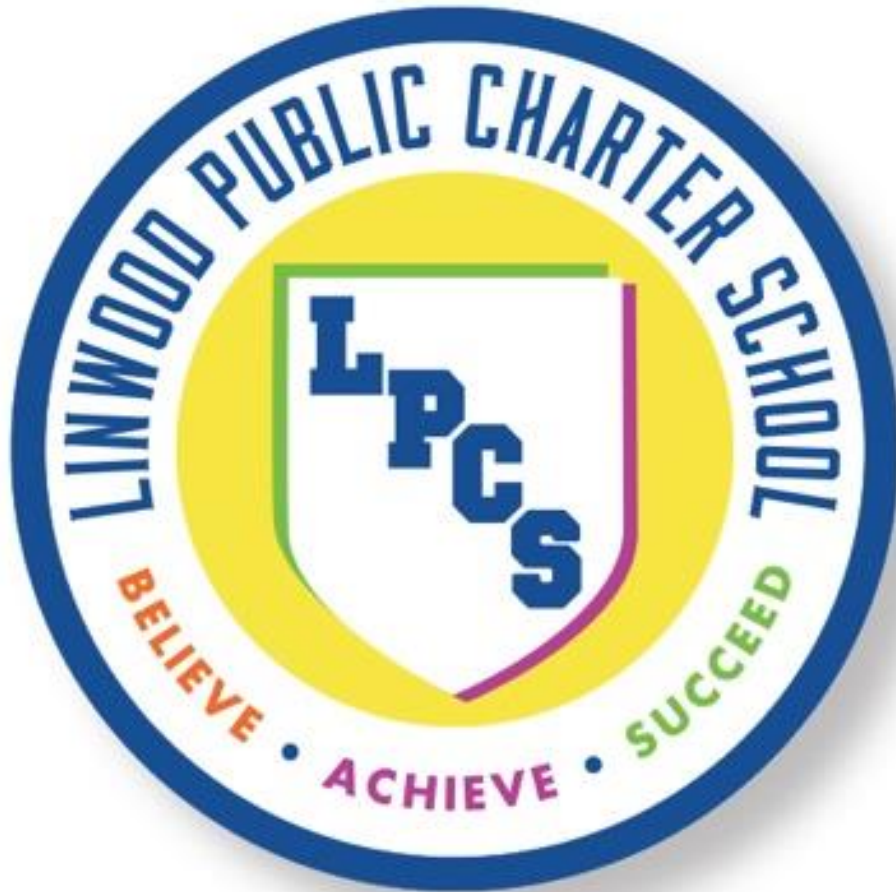


LINWOOD PUBLIC CHARTER SCHOOL



Discipline Handbook

2023-2024

Dr. Staughton Jennings, Chief Executive Officer



PURPOSE: TO PROVIDE CLEAR AND CONCISE DIRECTIONS WHILE ADMINISTERING CONSEQUENCES IN ORDER TO MAINTAIN A SAFE AND ORDERLY SCHOOL ENVIRONMENT.

BEHAVIORIAL EXPECTATIONS AND RESPONSIBILITIES

Responsibilities of the school administrators:

- **BE SAFE:** Understand the Student Code of Conduct and what is expected of you.
- **BE RESPONSIBLE:** Encourage and assist others.
- **BE RESPECTFUL:** Respect the rights of students, parents/legal guardians, faculty, staff, and visitors.



BEHAVIORIAL EXPECTATIONS and RESPONSIBILITIES of the SCHOOL LEADERS

School Administrators	School Resource Officers	Teachers
<ul style="list-style-type: none"> • Distribute discipline plan to students, parents/legal guardians, and all school personnel. • Implement discipline plan in a fair and consistent manner. • Identify appropriate training and resources needed to implement PBIS based on school data. • Review discipline referrals and determine appropriate interventions or consequences. • Ensure accurate and timely entry of discipline referrals into JCampus system and maintain compliance. • Use research-based practices to prevent minor incidents from becoming major challenges. • Enforcement of corrective strategies will be grade level and age appropriate. 	<ul style="list-style-type: none"> • Aid school officials cope with the incidence of school violence. • Assist in creating a safe and conducive learning environment in our school. • Work in conjunction with PBIS mandates and CPI protocol. • Provide school with on-site security and direct link to local law enforcement agencies. • Collaborate with local law enforcement officers, school counselors, social workers, and school administrators. 	<ul style="list-style-type: none"> • Teach and positively reinforce the school-wide discipline plan. • Use appropriate classroom management strategies to maintain a learning environment that supports academic success. • Address infractions through a variety of interventions such as PBIS and Response to Intervention (RTI), including alternatives to suspension and expulsion. • Provide corrective instruction to students who demonstrate challenging behavior. • Request additional professional staff development and/or training as needed.



