



Luckiamute Valley Charter Schools

Cultivating Excellence ~ Developing Leaders

BEHAVIOR MANAGEMENT PLAN—BRIDGEPORT CAMPUS

Bridgeport Campus

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Purpose Statement

“To cultivate excellence in every student”

Table of Contents

Introduction and Overview	2
LVCS Expectations	2
Kelso's Problem Solving Wheel	4
Bus Referrals	4
Disciplinary Actions	4
Definitions of Consequences	6
SIT Team Duties	7
Dress Code	7
Attendance Policy	8
Glossary of Terms	9
Appendices	11

This plan was developed to enhance a positive learning environment by clarifying consistent student expectations, disciplinary consequences, rewards and incentives. It consists of leveled disciplinary approaches and an implementation of systems that involves students, teachers, parents/guardians, and administrators. Our plan promotes positive work habits, reinforces desired behaviors, and teaches replacement actions when students behave inappropriately. Students who show pride in their school by not receiving any referrals will be eligible to participate in quarterly reward activities and cumulative events at the end of the year.

The Luckiamute Valley Charter Schools, (LVCS) faculty and administration reserve the right to make adjustments to this plan, as needed, to better facilitate the school's goals for student safety and achievement. Any changes will be announced to students and families through classroom communication logs, parent conferences, and published on our Facebook page and on the school website. Our staff meets throughout the year to discuss feedback from students, teachers and parents. Both feedback and referral data are used to help make changes that would benefit the entire LVCS Bridgeport Elementary community. In addition to the consequences described on the following pages, the administration may also utilize other corrective actions, including, but not limited to, written assignments and exclusion from classes/activities.

Minor offenses will be addressed by the **classroom teacher**, who will use intervention and best practices to correct student misconduct. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher interventions/consequences. After the sixth (6th) minor offense, administrative action will occur.

The Levels of Discipline document will guide minor/major offenses and how these behaviors will be addressed (Appendix A).

Bridgeport Elementary--Luckiamute Valley Charter Schools Expectations

Walking in Line and on Walkways Expectations

- Ø Walking feet, facing forward while moving
- Ø Stay in line with your class
- Ø Keep hands and feet to yourself
- Ø Keep voices quiet

Computer Lab/Library Expectations

- Ø Keep your voice quiet
- Ø No food or drinks
- Ø Treat the equipment/books with care
- Ø Only one (1) book at a time
- Ø Raise your hand if you need something
- Ø Walk at all times

Office Etiquette

- Ø Keep your voice quiet
- Ø Wait your turn
- Ø Do not touch items that are not yours
- Ø Say “Please” and “Thank you”
- Ø Do not interrupt unless it is an emergency
- Ø Walk at all times
- Ø Be respectful

Restroom Expectations

- Ø Respect others’ privacy
- Ø Always flush!
- Ø Wash your hands when you finish
- Ø Keep the water in the sink
- Ø Use only one (1) paper towel
- Ø Make sure garbage gets into the bin
- Ø Report problems to an adult

Cafeteria Expectations

- Ø Say “Please” and “Thank you”
- Ø Stay in your seat
- Ø Do not throw food
- Ø If you spill, please clean it up
- Ø Raise your hand if you need something
- Ø Walk at all times
- Ø Keep voices quiet

Playground Expectations

- Ø Allow others to join your game
- Ø Share the equipment
- Ø Take turns!
- Ø Follow the directions from the adult(s)
- Ø Return equipment when you finish
- Ø Freeze when the whistle blows
- Ø Line up when asked to do so

Kelso's Problem Solving Wheel

At Bridgeport Elementary School, we have introduced the concept of the Problem Solving Wheel. This tool is posted in all areas where students congregate. The use of this wheel is simple: when conflict occurs, students are directed to use three strategies to problem solve with their peers. The wheel offers nine strategies to solve problems without the involvement or intervention of an adult. Many circumstances are able to be resolved by the students when they utilize the Problem Solving Wheel. In the event that a problem cannot be solved after attempting three different strategies, then an adult will assist in resolving the conflict appropriately. Our staff and students are able to visually see the wheel on a daily basis and are trained on the proper use of the wheel twice a school year. A copy of Kelso's Problem Solving Wheel is in the appendices section (Appendix A).

