

Discipline

Student Conduct Plan

Children's Community Charter School strives to educate, support, and encourage students so that they may achieve the highest level of academic excellence while demonstrating responsible behavior.

CCCS works to help each student develop a strong sense of self-esteem balanced by respect and appreciation for others. We expect students to participate in creating a caring, supportive community.

Excellent schools and discipline go hand in hand. Ideally, discipline is self-directed and self-controlled. Schools and parents share the responsibility for helping students develop self-discipline. Academic success is dependent upon many factors, but personal discipline is critical if a student is to realize his/her potential. Likewise, behavioral discipline is necessary to ensure an orderly learning environment in which each student may learn in harmony with others. If self-discipline fails, the school must intercede on behalf of the other students.

It is the goal of CCCS to maintain a positive, safe, and caring school and classroom environment. In order to accomplish this, this school-wide Student Conduct Plan has been developed. It is in effect any time students are in the direct supervision of the school staff or parent volunteers.

Students are expected to conduct themselves in a responsible, mutually respectful manner.

School Wide Behavior Expectations:

- Respecting the rights of others and the physical environment
- Following the directions of **ANY** adult at school or on school-sponsored events
- Being accountable for behavior and accepting the consequences for one's actions
- Using the facilities and equipment safely and appropriately
- Use appropriate language
- Respecting other students' physical space. "Keep your hands and feet to yourself"
- Students must remain on campus until dismissal time unless they have parent permission and are checked out through the office.
- Gum chewing is prohibited.
- Hats and hoods must be removed in the classroom.
- Phones and other electronic devices are not allowed during school hours.

Playground Rules:

- Walk in hallways and on blacktop.
- Freeze when the bell rings and then walk to class.
- Use restrooms appropriately.
- Snacks must be consumed at the picnic tables or on the field
- Use playground equipment appropriately.
- Students may not exit the lunch area until they are excused by a yard duty.

Students who commit a rule infraction during recess or lunch time will be assigned a special task. Continued infractions will result in a referral to the classroom teacher.

Student discipline is progressive in nature. All minor infractions are handled by teachers at the classroom level. However, more serious violations, or students who by their actions show that they are either unable or unwilling to behave responsibly will be referred to the principal.

K-8 Disciplinary System/ PBIS (Positive Behavior Intervention Support)

1. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. The goal of PBIS is to create a positive school climate in which students learn and grow.
2. See "Student Behavior Management Process Chart," for further explanation regarding our Discipline System and Process.

Harassment, Intimidation, and Bullying Prevention Policy

Adapted from proposed school district policy by the MT Advocacy Project and MT Human Rights Network

The policy of the Board of Trustees of Children's Community Charter School is to provide students and staff with a school environment free from harassment, intimidation and bullying. CCCS will not tolerate harassment, intimidation or bullying in any form at school, school-related events, including off-campus events, school-sponsored activities, school buses or any event related to school business.

Harassment, Intimidation and Bullying include: Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived attribute such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, culture, social origin or condition, political affiliation, mental, physical or sensory disability, or by any other characteristic, that a reasonable person knows or should have known:

- a. will have the effect of harming the person or damaging the person's property; or
- b. will place a person in reasonable fear of physical harm; or
- c. will demean any person or group of people in such a way as to disrupt or interfere with the school's educational mission, the education of any student, or the ability of a staff member to perform the essential functions of the staff member's job.

Inciting, aiding, coercing or directing others to commit acts of harassment, intimidation or bullying is also prohibited.

Reporting

1. CCCS encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the

matter promptly to their teacher or any responsible adult who is not involved in the alleged harassment, intimidation or bullying.

2. CCCS encourages staff who believe they are being subjected to harassment, intimidation, or bullying by anyone to report the matter promptly to the administration.

3. Any adult school employee or adult volunteer who overhears or receives a report, formal or informal, written or oral, of harassment, intimidation or bullying shall report it in accordance with procedures developed under this policy.

Responsibilities

The Site Administrator is responsible for maintaining a work environment and/or educational environment free of harassment, intimidation and bullying. The Site Administrator shall take appropriate actions to ensure the Harassment, Intimidation and Bullying policy and procedures are enforced.

These actions include, at a minimum:

1. Providing notification in the Student and Staff handbooks of the rights and responsibilities of students and staff regarding harassment, intimidation and bullying;
2. Acquainting new employees with this policy;
3. Taking prompt action to investigate/report complaints of harassment, intimidation and bullying;
4. Taking appropriate disciplinary action as appropriate;
5. Instructing employees and students regarding the procedures for reporting harassment, intimidation and bullying within the educational setting.

Children's Community Charter School procedures shall require the following:

1. Prompt investigation of incidents which includes:
 - a. Conducting interviews of all students involved;
 - b. Conducting interviews of witnesses; and
 - c. Investigating the circumstances of the incident, including events or incidents that preceded the incident.
2. Prompt notification of the parents of all students involved;
3. Proper application of consequences consistent with school policy.

Consequences

Any person who engages in harassment, intimidation and bullying in the school setting may be subject to disciplinary action. Any student who engages in harassment, intimidation and bullying may be subject to disciplinary action up to and including expulsion. Any staff member who engages in harassment, intimidation and bullying may be subject to disciplinary action up to and including dismissal. Any staff member who permits harassment, intimidation or bullying of students or staff may be subject to disciplinary action up to and including dismissal. Any staff member who receives complaints of harassment, intimidation and bullying and does not act promptly or does not forward the complaint to the administrator shall be disciplined appropriately.