CLASSROOM MANAGEMENT EXPECTATIONS

Teachers are required to ensure that classroom rules and consequences are visibly **posted** in the classroom and are **discussed in detail** during the first two weeks of school and reviewed periodically throughout the school year.

It is expected that teachers monitor and provide examples of good classroom management. Research has shown that effective teaching and learning cannot take place without a strong classroom management plan in place and implemented with *fidelity*.

- Teachers are to post concise rules and regulations in their classrooms.
- Teachers will teach these rules to students during the first two weeks of school and review throughout the year as deemed necessary.
- Teachers will make all possible attempts to develop an excellent rapport with students.
- Teachers will privately conference with students when a student displays undesirable behavior.
- Instruction will begin immediately and shall continue for the duration of the class period.
- It is expected that the daily objectives be posted on the board and referred to throughout the lesson.
- Teachers are expected to maintain attractive, current, instructionally focused bulletin boards. The boards are expected to be changed monthly.
- Instructional time is very precious here at Linwood Public Charter. Therefore, it is imperative that students spend as much time as possible engaged with the lesson that you have provided for them. However, if a student must leave the classroom for any reason, you must provide them with an official hall pass. Please be very stringent with the pass and also if a pattern develops with a student who needs to leave the classroom consistently, please contact his/her parent to see if there is a medical problem.
- Please refrain from removing students from other classes or allowing students to stay in your classroom during a time in which they are assigned to another class without prior approval from an administrator.

SUPERVISION OF STUDENTS IN THE SCHOOL BUILDING AND CLASSROOM

All students are the responsibility of ALL faculty/staff members at Linwood Public Charter School. Students are subject to the direction and instruction of any faculty/staff member at times while on school property as well as any type of school sponsored event.

All faculty/staff members are expected to supervise and discipline students whenever and wherever deemed necessary (before and after school, during lunch, class changes, assemblies and extracurricular activities).

It is expected that teachers will not leave students unattended in classrooms at any time. Should an emergency situation arise, a teacher must secure an adult to actively supervise the class in their absence. Teachers are reminded to never leave their class unattended in order to use the copy machine, make telephone calls or run errands. ***Additionally, students should not be “put” out of class or denied entry into class at any time.***



GENERAL SCHOOLWIDE CONDUCT NORMS

<p>Bus Rules</p>	<ol style="list-style-type: none"> 1. Talk softly and use appropriate language. 2. Follow directions 3. Stay in your assigned seat, and keep book sack packed. 4. Enter and exit bus in an orderly manner. 5. Respect personal space. 6. Keep all body parts inside the window. 7. Wait to eat or drink when you get home.
<p>Hallway & Walkway Rules</p>	<ol style="list-style-type: none"> 1. Be polite to staff, students and visitors. 2. Walk in line in an orderly manner (flipped and zipped) 3. No talking unless necessary – Level 0. 4. Talk softly when necessary – Level 1. 5. Keep hands, feet and objects to yourself.
<p>Classroom Rules</p>	<ol style="list-style-type: none"> 1. Be on time for class. 2. Be prepared for class. 3. Follow all directions of the teacher or designee. 4. Complete all classwork to the best of your ability. 5. Stay on task and refrain from disturbing others 6. Raise your hand before you speak or move unless otherwise directed by your teacher.
<p>Playground Rules</p>	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself. 2. Share and take turns on equipment. 3. Place all trash in cans. 4. Stop playing when bell rings and walk quietly to your line. 5. Enter and exit the building, quietly - Level 0. 6. Refrain from rough playing.
<p>Restroom Rules</p>	<ol style="list-style-type: none"> 1. Respect the space and privacy of others. 2. No touching or hitting. 3. Enter and exit quietly. 4. Adjust clothing properly before exiting. 5. Flush toilet and wash hands before exiting. 6. Keep restroom clean at all times. 7. Refrain from socializing.
<p>Gym Rules</p>	<ol style="list-style-type: none"> 1. Sit quietly in your assigned area and wait for instructions. 2. Follow instructions of all staff members. 3. Treat equipment with care. 4. Play fairly and safely, and report injuries immediately. 5. Enter, exit, and walk in an orderly and timely manner. 6. Perform to the best of your ability. 7. Participate in activities. 8. Adjust clothing properly before exiting from PE class.
<p>Cafeteria Rules</p>	<ol style="list-style-type: none"> 1. Wash hands before entering cafeteria. 2. Throw paper towels in the trash. 3. Enter cafeteria quietly. 4. Pick up lunch tray quickly and quietly. 5. Sit down at assigned table. 6. Raise hand to ask permission to leave your seat once you are seated. 7. Touch and eat only your food. 8. Put trash on tray 9. Exit cafeteria quietly through the exit door.