Bus Referrals Interventions/Consequences (per bus referral form)

1st Citation: Verbal Warning from the Driver.

2nd Citation: Call Home and may be suspended until conference.

3rd Citation: 3-5 day suspension from riding the bus.

4th Citation or Severe Infraction: 10 day suspension to 1 year expulsion from riding the bus.

It is the duty of LVCS to provide an environment where students can experience activities that cultivate and develop skills essential for high school, postsecondary school, and beyond. Therefore, we must have a school that is safe, secure, and conducive to learning. Good behavior is imperative for a successful educational program.

Disciplinary Actions

Disciplinary actions will be enforced depending of the severity of the situation.

Category A – Zero Tolerance Offenses

- Ø Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee or other student.
- Ø Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school sponsored activity.
- Ø Unauthorized possession of a firearm on school property or at a school sponsored activity.

Penalty for Category A Offenses:

- Ø Expulsion/Suspension
- Ø Notification will be made to law enforcement authorities.
- Ø Any modification of this penalty can only be made by the Executive Director.

Category B Offenses:

- Ø Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
- Ø Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
- Ø Assault upon any teacher, principal, administrator, school resource officer, school employee or any other student.
- Ø Continuous and/or severe Category C Offenses

Penalty for Category B Offenses:

- Ø Out of School Suspension or Expulsion
- Ø Any modification of this penalty can only be made by the Executive Director.

Category C Offenses

- Ø Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.
- Ø One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity
- Ø Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school
- Ø Stealing or misappropriation of school or personal property (regardless of intent to return)
- Ø Immoral or disreputable conduct
- Ø Continuous and/or severe Category D Offenses

Penalty for Category C Offenses:

- Ø In-School and Out of School Suspension (depending of the severity of offense)

Category D Offenses

- Ø Open or continued defiant attitude or willful disobedience toward a member of school staff
- Ø Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student
- Ø Physical or verbal intimidation or threats to other students, including hazing
- Ø Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
- Ø Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another
- Ø Possession of mace or disabling sprays
- Ø Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s, electronic music or entertainment device, and cameras and camera phones
- Ø Sexual, racial, ethnic, or religious harassment/discrimination
- Ø Bullying, intimidation, and harassment
- Ø Inciting, advising or counseling of others to engage in any acts in Categories A, B or C.
- Ø Continuous and/or severe Category E Offenses

Penalty for Category D Offenses (depending of the severity of offense):

- Ø Parent-Principal Conference
- Ø In-School Suspension
- Ø Out-of-School Suspension

Definitions of Consequences for a Referral

In-School Suspension (ISS): A discipline action whereas a student is removed from a class for a block of time, not allowed to attend regular classes, and will report to a separate location in the building for an entire school day (8-3:30). Students will complete assignments from classroom teachers along with behavior modification assignments given by ISS teacher or administrator.

Long Term Suspension/Expulsion: A form of suspension that may be a minimum of 11 days to a maximum of 365 days. This will be assigned after a due process hearing.

Out of School Suspension (OSS): A discipline action whereas a student is not allowed on school grounds for a period of time.

Parent/Guardian Contact or Conference: A parent/guardian contact, either by telephone or mail/e-mail informing them of any disciplinary action. A conference is a person-to-person meeting with the parents and the administration. This meeting may include the student.

The philosophy of Luckiamute Valley Charter Schools is directed toward a preventive approach to irresponsible behavior. Teachers may use our school resources to assist students in learning and exhibiting conduct that does not hinder the learning of the student and others. Listed below are issues/concerns that may be referred to Student Intervention Team (SIT Team).

