

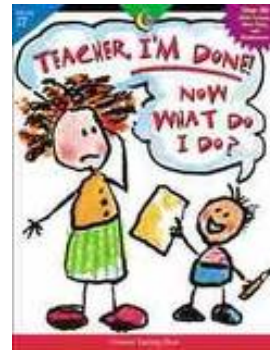


See Forever Foundation

MAYA ANGELOU Public Charter School

DISCIPLINARY POLICY For SCHOOL YEAR 2011-2012

Maya Angelou Public Charter Middle School continues its commitment to ensuring that discipline is one of the primary focuses on the middle school campus. Maya understands that pro-social behavior promotes outstanding grades and achievement; our parents will be urged to maintain an active role with the school concerning their child's disciplinary episodes. The disciplinary department is taking an aggressive approach to maintaining a positive learning environment to ensure the utmost success of our students. Maintaining a positive disciplinary environment will allow our educators to teach to their fullest potential, and our students to excel to their fullest potential.



Positive Behavioral Incentive Systems (PBIS) will be utilized as a tool for reinforcing positive behavior. PBIS will be utilized proactively as a deterrent to negative anti-social behavior. Monthly incentives will be provided to those students who display and achieve excellent behavior; students will be able to earn Maya PBIS tickets.

The Student Success Team (SST) will provide workable strategic interventions for anti-social behavior in cases deemed necessary. Consistent disruptive behavior, fighting, public endangerment, and consistent class skipping are prime examples of behaviors that will result in referral for SST interventions. Through the SST process, students may be referred for interventions including but not limited to group or individual counseling with a member of the Social Emotional Learning (SEL) team, daily behavior/academic tracking sheet, and various behavioral supports inside and outside of the classroom. Please note that in some case where the need for (SEL) intervention has been identified by the appropriate staff, referrals may be made prior to (SST) intervention. In those cases, (SST) intervention will ultimately take place.

Successful disciplinary changes will be implemented during the new school year. Weekly behavioral/academic progress forms will be assigned to students as indicated to monitor and encourage positive pro-social behavior. These changes will be implemented not only to enhance the present plan but to ensure positive behavioral/academic success. Maya Middle School students will be held accountable for their negative and disruptive behavior in and around the learning environment/campus.

Code of Student Conduct

Listed below are subject areas that will address specific violations and infractions. These interventions will assist in demonstrating the policy of zero tolerance for disruptive behavior. The student will fully understand that consequences of their disruptive behavior will be addressed immediately to display positive impact throughout the learning environment and to address their anti-social behavior.

- **Dress code violations** –Students must wear tan khaki uniform pants/skirts, white shirts, black sweaters/vests and tie (color predetermined by grade level). Black sneakers, shoes or boots are the preferred shoe wear. Open toe shoes are vulnerable to hazardous incidents; therefore, no open toe shoes will be permitted. Additionally, students are not to wear brightly colored makeup or earrings that are larger than a quarter. Students who arrive at school wearing excessive makeup or oversize earrings will be asked to remove them. Refusal to comply with this prompts will result in parent notification and possibly additional consequences as determined by the Dean of Students and Administration. Administrative disciplinary action will be taken for students who violate the dress code. The student will be directed to the Dean’s office for parent notification and/or dismissal. Student success plans and Memorandums of Understanding will be utilized for persistent violations.
- **Tardiness/Absenteeism/Skipping Class** –. Students will be referred to grade level counselor for resolution assistance, and/or the Exceptional Learning team when necessary. Administrative disciplinary action will be taken. The parent/guardian will be notified, Student success plans and Memorandums of Understanding will be utilized for persistent violations.
- **Disruptive behavior** - The student will be directed to the Dean’s office or YDC for administrative disciplinary action. Student success Plans and Memorandums of Understanding will be utilized for persistent violations.
- **Fighting/Assault/ Threatening Language** – Parent/Guardian will be notified and suspension will be implemented immediately. Referral to grade level counselors

for anger/emotional assessment, mediation, and counseling. Administrative disciplinary action will be taken, and the student will be dismissed immediately, pending parental notification. Student Success Plan and Memorandum of Understanding will be utilized for persistent violations. **(Zero Tolerance)**

- **Possession of Illegal Mood-Altering Substances** – Suspension will be implemented immediately. Students will be referred to grade level counselors for immediate counseling and intervention. Students may also be referred to a community agency for additional assessment and/or treatment. Students found in possession of mood altering substances will be dismissed immediately following parental notification to emphasize that Maya is a zero tolerance school environment. Student Success Plans and Memorandums of Understanding will be utilized for persistent violations. Recommendation for expulsion will be made. **(Zero Tolerance)**
- **Possession of Weapons, Theft, Public Endangerments, and Property Damage** Violations of this nature will result in immediate administrative disciplinary action. Student will be dismissed immediately after parental notification. Recommendation for expulsion will be issued. **(Zero Tolerance)**
- **Possession of Electronic Devices** – Electronic devices such as cell phones, iPods, MP3 Players, Nintendo DS's, PS3's and etc. are prohibited. Displayed devices will be confiscated and held by the Dean. The devices may be picked up by the parent through or with scheduled appointments only. **(Zero Tolerance)**

Alternatives to Suspension - Alternatives to suspension may be utilized in order to avoid out of school suspension out of school suspension. An alternative to suspension allows the student to remain in the school setting after committing a specific violation, while allowing the disciplinary process to take place. Failure to fulfill the in-school suspension obligations would result in further administrative disciplinary actions.

