



## DRAFT DISCIPLINE POLICY

### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

Ben Franklin Academy ("the Academy") seeks to build students with character following Benjamin Franklin's thirteen virtues. In doing so we will hold each student to a high standard of behavior to teach these character traits and to provide a constructive learning environment. This policy is also designed to ensure the safety of the staff and students. We recognize that children will misbehave and that clear expectations and consequences can help students appreciate and learn proper boundaries. This document purposefully does not spell out every behavior that will trigger a disciplinary action, nor does it spell out the consequence for every action. But it does provide general guidance regarding the academy's discipline philosophy and an approach to handling disciplinary issues.

### **SECTION 2. DISCIPLINARY ACTION**

Disciplinary action must be consistently applied based on clear, simple standards. And in some situations disciplinary action may need to be tailored toward an individual student. To satisfy these oft-competing interests, students not adhering to expected student behavior or the DCSD Students Rights and Responsibilities will be subject to the consequence described in this policy.

#### **EXPECTED STUDENT BEHAVIORS**

Students at the Academy are expected to:

- Dress appropriately for school in accordance with the Uniform Policy.
  - Arrive to class on time.
  - Be prepared.
  - Walk in the hallways.
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- Keep their hands, body, and objects to themselves.
- Be courteous and respectful toward all staff, students, and visitors.
- Leave gum and candy at home.
- Follow the Academy’s technology agreement.
- Adhere to the thirteen virtues
- Follow the rules. Unacceptable behaviors, such as those outlined below will be subject to disciplinary actions.
- Not possess a wireless communication device (cell phone, camera phone) that disrupts the educational process. The use of a cell phone during school hours in the absence of an emergency will be subject to disciplinary action. (Note: If a student has a cell phone, it must be turned off and kept out of sight inside a pocket, back pack, purse or similar container. It may not be used or allowed to emit any ring tone or other noise on school grounds during school hours.)

**MINOR PROBLEM BEHAVIORS**

The following behaviors are considered minor and shall result in the consequence listed. A student behaving as indicated shall be referred to the office and a discipline slip shall be given that shall be taken home. Parental notification may occur with the discipline slip or an additional phone call. Consequences indicated with an (M) are mandatory and those indicated with a (P) are progressive. Progressive consequences can depend on the situation or recidivism of the behavior.

<b>Minor Problem Behavior</b>	<b>1<sup>st</sup> Documented Incident per Trimester</b>	<b>2<sup>nd</sup> Documented Incident per Trimester</b>	<b>3<sup>rd</sup> or more Documented Incident per Trimester</b>
Dress Code Violation	<ul style="list-style-type: none"> <li>• Written Warning (M)</li> <li>• Must get in compliance (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification (M)</li> <li>• Forfeit next dress of choice day (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification (M)</li> <li>• Administrative Meeting (M)</li> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>
Cell Phone Disturbance	<ul style="list-style-type: none"> <li>• Confiscation (M)</li> <li>• Student retrieves at end of day (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation (M)</li> <li>• Parent retrieves at end of day (M)</li> <li>• Detention (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation (M)</li> <li>• Parent retrieves at end of day (M)</li> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>
Lunch Room Rule Violation	<ul style="list-style-type: none"> <li>• 1-3 days of School Community Service (M)</li> <li>• 1-3 Days Loss of Recess (M)</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 days of School Community Service (M)</li> <li>• 3-5 Days Loss of Recess (M)</li> <li>• Detention (P)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days of School Community Service (M)</li> <li>• 5 Days Loss of Recess (M)</li> <li>• Detention (M)</li> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>
Recess Rule Violation	<ul style="list-style-type: none"> <li>• 1-3 days Loss of Recess (M)</li> <li>• Detention (P)</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 days Loss of Recess (M)</li> <li>• Detention (M)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Loss of recess (M)</li> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>
All other minor problem behaviors (see definitions)	<ul style="list-style-type: none"> <li>• 1-3 days loss of recess (M)</li> <li>• Detention (P)</li> <li>• Discipline Essay (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Detention (M)</li> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday Detention (P)</li> <li>• Suspension (P)</li> </ul>

**MAJOR PROBLEM BEHAVIORS**

The following behaviors are considered major and shall result in the consequence listed. A student behaving as indicated shall be referred to the office and a discipline slip shall be given that shall be taken home. Parental notification may occur with the discipline slip or an additional phone call. Consequences indicated with an (M) are mandatory and those indicated with a (P) are progressive. Progressive consequences can depend on the situation or recidivism of the behavior.