SIT TEAM:

Academic/Behavior Concerns

Anger management

Bullying to include Cyber Bullying

Depression/Eating disorders

Drugs and alcohol

Home concerns (divorce, death, births, etc.)

Home intervention (also refer to Social Worker)

Interpersonal relationships (student/student; student/teacher)

Notes/drawings (questionable)

Scheduling issues

Self-esteem

Self-inflicted pain/punishment

Social and health concerns

Suicidal tendencies

Suspected abuse/neglect (physical, sexual, verbal)

Suspected gang affiliation

Tardies/Attendance Issues

Threat assessments (referred to Resource Officer)

Luckiamute Valley Charter Schools Dress Code

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately, he/she will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and be subject to discipline as outlined. The following types of clothing and accessories are forbidden at school or at school sponsored activities.

- Clothing, hats, or backpack that advertises or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang monikers, or clothing likely to cause a disruption within the school environment
- Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin
- Sagging pants worn low on the hip so as to reveal underclothing or skin
- Long belts, wallet chains, spiked accessories, sunglasses, stocking caps or bandanas
- Tube tops, mesh tops, sheer tops, halter tops, spaghetti straps, or any top that exposes any portion of the midriff, revealing neckline or bra. Straps must be at least 2 finger widths and fits appropriately.
- Skirts or shorts that are shorter than mid-thigh
- Hoods are not to be worn in the school buildings
- Hats are not to be worn in the school buildings
- Clothing must cover undergarments at all times.

Luckiamute Valley Charter Schools Attendance

In accordance with Dallas School District's Policies, the following policy will be implemented at Luckiamute Valley Charter Schools:

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled and remedial programs that are offered at no cost to parents provided that prior to requiring the student to attend the program a commitment of transportation is provided to those students who qualify for transportation to and from school. The principals, in coordination with any teachers who provide instruction to a student and any other appropriate school faculty, shall make the decision to require the student's attendance at such remedial instruction occurring outside of the regular school day, including but not limited to programs conducted during the summer and after the conclusion of the regular school day pursuant to state law (ORS 393.020).

Unexcused Absences

- Ø First Two (1st and 2nd) Unexcused Absences-Documented phone calls to parents/guardians on the first day and second day of the first two days of unexcused absence.
- Ø Third (3rd) Unexcused Absence-Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance and requesting a parent/teacher conference.

- Ø After the student's fifth (5th) unexcused absence, the first official attendance letter will be automatically generated by LVCS and sent to the parents/guardians informing them of their noncompliance with compulsory attendance laws, the consequences for failing to comply, and that their presence is requested at a meeting with administration.
- Ø After a student has accumulated ten (10) or more unexcused absences, the final letter and subsequent letters to the District Attorney's Office will be automatically generated by LVCS and sent to the parents/guardians requiring them bring their child to a mandatory meeting with administration and teachers.

Excused Absences

Oregon state law requires that all students between the ages of five (5) and seventeen (17) attend school. Regular and punctual attendance is necessary if students are to reach their academic goals and achieve at high levels. However, pupil absences may be excused for the following reasons only:

- Ø Personal illness
- Ø Death or serious injury
- Ø Validated court appearance by the student
- Ø Observance of a recognized religious holiday or social event
- Ø School-sponsored activities or any activity approved by the principal

Make Up Work

In the event of an excused absence, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence.

Tardies

After dismissal from the cafeteria at 7:55 am, students will report directly to their classroom by 8:00 am. Students will be marked tardy after 8:05 am. Continued tardiness may result in negative consequences described in the following Luckiamute Valley Charter Schools Tardiness Policy:

Tardies Consequences

- Ø 3 tardies = Phone Call to the Parent/Guardian
- Ø 5 tardies = Phone Call and Parent Conference
- Ø 10 tardies = Referral to Administrator and Attendance Letter sent home. Parent conference will be required to discuss ways to prevent further tardiness.

Note: Tardies are documented in eSchool, maintained for an entire grading period, and will be reflected on the nine weeks report card.

