

Equipo Academy Discipline Plan 2024 - 2025

Tier I (examples): *Handled by classroom teachers, advisors, and/or staff members*

Behaviors	Interventions/Restorations
<ul style="list-style-type: none"> ● Baby Attack ● Marauding ● Calling Out ● Cursing (indirect/bad habit) ● Eating in Class ● Laughing At Other Student's Mistakes/Supporting Bad Behavior ● Lying ● Not in Assigned Seat ● Passing Notes ● Public Display of Affection ● Refusing to Work ● Side Conversation ● Talking Back ● Tapping Pencils/Pens on the Desk ● Throwing Things ● Unprepared for Class 	<ul style="list-style-type: none"> → Logical Consequence → Reteach Routine/Practice Expectation → Cool Down Walk or Break w/BC teacher → Loss of a Privilege → Call/Text Family → Lunch Detention (teacher ownership) → Apologize w/Clear Action Step → Move to College Bound Seat → Empowering SS w/Leadership Task → Pull SS to talk 1:1 During Prep or Transition

Steps to Fixing a Minor Problem in the Classroom

1. Tool Box Warning

Non-directive eye contact, self-interruption, or narrating general behavior that should or should not be happening.

2. Verbal Warning & Demerit (Deduction) #1

Call attention to the student about the mistake and mark demerit/deduction on Live School

3. Move Students Seat & Demerit (Deduction) #2

Move student to a place where they won't continue to make the same mistake and mark demerit/deduction on Live School

4. Student Steps Outside & Demerit (Deduction) #3

Ask the student to step outside and have a conversation about how they are going to fix the problem and mark demerit/deduction on Live School

5. Send Student to Buddy Classroom & Demerit (Deduction) #4

Student has shown no improvement to fixing the problem and will now head to the Buddy Classroom for refocus and conversation with the Class Advisor and mark demerit/deduction on Live School

*****Teacher that send student to Buddy Classroom: make sure to call or text home to let the family know about the mistakes that were made at your earliest convenience. It MUST be done by the same day. *****

Buddy Classroom Forms Process

1. Student Reflection

Student fills out Buddy Classroom Form addressing their mistakes in the classroom, tying it back to the non-negotiables that were violated.

2. Student Writes Action Plan

There will be a section in the Form Reflection for students to share how they are going to take action to fixing the problem in class and with the teacher.

3. Student Assigns Action Step to Restore Mistake

Appropriate restoring action will be chosen that is fair but keeps student accountable to their bad choice or habit. Teacher that sent student out follows up with Dean or Advisor if they consequence doesn't happen.

-Apology Letter to Class and Teacher with Favor to Teacher

-Behavior Presentation to Class (or advisory)

-Student-Led Parent Teacher Conference

-Phone Revoked in the Particular Class or at home

4. Student Gets Signatures

Buddy Classroom Class Advisor signs student's reflection sheet to show that the student has committed to fixing the problem. Student will show their family their plan and get a signature. Lastly, student signs the form committing to fixing their mistakes.

5. Class Advisor will send a Slack message

Updating the teacher, advisor, and the Dean of the student's plan.

6. Dean Check In

Dean will pull student sometime that week after the mistakes were made to check in and see how their behavior is progressing.

Buddy Classroom Intervention Progression

- 1st time in Buddy Classroom: Follow Buddy Classroom Procedures
- 2nd time in Buddy Classroom: Follow Buddy Classroom Procedures
- 3rd time in Buddy Classroom: Parent Conference with Advisor & Buddy Classroom Teacher
- 4th time in Buddy Classroom: Parent Conference with Dean of Students and Bench Tracker for Accountability.
- >4th time in Buddy Classroom: Reverse Suspension where student needs to have a parent/guardian shadow them in class along with a bench tracker

Tier II (examples): *Handled by the Restorative Team, Class Advisors, or SLT members*

Behaviors	Interventions/Restorations
<ul style="list-style-type: none"> ● Cursing (Intentional/Direct) ● Hate Speech/Micro-Aggressions (1st Time) ● Hands Off/Horse Playing ● Leaving Class w/out Permission ● Mutual Student Conflicts (verbal, drama, etc.) ● Academic Dishonesty ● Bothering (Borderline Bullying) ● Leaving School w/out Permission 	<ul style="list-style-type: none"> → Google Slides Learning Projects <ul style="list-style-type: none"> ◆ Presented to advisory, advisor, or a specific classroom → Reflection Forms <ul style="list-style-type: none"> ◆ Signed by all parties involved, followed by an apology with next steps to restore mistake → Mediations <ul style="list-style-type: none"> ◆ S to S, teacher to S and mediated by a Class Advisor, Restorative Team member, or SLT member → Call/Text Home or Parent Conference

Tech Device Offenses

- Phone/Headphones Out Without Permission
 - See screenshot on Wiki Page under **DISCIPLINE**

Dress Code Offenses

- Dress Code Expectations
 - See screenshot on Wiki Page under **DISCIPLINE**

Physical Altercation Protocol

1. Call attention to the altercation in a loud teacher voice
2. With staff member help, remove student(s) from the same space
3. If possible, separate the student(s) from each other

- a. Other staff members present: Redirect student traffic/crowds to get to class and leave the space
- 4. Have student(s) write an incident report
- 5. Message following SLT members: AP/EB/JZ/EVH and provide context
 - a. SLT members might ask for additional report

Tier III (examples): *Handled by the Restorative Team, Dean of Students, and SLT members*

Behaviors	Interventions/Restorations
<ul style="list-style-type: none"> ● Bullying ● Sexual Harrassment ● Physical Altercations/Fighting <ul style="list-style-type: none"> ○ Instigating a Fight ○ Towards Staff Member/Student ● Habitual Hate Speech/Micro-Aggressions ● Destruction of School Property ● Illegal Substances/Alcohol Use or Possession ● Weapons ● Stealing ● Social Media Violation ● Academic Dishonesty <ul style="list-style-type: none"> ○ 2nd/3rd time 	<ul style="list-style-type: none"> → Required Parent Conference <ul style="list-style-type: none"> ◆ RPC if situation is deemed unsafe for school, other students, and the student by SLT members → Restorative Learning Project <ul style="list-style-type: none"> ◆ Essay Reflection ◆ Apology Letters ◆ Interviews w/Law Enforcement ◆ Mediation → Bench Process (Social Probation) → Loss of Social Privileges (if applicable) → Referral to Community Services (if applicable) <ul style="list-style-type: none"> ◆ Radical Elevation, The Harbor, etc.

Multiple Tier 3 Mistakes Additional Steps

- ★ Restorative Disciplinary MANDATORY supports such as community resources (The Harbor, Radical Elevation, Behavioral/Substance Classes)
- ★ 1:1 Check Ins w/Restorative Team member or Class Advisor
- ★ Student Success Plan for the Quarter/Semester
- ★ Extended Bench Processes (Social Probation)
- ★ Loss of Privileges for the Quarter/Semester
 - Common Space RR, bag privilege, phone privilege (depending on incident)
- ★ EA Restorative Contract (pending)

Automatic Recommendation for Expulsion

- Selling Illegal Substances
- Other offenses determined by Principal and EA Governing Board