LEVELED OFFENSES AND CONSEQUENCES

Level 1: Level 1 offenses consist of minor misbehaviors by students who interfere with orderly school, classroom, or busing operations. A Level 1 offense can typically be handled by a teacher or individual staff/faculty members and **does not** require the intervention of an administrator. Level 1 offenses included but not limited to:

Behavioral Infractions	Consequences
<ul style="list-style-type: none"> ➤ Unprepared for class ➤ Inattentive in class ➤ Classroom disruption ➤ Failure (non-defiant) to carry out directions ➤ Walking through halls without a hall pass ➤ Presence in an off-limits/wrong area ➤ Lying to a staff/faculty member ➤ Profanity ➤ Eating/taking food outside a designated area ➤ Littering ➤ Failure to keep cafeteria area clean ➤ Dress Code Violation ➤ Class tardiness ➤ Inappropriate/disruptive illustrations ➤ Running in corridors ➤ Disturbing/taunting other students (determine if bullying, Level 2/3) ➤ Improper conduct/ Public display of affection 	<ul style="list-style-type: none"> ➤ Review/Reteach expected behavior. ➤ Teacher or grade level after school detention ➤ Warning ➤ Special make-up assignment ➤ Correction of misbehavior ➤ Team-mate time out (send student to another classroom) ➤ Parental contact ➤ Referral to guidance counsel ➤ Teacher and student conference (with/without parent) ➤ In-class disciplinary action (i.e.-loss of privileges) ➤ Teammate time out –removal from class/activity to another classroom ➤ Temporary confiscation of item ➤ Lunch activity detention (with teacher)

Records are kept of all Level 1 offenses at the teacher level and are NOT entered into the computer.



Level 2: Level 2 offenses consist of frequent or more serious misbehaviors by students that interfere with the operation of the school, classroom, school bus, school activity in any public place, or on Linwood’s campus. **Level 2 offenses could warrant In-School Reflection Room, School Culture Support Team notification and parent contact.** Level 2 offenses include but are not limited to:

Behavioral Infractions	Consequences
<ul style="list-style-type: none"> ➤ Persistent disobedience/disorderly behavior anywhere on school campus ➤ Unruly behavior at a school-sponsored activity (dance, field trip, etc.) ➤ Taunting other students (i.e.-bullying) ➤ Defiant failure to carry out directions ➤ Excessive class tardiness (refer to school counselor) ➤ Being in unauthorized areas ➤ Disrespect toward a staff/faculty member ➤ Offensive language/gestures ➤ Public display of affection (persistent) ➤ Dress code violation ➤ Unauthorized possession/playing of radios/electronic devices/pagers 	<ul style="list-style-type: none"> ➤ Referral to Guidance Counselor, Social Worker, Nurse ➤ School-wide lunch detention ➤ Conference involving School Culture Support Team, teacher, student, parent, and counselor ➤ Telephone conference with parent, student ➤ Parental contact ➤ Referral to SBLC team ➤ Behavior Assessment ➤ Confiscation of item contributing to disruption ➤ Behavior contract

Note: Records are kept of all offenses and various strategies will be employed. Intervention strategies are designed to involve parents, guidance counselors, social workers, nurse, student support team, and community agencies in an attempt to provide as many services as possible to ensure success



