovery period in our *In School Suspension room*. The student will write or draw an age-appropriate statement to reflect what he/she did that was wrong and how to prevent the behavior from happening again.)

**WHITE** = Fourth and final warning. (Results in a **CITATION WHICH IS SENT HOME TO THE PARENT** describing why the child received it. **THE CITATION MUST BE RETURNED TO SCHOOL THE NEXT DAY WITH THE PARENT'S SIGNATURE. IF THE CHILD DOES NOT RETURN THE CITATION THE NEXT DAY, HE/SHE WILL RECEIVE HIS/HER NEXT CITATION.**

*Encourage children to accept  
responsibility for their actions.  
Blaming others is not an option.*

TWO CITATIONS WILL RESULT IN A DISCIPLINE COMMITTEE REFERRAL. THE CHILD AND PARENT WILL BE REQUIRED TO REPORT TO DISCIPLINE COMMITTEE MEETING run by a team of teachers who address student misbehavior. The staff member who writes the citation will be present at the meeting to represent the student. Discipline Committee meetings take place BEFORE or AFTER school hours AND MUST BE HELD WITHIN 24 HOURS OF RECEIVING THE CITATION. EACH ADDITIONAL CITATION FOLLOWING THE FIRST DISCIPLINE COMMITTEE REFERRAL WILL RESULT IN ANOTHER DISCIPLINE COMMITTEE REFERRAL WITH THE FOLLOWING CONSEQUENCES:

2<sup>nd</sup> Citation = Discipline Committee meeting with student, parent and teachers. Consequence = 1 DAY OF ISOLATION in the In-School Suspension room with school work to do. Lunch may NOT be eaten in the cafeteria and the child loses all recess privileges that day.

3<sup>rd</sup> Citation = Discipline Committee Meeting with student, parent and teachers. Consequence = 1 DAY OF COMMUNITY SERVICE.

4<sup>th</sup> Citation = Parent Shadowing and a Family Support Meeting with counselor, principal and staff as needed. Consequence = **PARENT SHADOWING**. If a parent does not shadow, the student is started on the suspension track.

### SUSPENSION TRACK

5<sup>th</sup> Citation = **AUTOMATIC REFERRAL** to the principal with form filled out stating that the student has been through all steps of the Discipline Committee.

**KINDERGARTEN: 1-DAY OUT-OF-SCHOOL SUSPENSION & START ½ DAY ATTENDANCE.**

Kindergarten students may return to full days after five consecutive "green" days.

**1<sup>st</sup> -5<sup>th</sup>: 1-DAY OUT-OF-SCHOOL SUSPENSION**

Parent signs referral form before student returns to class.

6<sup>th</sup> Citation = **AUTOMATIC REFERRAL TO PRINCIPAL**

**KINDERGARTEN: 1-DAY OUT-OF-SCHOOL SUSPENSION**

**1<sup>ST</sup>-5<sup>TH</sup>: 1-DAY IN-SCHOOL SUSPENSION** from all classes and all activities; and parent signs referral form before student returns to class the next day.

**7<sup>th</sup> Citation** = AUTOMATIC REFERRAL TO PRINCIPAL

**KINDERGARTEN: 2-DAY OUT-OF-SCHOOL SUSPENSION**

**1<sup>ST</sup>-5<sup>TH</sup>: 2-DAY OUT-OF-SCHOOL SUSPENSION** from classes and all activities; and parent signs referral form before student returns to class.

**8<sup>th</sup> Citation** = AUTOMATIC REFERRAL TO PRINCIPAL

**KINDERGARTEN: 2-DAY OUT-OF-SCHOOL SUSPENSION**

**1<sup>ST</sup>-5<sup>TH</sup>: 2-DAY IN-SCHOOL SUSPENSION** from classes and all activities; and parent signs referral form before student returns to class.

**9<sup>th</sup> Citation** = **3-DAY OUT-OF-SCHOOL SUSPENSION** from classes and all activities; and a Family Support Meeting before student is allowed to return to class.

**10<sup>th</sup> Citation** = **9-DAY OUT-OF-SCHOOL SUSPENSION** from school and a **FORMAL HEARING** to determine on what basis he/she may be allowed to return to school. The hearing panel will include the WVA Principal, Counselor, student's teacher(s), student's parents, and a hearing officer.

Each day of out-of-school suspension counts as an unexcused absence. The student is considered as "dropped from the attendance roster" when suspended from school, which is why the parent must "re-enroll" the student by signing him/her back in following each out-of-school suspension. No student may be on campus nor participate in *any* extra-curricular activities during each 24-hour in-house or out-of-school suspension period. By law all missed class work must be provided for the student to take home and complete while out on suspension. The assignments must be returned to school for the teacher to check and grade.

Ongoing misbehavior may result in loss of privileges such as recess, field trips, lunch in cafeteria, end-of-year activities, Super Kids Day, mentor outing, extra-curricular activities, etc.

*Give children opportunities to make choices.*

*Allow children to experience the consequences for their Choices.*


## DISCIPLINE OF KINDERGARTEN STUDENTS – CARD SYSTEM

GREEN	Students begin on GREEN each day no matter what occurs the prior day. Everything is going great! No problems! Good job!
YELLOW	First warning to remind student that he/she is engaging in an inappropriate action or behavior.
RED	Second warning results in a 10-minute recovery period in homeroom away from the other students.
BLUE	Third warning results in a 30-minute recovery period in another classroom.
WHITE	Fourth and final warning results in a citation which is written in clear language describing negative behavior of student and is sent home to the parent. The citation must be returned to school the next day with the parent's signature. If the child does not return the citation the next day, he/she will receive his/her next citation. Parent will be called on any citation to let him/her know what is going on with his/her child in the classroom. The student will be sent to the supervised In School Suspension (ISS) room for the remainder of the day.

*Elementary-aged children  
need 8 to 11 hours of sleep  
nightly.*

## DISCIPLINE OF STUDENTS – AUTOMATIC CITATION

The following behaviors will result in an automatic citation:

- Out of control behavior which requires child to be removed from the classroom.
- Extreme Open Defiance.
  - Profanity (written, verbal and/or physical).
  - Violent/dangerous behaviors (knocking over furniture, throwing objects).
  - Attitude (deliberate defiance of authority exhibited by continuing inappropriate actions after being told to stop).
- Running or hiding from adult supervision.
- Theft (under \$50).
- Aggressive behaviors (shoving, pushing, bucking up).
- Harassment, bullying and/or threats heard by an adult. or two or more accusations of incidents.
- Gang identifiers (clothes, actions and written or spoken words).
- Violation of computer-use rules. 

## AUTOMATIC REFERRAL TO PRINCIPAL AND IMMEDIATE SUSPENSION FROM SCHOOL

- Completion of the discipline committee process.
- Theft over \$50.
- Vandalism.
- Assault.
- Direct verbal threat toward *anyone* heard by an adult which threatens the life of another student or adult.
- Bomb threat.
- Fighting (physically throwing punches at each other).
- Possession of:
  - Flammable object or substance
  - Weapon or replica of weapon
  - Illegal substance
- Any illegal activity requiring a police call.

*Education is your  
child's ticket  
to success &  
amazing  
accomplishments!*

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