

# *La Tierra Community School*

## **SCHOOL-WIDE DISCIPLINE POLICY AND PROCEDURES**

*CARE FOR SELF • CARE FOR OTHERS • CARE FOR THE LEARNING ENVIRONMENT*

### **SETTING LIMITS IN THE CLASSROOM...**

The fundamental mission of La Tierra Community School's school-wide discipline policy is to establish a culture of consistency in discipline using a proactive, preventative, research based approach where students develop care for self, care for others, and care for the learning environment. This solid foundation of respect empowers students to make good choices and to be responsible learners and citizen scholars. A significant component of our discipline policy is clear student understanding of the rules and consequences.

La Tierra Community School is using the book, *Setting Limits in the Classroom*, as a foundational guide for our school's discipline policy. The model emphasizes:

- *Developing positive relationships with encouragement*
- *Eliminating power struggles and handling disruptions quickly*
- *Establishing an effective environment for learning*
- *Using natural and logical consequences to support school & classroom rules*
- *Harnessing a growth mindset*

Students are expected to behave in accordance with the school discipline policies. Students will all be aware that there are consequences for failure to observe rules. Consequences are consistent school-wide. All faculty will use their best judgment to be reasonable when dealing with individual students.

At La Tierra Community School we understand that social curriculum is as important as the academic curriculum. Consistency and specificity empower children to understand limits.

### **CLASSROOM RULES & CONSEQUENCES...**

La Tierra Community School teachers are responsible for maintaining our school-wide classroom management system, *Setting Limits in the Classroom*. All classrooms will have rules and consequences posted and each teacher will explicitly teach, model, and practice the rules with all students beginning day one of a given school year. Teachers will implement the rules and consequences with fidelity. If a child breaks a school or classroom rule outside of their class, the lead teacher will be informed about the action of the student and consequence given. Records of referrals are kept both by the classroom teacher and office.

### **RULES THROUGHOUT THE CAMPUS...**

THE FOLLOWING RULES WILL BE ENFORCED, SUPPORTED, AND MODELED BY ALL STUDENTS AND ADULTS ON LTCS'S CAMPUS.

**Rule 1: Be Safe: Cooperate with Your Teacher and Schoolmates**

**Rule 2: Be Respectful: Respect the Rights and Property of Others**

**Rule 3: Be Responsible: Carry Out Your Student Responsibilities**

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- Keep track of books and assignments.
- Start your work on time and allow enough time to finish.
- Ask for help when you need it.
- Do your own work and do your part (be a contributor to group work).
- Turn in your work on time.
- Accept responsibility for grades and consequences.

### **CLASSROOM MANAGEMENT & BEHAVIOR**

Teachers are expected to manage behavior in and out of their classrooms. A classroom management system will be in place and followed consistently. An effective behavior management system is one that reinforces positive behavior and has logical consequences for negative behavior. Children at La Tierra Community School respond favorably to positive reinforcement. All teachers are expected to implement our school-wide behavior management plan, *Setting Limits in the Classroom*.

All teachers are responsible for the development of their classroom rules and procedures. The classroom teachers are responsible for disseminating this information to parents during our mandatory parent meeting evenings, as well as to the director, within the first three weeks of school. The procedures will indicate sequentially, by steps, when parents are contacted and at which point a child is sent out of the room. Students are to be sent to the office if they have demonstrated a suspendable behavior. When students are sent to the office for behavioral support, teachers will have exhausted all steps of their management plan.

### **SUCCESSFUL CLASSROOM MANAGEMENT AT LTCS LOOKS LIKE...**

- Implementing *Setting Limits in the Classroom*.
- Reviewing rules and procedures frequently.
- Making students aware of consequences and rewards for positive behavior.
- Emphasizing expected behaviors, procedures and objectives prior to beginning activities.
- Delivering consequences for negative behaviors calmly.
- Open lines of communication with parents.
- Established buddy system for Take-Time. Having a specific table and chair prepared in each buddy classroom for Tier II Take Time.
- For safety reasons, students should not Take Time outside of a classroom (ex. By the door or on a chair in the hallway).
- Use the office as a last resort. Any office referral for a negative behavior should warrant a suspension, either on or off campus. The back of the suspension form indicates Ed. Code suspendable offenses.
- When writing a referral, conveying the seriousness of the situation.