Level 3: Level 3 offenses consist of continued Level 2 misbehaviors or harmful actions directed against person or property. **A Level 3 offense requires that School Culture Support Team is notified and parental contact by the teacher and Dean of School Culture.** Level 3 offenses include but are not limited to the following:

Behavioral Infractions	Consequences
<ul style="list-style-type: none"> ➤ Chronic Level 1 and 2 misbehaviors ➤ Truancy ➤ Gambling ➤ Forgery ➤ Illegal absence from class ➤ Insubordination/refusal to obey a reasonable directive ➤ Flagrant disrespect toward staff or faculty member ➤ Refusals to serve teacher’s assigned punishment ➤ Possession of obscene/pornographic materials ➤ Using profane, obscene, indecent, immoral, or offensive language/gestures ➤ Safety violation - serious ➤ Theft ➤ False Fire Alarm ➤ Defacing school property ➤ Disorderly conduct while on school grounds or at school-sponsored activity ➤ Threats toward others ➤ Fighting - physical confrontation ➤ Cheating/plagiarism ➤ Bus rule violation ➤ Vandalism ➤ Smoking or other use of tobacco products ➤ Fire safety violation (lighting matches, tampering with fire extinguishers, etc.) ➤ Dress code violation 	<ul style="list-style-type: none"> ➤ Student Behavioral Contract ➤ Referral to Chief Operations Officer ➤ Out-of-school suspension ➤ Alternative programs ➤ Conference (principal, parent, student, counselor, and teacher) ➤ Referral to counselor, nurse, student support team, or social worker by administrator ➤ Unlawful absence letter to parent ➤ Referral to MTSS Team ➤ Behavior Assessment ➤ Restitution/restoration of damages/property ➤ Warning letter



Level 4: Level 4 offenses consist of misbehaviors that are considered illegal, pose a direct threat to the safety of others, or result in violence to person or property. A Level 4 offense is typically brought to the attention of the Dean of School Culture; Chief Operations Officer; and legal authorities (School Resource Officer). Level 4 offenses include but are not limited to the following:

Behavioral Infractions	Consequences
<ul style="list-style-type: none"> ➤ Assault: personal assault of another student, attempt to do bodily harm to another, use of weapon ➤ Aggravated assault (assault with a deadly weapon) ➤ Use of weapon or threatening with a weapon ➤ Theft or damage of property (2nd violation) ➤ Possession, sale, or use of narcotic, alcoholic beverage, or stimulant drugs ➤ Harassment (including sexual harassment) ➤ Truancy (under age 16) ➤ Vandalism (willful/malicious destruction of school property or the property of others) ➤ Bomb threats/Arson ➤ Possession, use, concealment, or transfer of dangerous weapons ➤ Malicious/reckless injury to another ➤ Endangering the safety of others ➤ Assault and battery (physical contact with another person but without that person’s consent) ➤ Returning to school property while suspended/trespassing ➤ Extortion (obtaining money, property, information, etc., from another person through use of force and/or intimidation) ➤ Burglary ➤ Robbery ➤ Possession, furnishing, or sale of narcotics, unauthorized/dangerous drugs, or alcohol ➤ Under the influence of narcotics, unauthorized/dangerous drugs, or alcohol ➤ 2nd offense of assault ➤ Trespassing ➤ Child abuse ➤ Gang related activity (assault & violence) 	<ul style="list-style-type: none"> ➤ Referral to Student Hearing Office ➤ Out of school suspension ➤ Alternative school ➤ Recommendation of long-term suspension ➤ Arrest ➤ Expulsion



Linwood Public Charter School

SCHOOLWIDE BEHAVIOR SUPPORT

Linwood Public Charter School is committed to providing consistent discipline procedures that ensure all students have an opportunity to learn in a safe and respectful learning environment and are held accountable for their actions so that they learn responsibility.

