



School Wide Discipline Plan

PURPOSE AND PHILOSOPHY OF DISCIPLINE

The purpose of discipline at Polaris Christian Academy is to guide students through Biblical correction and encouragement and to create a classroom and school environment in which learning can take place. The result we seek through prayer, counseling, and consistent, loving correction, and discipline is a change in attitude, action, word, and thinking of students. The behavior of students in the classroom and school is crucial because without an orderly atmosphere, very little teaching or learning can occur. Discipline creates an atmosphere in which learning is optimal.

A well-disciplined life is an effective and productive life. PCA has the student's best interest in mind and has a genuine concern for the development of Christian character within each student. Anytime a student or parent would like an explanation of a rule, he/she will find the teacher and/or administrator happy to sit down and go into the matter fully.

PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend PCA to learn academics, God's Word, behavioral skills, social skills: learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self discipline, good citizenship, God's Word, and social skills.

SCHOOL RULES

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will put people up, not down.
- I will always be in the proper place.
- I will walk in the building always.
- I will speak quietly in the hallways always.
- I will use all materials and equipment properly.

DISCIPLINE PLAN

Inappropriate behaviors at Polaris Christian Academy fall into 3 categories or levels of offenses.

Each level is addressed either by the classroom teacher or the school administration.

Examples of Level 1 Offenses

Definition: (Disobedience) Any minor disturbances that interfere with classroom order and instruction. Any minor 1st time incident.

- These offenses can be handled by the teacher - documentation of behavior and action highly suggested.

Level 1 Offenses	
<ul style="list-style-type: none">• Not following directions• Running in hallways<ul style="list-style-type: none">• Excessive talking• Inappropriate laughing/sneering• Derogatory notes/pictures<ul style="list-style-type: none">• Teasing/put downs• Inappropriate language• Dress Code violation	<ul style="list-style-type: none">• Eye rolling• Interrupting• Consistent tardiness<ul style="list-style-type: none">• Name calling• Misuse of materials<ul style="list-style-type: none">• Wandering• Mocking• Use of Electronic Device

Examples of Level 2 Offenses

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level one incident. Activities and attitudes that show a lack of respect for authority.

- These offenses will be handled by the teacher with documentation of behavior and action.
- Parent contact highly suggested.

Level 2 Offenses	
<ul style="list-style-type: none"> • Back talking/arguing <ul style="list-style-type: none"> • Inappropriate gestures/language/taunting • Refusing to work 	<ul style="list-style-type: none"> • Open defiance • Cheating/lying • Throwing objects <ul style="list-style-type: none"> • Hitting

Examples of Level 3 Offenses

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level two incident. Any physical or verbal abuse. Any activity dangerous to self or others.

- These offenses will be handled by the administration. Direct office referral with accompanying referral form.
- Parent contact will be made.
- Either in-school or out-of-school suspension may be considered.

Level 3 Offenses	
<ul style="list-style-type: none"> • Fighting • Ethnic slurs • Obscene gestures • Inappropriate touching • Damaging property <ul style="list-style-type: none"> • Direct and willful disobedience of school rules and policies • Disruptive clothing • Disrespect for authority 	<ul style="list-style-type: none"> • Bullying • Threatening/taunting • Threatening bodily harm <ul style="list-style-type: none"> • Stealing • Use of profanity • Pulling fire alarm • Excessive truancy • Harassment, including sexual harassment
Zero Tolerance	

- Drugs
- Weapons/facsimile of a weapon/dangerous instrument
 - Leaving school without permission
 - Assault with intent to fight with another student

DISCIPLINE PROCEDURES

Classroom

Level 1 and Level 2 behaviors handled by the teacher.

- The teacher will follow individual classroom hierarchies of behavior management.
- At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made.
- Documentation and data collection are strongly recommended for records and possible pastoral referral.

School Administration

Level 3 behaviors handled by the administration.

- Results in a direct office referral.
- An administrator will contact student's parent/guardian.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.
4. All Level 3/Safe School Violations warrant an immediate office referral.
5. A completed office referral form must accompany the student to the office.

Suspension/Expulsion Protocol

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an In or Out-of-School Suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant expulsion.

Specialty Classes

The specialty teachers (Art, P.E., and Music) will follow the same level system of behaviors as the classroom teacher. The specialty teacher can report behavior problems to the classroom teacher by logging them on the Specialty Class Report Sheet.

Playground

The playground supervisors will also follow the level system of behaviors. Level 1 and 2 behaviors will be reported to the teacher on a Behavior Slip. The teacher will then address the behaviors according to the classroom discipline plan. Level 3 behaviors will result in a direct office referral.

Lion Paws

Students will be given Lion Paw tickets by teachers and other school personnel when they are "caught being good." Students will put their Lion Paw tickets in a box just outside the office. Each month, during morning announcements, tickets will be drawn and the students will come to the office to receive a prize.

Classroom Incentives

Each individual classroom has incentives and rewards for appropriate behavior.