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- Treating all students with respect. This is especially important when reprimanding or redirecting. Remember to consider the dignity of the child.

### **TWO-LEVEL TAKE-TIME PROCEDURE**

Take-Time will be used in the classrooms and the schoolyard to address a variety of low- and mid-level disruptive behaviors that interfere with classroom procedures or the teaching and learning environment. Take-Time is a tool that promotes children's learning through consistency.

LEVEL 1 Take-Time happens in the classroom, on the schoolyard, or out on fieldwork. Primary teachers administer 5 minutes of Take-Time and Secondary teachers administer 10 minutes of Take-Time.

LEVEL 2 Take-Time happens with a buddy teacher. LEVEL 2 Take-Times should not exceed 20 minutes. All teachers have an assigned Take-Time buddy teacher. Teachers and their buddy teachers will exchange students for Take-Time as needed. A specific Take-Time desk/table and seat are set up in each classroom to host a buddy when necessary. When a child is referred to a buddy classroom to Take-Time, the referring teacher may provide work or an activity for their student to carry out during the Take-Time. Parent should be notified.

### **BEHAVIORS RESULTING IN LEVEL 1 TAKE-TIME**

Behaviors resulting in Level I Take-Time are unsafe, disrespectful and irresponsible. *(See Consequences for Misbehavior Chart)*

### **BEHAVIORS RESULTING IN LEVEL 2 TAKE-TIME**

Behaviors resulting in Level II Take-Time are repeated infractions that are unsafe, disrespectful and irresponsible. *(See Consequences for Misbehavior Chart)*

### **BEHAVIORS RESULTING IN RECESS ACADEMY**

Behaviors resulting in Recess Academy are unsafe, disrespectful and irresponsible and warrant practice in order to logically teach the appropriate behavior. *(See Consequences for Misbehavior Chart)*

### **BEHAVIORS RESULTING IN FRIDAY-SCHOOL OR IN-SCHOOL SUSPENSION** *(Also see Consequences for Misbehavior Chart)*

- Second Level 2 Infractions *(level 2 is when a student has had to leave the classroom to Take-Time)*
- Leaving school grounds or activities without permission
- Bullying (see defining-bullying documents online at [www.latierracomunityschool.org](http://www.latierracomunityschool.org))
- Making Threats
- Forgery
- Inciting violence

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- Throwing objects that may cause injury
- Not actively participating in Recess Academy
- Disrupting a class during a Take-Time in a buddy classroom
- Verbal Assault

### **ADMINISTRATIVE CONSEQUENCES**

When a student is referred to the office for a negative behavior, the parents will be notified via a phone call. Students will receive the disciplinary action deemed appropriate, such as in-school suspension or suspension.

### **IMMEDIATE OFFICE REFERRAL (STATE EDUCATIONAL CODE VIOLATIONS)**

Students exhibiting any of these behaviors must be written up on a discipline referral and sent immediately to the office.

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Caught stealing or trying to steal
- Caught damaging or attempting to damage school property
- Committed an obscene act or habitual profanity
- Willfully and habitually defying school authority
- Possession of a gun, knife, explosive (or replica of a gun, knife, or explosive), or drug
- Sexual harassment

### **BEHAVIORS RESULTING IN OFF-CAMPUS SUSPENSION**

(STATE EDUCATIONAL CODE)

- Extortion, coercion, or blackmail
- Misdemeanor, robbery, or theft
- Engaging in inappropriate sexual abuse, whether by word or gesture
- Possession of matches, lighter or tobacco
- Violating school safety rules (such as pulling fire alarm, playing during fire-drill, etc.)
- Committing physical assault
- Committing public lewdness
- Engaging in conduct containing the elements of retaliation against any school employee
- Criminal mischief if punishable as a felony, whether committed on or off campus
- Using, possessing, or exhibiting a firearm, club or other prohibited weapon
- Arson
- Retaliation against a school employee

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