Please refer to the LPCS discipline policies herein, with regard to:

- Attendance
- Classroom Structure
- Disrespectful Conduct Towards School Personnel
- School Disruption
- Gang Related Activity
- Electronic Devices
- Detention
- Harassment and Sexual Harassment

ATTENDENCE			
Violation-Tardy	1 st Offense	2 nd Offense	3 rd Offense
<i>Late to class-1st time (10 minutes)</i>	Teacher Warning and place student on Infraction Tracking Chart	Teacher warning and parental notification.	Detention <i>(after 5 absences Referral to Counselor)</i>
<i>Unexcused Tardy to school</i>	Phone call to parent and/or Letter to parent	Referral to Professional School Counselor Detention	Social Worker Referral Referral to MTSS and implement RTI
<i>Absences</i>	Phone call to parent (JCampus) Letter to parent <i>(3 unexcused absences)</i>	Conference with Principal/ Registrar <i>(5 unexcused absences)</i> Referral to School Counselor	Mandatory Conference with Parent, Principal and Counselor <i>(8 unexcused absences)</i> Social Worker Referral Home visit (Social Worker/Counselor) Referral to Discipline Officer Referral to District Truancy Office <i>(10 unexcused absences)</i> Student may be recommended for expulsion.



CLASSROOM STRUCTURE				
Violation- Class Rules	1 ST Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Failure to follow class rules</i>	Teacher Warning Redirection	Warning and Parent Contact Self-Reflection Activity	Mandatory Parent Conference Referral to School Culture Support Team Teacher –to- teacher time out. Referral to In-School Reflection	Referral to MTSS Behavior Contract
<i>Habitually Violates School Rules</i>	Teacher Warning and Parental Contact.	Parent Contact Alternative Assignment Teacher-to Teacher time out. Referral to School Culture Support Staff Detention	Referral to Time Out In School Reflections (ISR)	Referral to MTSS RTI Plan Behavior Assessment Behavior Improvement Plan Behavior Contract
<i>Leaving class without the teacher’s permission</i> <i>Skipping Class</i>	(Notify Office/SM Immediately) Parent Contact and Detention	Referral to School Culture Support Staff After School Detention	In-School Reflection	All the above and Out of School Suspension



DISRESPECTFUL CONDUCT TOWARDS SCHOOL PERSONNEL			
Violation: Disrespect /Disobedience	1 st Offense	2 nd Offense	3 rd Offense
<i>Abuse, Threats, or attempted abuse of school personnel (physical, verbal, written)</i>	Conference with School Culture Support Team, Parent, and Officer. Loss of privileges. Behavioral Contract. Out of School Suspension Recommendation for expulsion; Fresh Start Referral to MTSS		
<i>Verbal and/Gestures Slurs: racial, ethnic, religious, handicapped, or sexual; slang, profanity, and name calling</i>	Teacher – Student Conference Parent notification/contact In-School Reflection Out of School Suspension Parental Contact Conference with counselor. Conference with Administrator and Parent/Resource Officer. Detention (lunch or after school)	Conference with Discipline Officer and Parent/Guardian Behavioral Contract Detention Referral to School Culture Support Team Coordinator Referral to Social Worker/Counselor	Detention, In-School Reflection Out of School Suspension Referral to MTSS Conference with Discipline Officer/ Referral to Chief Operations Officer Expulsion



SCHOOL DISRUPTIONS			
Violation: Fighting	1st Offense	2nd Offense	3rd Offense
<i>Fighting</i>	Parent Contact	Conference Lead	Expulsion
<i>Instigating Fight</i>	In-School Reflection	School Culture Support	Fresh Start
<i>Inciting Riot</i>			
<i>Pushing, Shoving, or other Physical Contact</i>	Out of School Suspension	Conference with Discipline Officer	Arrest.
<i>Horse Playing/ Play Fighting</i>	Arrest.	Referral to MTSS	
		Arrest	

GANG RELATED ACTIVITY			
Violation: Affiliation	1st Offense	2nd Offense	3rd Offense
<i>Student displaying, flashing showing gang signs; ,wearing known gang clothing, exposing tattoos, tagging, or any other action determined to be gang related.</i>	Referral to School Culture Support Team	Out of School Suspension	Expulsion



ELECTRONIC DEVICES			
Violation	1 st Offense	2 nd Offense	3 rd Offense
<p><i>Cell Phones, MP3 Player, iPad, Tablets, Games or Any Electronic Device.</i></p> <p><i>Cell Phones are not to be seen or heard during school hours- calling texting, picture taking and/or recording are prohibited.</i></p> <p><i>Cell Phone may be confiscated by School Resource Officer</i></p>	<p>Item will be confiscated for remainder of the day; item to be picked up in office after school by parent or guardian only.</p>	<p>Item will be confiscated for 30 days and to be picked up in School Culture Support Staff office by parent or guardian only.</p> <p>Subject to 1-day ISR.</p> <p>Behavior Contract.</p>	<p>Item will be confiscated for the remainder of the year.</p>
<p><i>Inappropriate computer/internet/network content use- sexual content, non-academic content access or attempted access to restricted sites that are not non- school related</i></p>	<p>Restricted or limited computer access at school.</p> <p>Teacher/Principal conference with parent.</p>	<p>Suspension of computer access at school except for testing.</p> <p>School Culture Support Staff Teacher and Mandatory Parent Conference</p> <p>In-School Reflection</p>	