In an attempt to promote outstanding achievement and pro-social behavior, the following alternatives to out of school suspension may be implemented at the Administrators discretion:

1. Detention will be held on Tuesdays, Wednesdays and Thursdays, from 3:15 p.m. – 4:00 p.m. Time for discipline, conformity, and educational Enhancement will be utilized.
2. Saturday school detention will be held for the purposes of discipline, conformity and educational enhancement(See above comment).
- 3) Cafeteria duty will be utilized on a daily basis. Students will be

instructed to engage in cleaning practices that will maintain and ensure a clean environment in which to eat for themselves and their peers.

- 4) School beautification will be utilized on a daily basis. Students will be instructed to engage in cleaning practices that will maintain and ensure an environment that is clean and conducive to learning.
- 5) Exterior school beautification will be utilized on Saturdays to perpetuate discipline and provide a safe and clean learning environment.
- 6) Parent shadowing will be requested by the administrative staff as an alternative to suspension. The parent would be required to follow their student from class to class for no less than half the school day and/or the entire school day.
- 7) In School Suspension- may be used as an alternative to suspension at the Principal's or his designee's discretion.

School Policies

In an attempt to maintain order and avoid disruption during the transition periods, teachers will monitor students by standing in the classroom doorways. Students are expected to walk down the right side of the hallway at all times and are expected to refrain from running or engaging in horseplay. Students should report directly to class during transitions and should not be caught in the hallways after the sound of the late bell. Students who are caught in the hallways after the late bell sounds will be required to show a pass. Students who continually arrive to class late will be referred to the Dean of students.

Lavatories usage will not be allowed during period transitions. Students will be allowed to use the lavatories during the instructional period (10) minutes after the period begins and (10) before the period ends. Teachers are to utilize their professional discretion when allowing students to leave class in order to use the lavatories. Students must be given a pass in order to leave class for the lavatory. Also, students will be allowed to use the lavatory one at a time.

The same applies when students request passes to visit the health office/ Nurses suite. School policy dictates that the nurses will not see students who report to the office without a valid pass. Students who are suspected of abusing the privilege of visiting the school nurse for false reasons will be reported to the Dean.

Students must eat in the school cafeteria during the breakfast and lunch periods at all times. Eating during instructional time and in the classrooms is prohibited unless approved by administration. The purchase of fast food from outside vendors is prohibited.

Teachers will escort their students to and from the cafeteria at the beginning and end of each lunch period.

Teachers must not place students outside of the classroom for level violations. Teachers are to notify security, YDC, or an administrator to have a student escorted out of the classroom. The teacher will enter a log note in Power School describing the behavior and actions of the student and they will make contact with the students parent (by phone or by writing). The academy Leader will be notified by e-mail for documentation.

It should be noted that after school detention will operate on Tuesdays, Wednesdays, Thursdays, and Saturdays. The detention will be held in the school cafeteria from 3:00 p.m. until 3:45 p.m. The disciplinary team along with staff volunteers will assist with detention and disciplinary issues.

*Please note that Wednesday detention will operate in the school cafeteria from 2:45 p.m. until 3:30 p.m. Saturday detention will be held from 9:00 a.m. until 12:00 p.m.

Uniform Violations

Make-up and large accessory jewelry is not allowed on the Middle School Campus. We are a uniform school and it is important that students present themselves in uniformity. Students who are not uniform compliant will be referred to the dean's office or to their counselor for an administrative intervention. Students who continually violate the uniform policy will be referred to appear in front of our disciplinary committee for insubordination and persistent disobedience.

Electronic Device Policy

Maya Angelou Public Charter School Middle School Campus

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of these types of devices include cell phones, iPods, MP3 players, CD players, radios, media players, PDA's, computers, and calculators.



Students may have an electronic device in their secure locker, while on campus from 7:45 AM until 3:00 PM- Monday through Friday provided the device is turned off. However, it is strongly recommended that students secure all electronic devices at home. MAPCS Middle School or its representatives will not assume personal responsibility/liability for devices that are lost, stolen, or confiscated.

Please be advised of the following:

- The operation and use of an electronic device by a student while on campus from 7:45 AM until 3:00 PM, Monday through Friday, is expressly prohibited.
- The operation and use of an electronic device during instructional periods, academic assessments, and standardized tests will result in severe academic and behavioral penalties.
- The operation and use of an electronic device at all other times (entering/ leaving campus, passing, during lunch time) may result in behavioral penalties or confiscation of the device.
- Electronic devices that are seen or heard by a MAPCS MS staff may be confiscated and turned into the office of the Dean of Students if unclaimed for more than five days.
- Twenty-four hours after the device is confiscated, the parent or guardian of the student can schedule an appointment with the Dean of Students to arrange for the return of the device. The parent or guardian must provide proof of ownership in the event of a discrepancy.
- Five days after the device is confiscated, the student can schedule an appointment with the Dean of Students to arrange for the return of the device with parent approval. The student must provide proof of ownership.
- Electronic devices that are not recovered within 30 days may be donated to a local charity.
- Repeated violations of this policy may subject the student to serious disciplinary action.





MAPCS- Non Negotiable Offenses

- Group fighting
- Bullying
- Weapon possession/usage
- Drug possession/usage
- Gang affiliation/activity
- Assaulting A MAPCS Staff Member
- Destruction of MAPCS Property
- Persistent Disobedience
- Gambling
- Arson
- Falsely Activating Fire Alarm

I understand that being involved in any of the above activities will result in an immediate recommendation for expulsion from the Maya Angelou Public Charter School Community.

Student's Signature

Date

Cc: Student's file