<b>Major Problem Behavior</b>	<b>1<sup>st</sup> Documented Incident</b>	<b>2<sup>nd</sup> Documented Incident</b>	<b>3<sup>rd</sup> or more Documented Incident</b>
Harassment Bullying	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Bullying Essay (M)</li> <li>• Saturday School (M)</li> <li>• 1-3 Days Suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Bullying Essay (M)</li> <li>• 3-5 Days Suspension (M)</li> <li>• Meeting w/ Behavior Team (M)</li> <li>• Loss of participation in school related activities (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• 5+ days suspension (M)</li> <li>• Loss of participation in school related activities (P)</li> <li>• Possible expulsion hearings (P)</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Saturday Detention (M)</li> <li>• 1-3 days suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• 3-5 days suspension (M)</li> <li>• Loss of participation in school related activities (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• 5+ days suspension (M)</li> <li>• Loss of participation in school related activities (P)</li> <li>• Possible expulsion hearings (P)</li> </ul>
Property Damage Vandalism	<ul style="list-style-type: none"> <li>• School Community Service (M)</li> <li>• Restitution (M)</li> <li>• Saturday Detention (M)</li> <li>• 1-3 Days Suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• School Community Service (M)</li> <li>• Restitution (M)</li> <li>• Saturday Detention (P)</li> <li>• 3-5 Days Suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• School Community Service (M)</li> <li>• Restitution (M)</li> <li>• 5+ Days Suspension (M)</li> <li>• Possible expulsion hearings (P)</li> </ul>
All other major Problem behaviors (see definitions)	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Reflection Sheet (M)</li> <li>• Detention (M)</li> <li>• Saturday Detention (P)</li> <li>• 1-3 days suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Reflection Sheet (M)</li> <li>• Saturday Detention (P)</li> <li>• 3-5 days suspension (P)</li> </ul>	<ul style="list-style-type: none"> <li>• Apology (M)</li> <li>• Reflection Sheet (M)</li> <li>• 3+ days suspension (P)</li> <li>• Possible expulsion hearings (P)</li> </ul>
<b>LAW ENFORCEMENT NOTIFICATION</b>	<ul style="list-style-type: none"> <li>• Possession of a weapon</li> <li>• Possession of drugs or a controlled substance</li> <li>• Use of tobacco or alcohol</li> <li>• Bomb threat/arson</li> </ul>		

**DETENTIONS**

Detentions must be served either the day of the incident or the next school day after the incident is documented. Saturday Detention must be served on the assigned date. Failure to serve an assigned detention will result in a Saturday Detention. Failure to serve a Saturday Detention will result in a suspension. A sports practice, sports game, concert, play, or other personal commitments are not acceptable reasons to miss detention. During students will contribute to the betterment of their school. Duties may include cleaning up the lunchroom and/or other areas of the school, building, or grounds.

**ACCOUNTABILITY**

Students will be held accountable for their behavior. Study and review this Discipline Policy with your child. The understanding of these rules is important and will affect your child. We are confident that with your support our students will enjoy a learning

environment where a high level of academic achievement can take place. When you review and reinforce these concepts at home, you are doing your part to increase your child's overall success.

# BEN FRANKLIN ACADEMY

## DEFINITIONS

Minor Problem Behavior	Definition
Defiance/Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adults
Technology Violation	Student engages in non-serious but inappropriate use of cell phone, music/video player, camera or computer
Physical Contact – Mild	Student engages in non-serious, but inappropriate physical contact
Disruption	Student engages in low-intensity, but inappropriate disruption
Dress Code	Student does not abide by the approved Uniform Policy
Property Misuse	Student engages in low-intensity misuse of property
Tardy	Student arrives at class after the class start time
Inappropriate Language	Student engages in low-intensity instance of inappropriate language
Lying/Cheating (K-2)	Student delivers message that is untrue, deliberately violates the rules and/or cheats on an assignment/test
Disobeying the Rules	Student disobeys the established classroom or Academy rules
Unprepared for Class	Student arrives to class unprepared for learning to occur

Major Problem Behavior	Definition
Abusive Language	Student delivers verbal messages/gestures that include swearing, name-calling or use of words in an inappropriate way.
Fighting/ Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, body slamming, scratching, etc.)
Overt Defiance/ Insubordination	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions
Harassment/Bullying	Student delivers disrespectful message (verbal or gestures) to another person that includes threats and intimidation, obscene gesture, pictures, or written notes.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling/screaming, noise with materials, horseplay or roughhousing, and/or sustained out of seat behavior.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission
Inappropriate Display of Affection	Student engages in inappropriate verbal and/or gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual
Technology Violation	Student engages in inappropriate use of cell phone, music/video player, camera or computer
Lying/Cheating (3-8)	Student delivers message that is untrue, deliberately violates the rules and/or cheats on an assignment/test
Inappropriate Location	Student is in an area that outside of school boundaries or in a location they do not have permission to be in
Skiping Class/ Truancy	Student leaves class/school without permission or stays out of class/school without permission
Property Damage/ Vandalism	Student participates in an activity that results in the destruction or disfigurement of property
Habitually Disruptive	Student repeatedly violates the Academy's Code of Conduct
Repeated Minor Offenses	Student repeatedly receive minor offense violations

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