DETENTION				
Violation: failure to serve	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Detention</i>	<p>Parental Contact</p> <p>Extended Detention</p> <p>Alternative Assignment</p>	<p>Mandatory Conference with parent</p> <p>Detention re-assigned/ISR</p> <p>Loss of privileges.</p>	<p>Mandatory Conference with parent</p> <p>In-School Reflection</p>	<p>Out of School Suspension</p>



HARASSMENT AND SEXUAL HARASSMENT			
Violation: Written or Verbal	1 st Offense	2 nd Offense	3 rd Offense
<p><i>Continued bothering that is not invited (verbal or touching); vulgar, slang, or nick names pertaining to gender; lifting dresses, skirts, shirts, snapping undergarments; etc. (possession of pornographic material)</i></p>	<p>Referral to Social Worker</p> <p>Mandatory Conference with Lead School Culture Support & Parent</p> <p>Informal Hearing</p> <p>Report incident to Discipline Officer</p> <p>Referral to counseling/Counselor</p> <p>Referral to outside agencies</p> <p>Detention</p> <p>In School /Out of School Suspension</p> <p>Class Transfer</p> <p>Expulsion</p>	N/A	N/A
<p><i>Participation in Sex based acts and/or misconduct on campus</i></p> <p>Participation in any unlawful acts that violate a students rights while they are in a location with any reasonable expectation of privacy.</p>	<p>Conference with Administrator & Parent- Informal Hearing</p> <p>Report incident to Hearing Officer</p> <p>Referral to Counselor</p> <p>Family Counseling-Social Worker</p> <p>Referral to outside agencies (e.g.; mental health centers)</p> <p>Detention</p> <p>In School /Out of School Suspension</p> <p>Class Transfer</p> <p>Expulsion</p>	N/A	N/A



FRESH START ACADEMY

In the unfortunate event that a Level 3 or 4 offense takes place that is beyond the scope of classroom management and other support interventions; and if it is determined that expulsion proceedings are the appropriate remedy, the following guidelines should be adhered to:

Rationale

All students at LPCS are expected to follow all schoolwide rules. Each student receives a code of conduct booklet. Students are taught and made aware of their responsibility as a good citizen to follow all guidelines. Also, all students and parents are required to sign a form in the student code of conduct booklet indicating that they received the booklet and that they understand all the rules its content. In lieu of expulsion, students who repeatedly commit level two and three offenses will be assigned to the Fresh Start Center. These students may be suspended from one to ten days while continuing their academic studies. Only 4th – 8th grade students are eligible for this program unless an exception is approved by the Chief Operations Officer.

Guidelines

- The focus message would be discipline, not punishment.
- Student will have a term limit.
- Students will develop socially by way of group collaboration.
- Student will be on a concise contract that must be adhered to.
- Students must have appropriate academic assignments.
- Staff members who are trained to assess and identify learning difficulties will assist with the completions of assignments.
- Students will be referred to outside agencies if warranted.

Getting Started

- The appropriate books and materials will be provided.
- Various learning strategies will be used to keep students engaged.
- Rules, benefits and consequences will be clearly communicated prior and during the time spent in the program. The initial conversation with the student will be approximately 25 minutes and it shall be documented.
- The teacher shall be fair and consistent and maintain accurate records of the student's completed work.
- Students shall complete an attitude assessment while in the program.