Glossary of Terms

Alternative Education -- An alternative education program and/or school for students who regularly exhibit behavior problems.

Assault —Any threat of verbal or physical attack.

Battery—Any physical contact which harms or hurts another person.

Cheating—The giving or receiving assistance (written, verbal, or otherwise) on tests, examination, final evaluations, or class assignments that are intended to be graded as the work of a single individual. It also includes the giving or receiving a computer file program, part of a program or other computer-based information without specific teacher direction or approval.

Community Service—A discipline action where students can help to improve the appearance or functioning of the school.

Defiance—Disregarding or ignoring a reasonable request. An example is walking away from a teacher/adult when a student is being spoken to.

Disruption—Any behavior or action, which interrupts/disturbs the orderly operation of all aspects of the school. Some examples are moving around the classroom without permission, running and/or yelling in school hallways which interrupt the flow of teaching in the classroom and the operation of school business in the office environment.

Disrespect—The lack of consideration/tolerance for someone's self, beliefs, possessions, privacy, space property and/or authority. This refers to anything a student does to disrupt the learning environment.

Expulsion—To be denied the right to attend LVCS due to Category A, B, and C offenses

Fighting—Any physical exchange between two or more parties.

Harassment—Words, gestures, symbols, looks, or physical contact which offends, intimidates, threatens, persecutes or makes another feel uncomfortable.

Horseplay —Unnecessary "playing" that risks the safety of others.

Inappropriate Behavior Those behaviors that are not considered acceptable by the faculty of Luckiamute Valley Charter Schools that interrupt the instructional flow.

Intervention—The action of a staff member, parents and students to assist in improving student behavior.

Plagiarism—Failure to give due recognition to a source or person from which materials is being quoted.

Profanity/Cursing —Use of vulgar or indecent language or gestures.

Public Display of Affection (PDA)—Inappropriate behavior including but not limited to, showing of affection by hugging, kissing, and fondling.

School Environment—The school environment includes the following: at school activities on property owned by the School Board; on school buses and at bus stops; in cases involving offsite, school sponsored activities such as field trips, sporting events, and club activities; in cases involving off-site problems which are connected in any way with school or have detrimental effect on the school program; and when going to and from school.

Skippping Class/School—Student is not present in class/school and does not have a valid excuse from a teacher, administrator, or parent.

Tardy -student is not in assigned seat/area at scheduled time.

Teacher-in-Charge A substitute teacher who serves as the teacher in the regular teacher's absence.

Theft/Stealing —Taking and/or attempting to take other's property without their knowledge

Vandalism —The malicious or willful damaging or destroying of school property or personal belongings of school employees and students.

Appendix B: Levels of Behavior

LEVEL ONE: Handled in the classroom/playground with the Teacher/Adult and Student

- **First time offenses**
- Off-task
- Out of seat
- Name calling/minor rude comments
- Interrupting teacher/peers
- Being disruptive
- Cutting in line
- Argument
- Student angry/upset
- Playground dispute

LEVEL TWO: Handled by Teacher and/or Principal outside of the classroom, Parent notified

- **Chronic behavior**
- Work not completed/turned in
- Disruptive and off-task
- Interfering with learning time
- Inappropriate jokes/threats
- Inappropriate use of property
- Minor physical altercation
- Name calling/inappropriate comments
- Disrespect/talking back to an adult
- Throwing or destruction of property/materials
- Running Away

LEVEL THREE: Handled by Director and/or Principal, Parent conference required

- **First time OR Repeated behaviors**
- Stealing
- Intentional threats of aggression or violence
- Physical aggression to harm another person(s)
- Fighting
- Bullying/Harassment
- Cursing/Vulgar Language, verbal or written
- Intentional destruction of property/materials
- Blatant disrespect for staff/students
- Continued outbursts of behavior/emotions
- Sexual contact or comments toward another person(s)
- Blatant disregard for school expectations/rules
- Weapons/Drugs/Illegal Substances at school