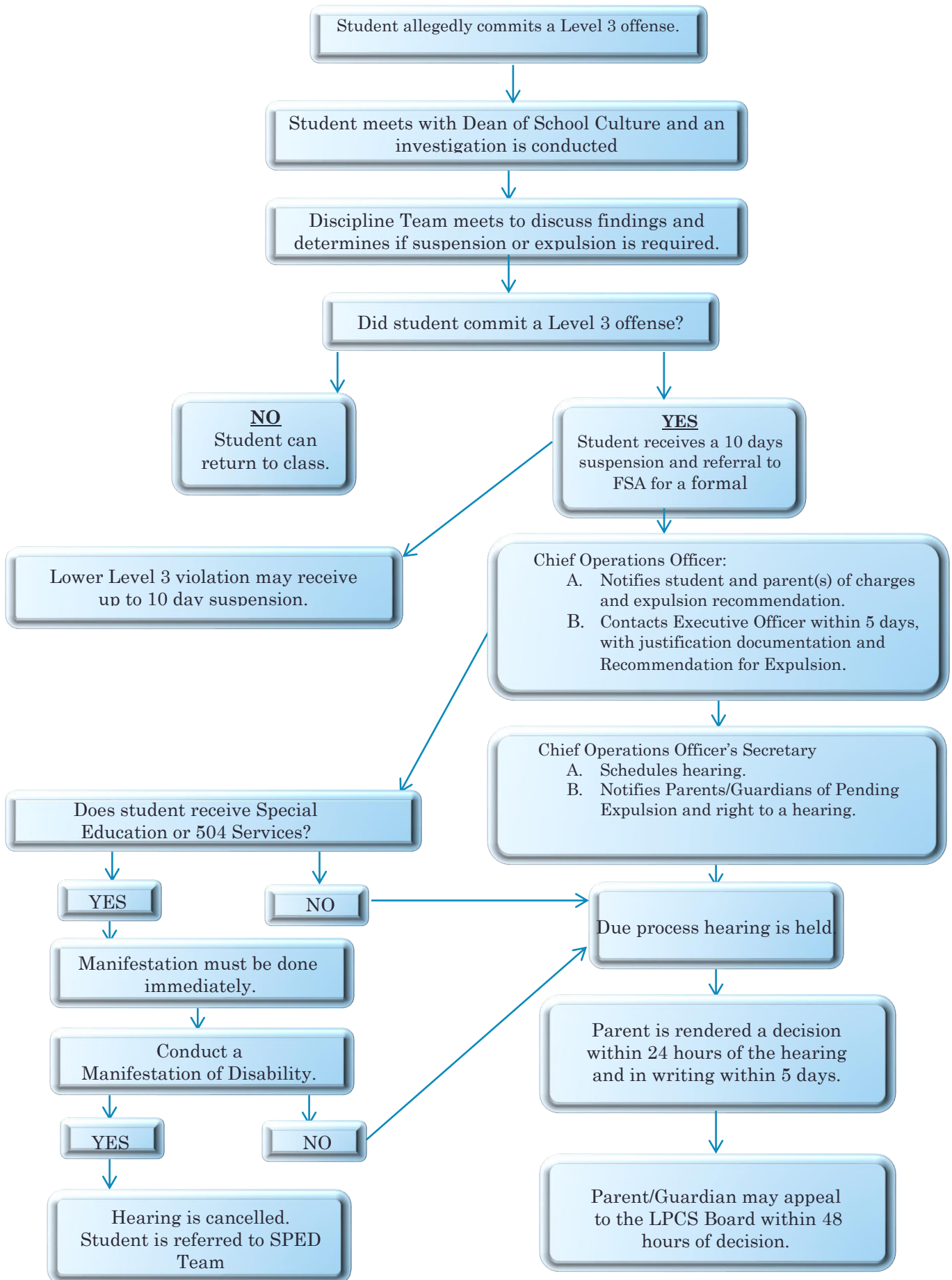
Exiting Guidelines

Compliance in all of the following areas must be evident to exit the program.

- Attend everyday – An excuse must be provided for absences
- Be on time daily
- Participate in class
- Follow all rules and regulations
- Complete all assignments and class work

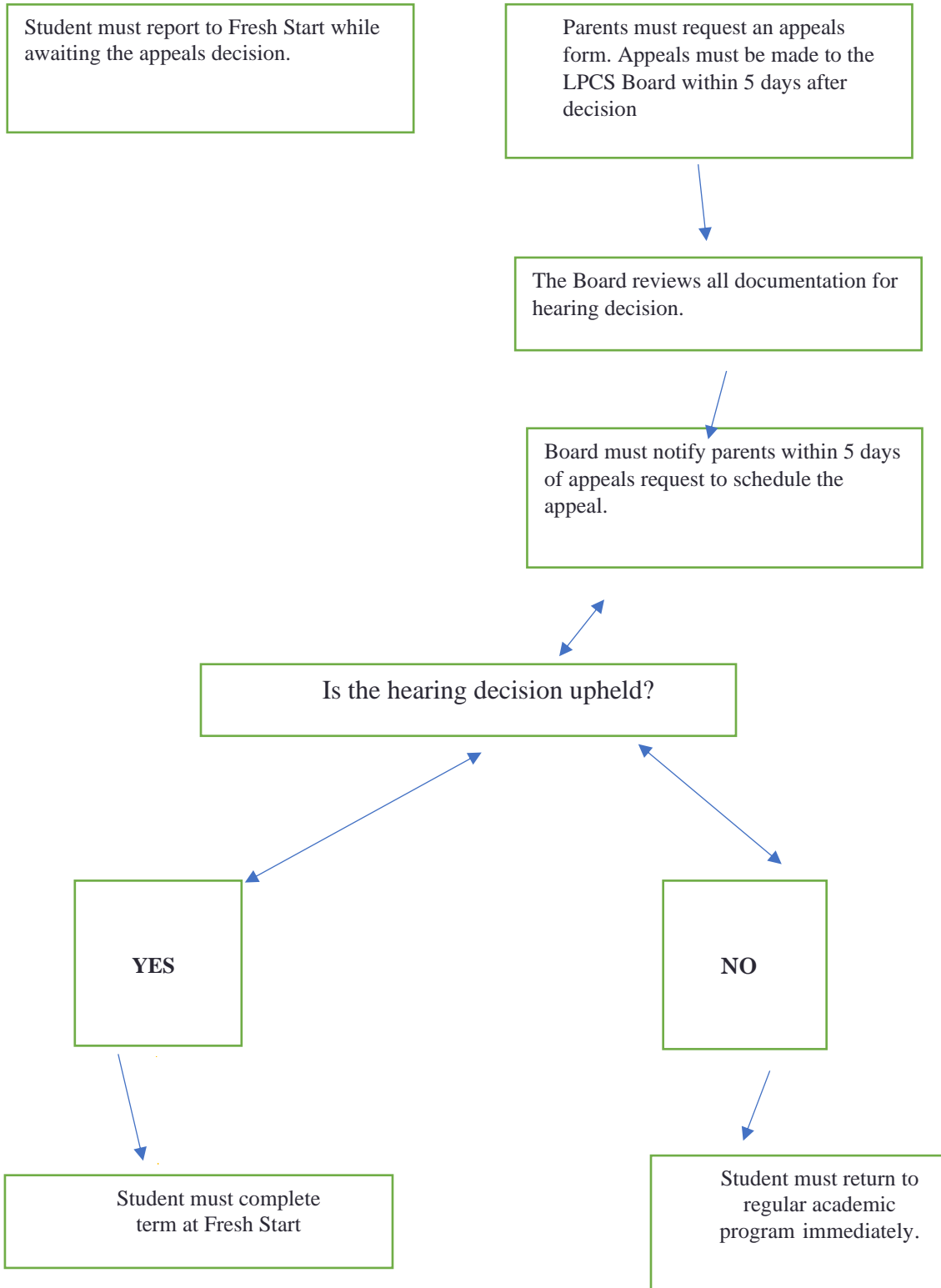


Expulsion Process





LPCS APPEAL PROCESS





Linwood Public Charter School

2023 -2024 Discipline Handbook Acknowledgement

Dear Parents/Guardian:

Please sign below acknowledging that you have received, read and understand the policies and information stated in the Linwood Public Charter School's Discipline Handbook. This handbook includes the descriptions of the school's expectations regarding student behavior and the consequences according to each misbehavior.

Please pull this sheet out, sign and return to the homeroom teacher by September 29, 2023. Please note that this document is subject to change at any time.

Best,

Dr. Staughton Jennings
Chief Executive Officer

My signature below acknowledges receipt of the Discipline Handbook and that I understand and agree that we (parent/guardian & student) are to strictly abide by the terms and conditions set forth therein.

Date: _____ **Homeroom:** _____

Student's Name: _____

Student's Signature: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____