

December 20, 2007

Dear JM Parents:

Attached is the Discipline Policy for our school.

I want to thank you again for all of your input regarding discipline on campus. Your patience while the staff and I revisited some of the issues is also highly appreciated.

Whenever necessary, we will refine this document to ensure its usefulness.

Please join us in ensuring that our students are aware of appropriate conduct at school, and are acting accordingly.

This will be posted online as well, if you prefer the electronic version.

Thank you and HAPPY HOLIDAYS!!

Ifeoma Obodozie
Principal

Joaquin Miller School
DISCIPLINE POLICY 2007 - 2008

The goal of Joaquin Miller School's Discipline philosophy is to promote a safe school, a warm, friendly classroom environment, and to demonstrate that good discipline is a solid foundation on which to build an effective school. Our discipline program provides students with opportunities to learn self-discipline through a system of consistent rewards and consequences for their behavior.

Effective immediately, 'The Box' will no longer be used as a consequence for incomplete or missing Homework.

Instead, the following HOMEWORK POLICY will be in effect.

HOMEWORK POLICY

1. If a student brings an incomplete homework packet to school, they will sit on the bench at recess to work on it. If they simply failed to bring the homework to school, then they will just sit on the bench for reflection. An alternative assignment may be assigned, at the teacher's discretion.
2. When a student has a missing or incomplete homework three times in one trimester, this would be deemed a habitual problem. Subsequently, the teacher would take the following steps, sequentially:
 - a) Call parents to inform them of the concern.
 - b) Send a *NOTE OF CONCERN* home.
 - c) If student does not show improvement with homework after the *NOTE OF CONCERN*, the student and their parent(s) will be invited to a Parent-Student-Teacher conference for the purpose of establishing a plan of action to help the student succeed with homework.

NOTE: This will be reflected in the Homework section of the student's report card. Please help us avoid going through the above steps by checking to see that your student does not come to school with missing or incomplete homework.

EXPECTATIONS

A Joaquin Miller student:

1. Is not in the halls without a pass, before, during or after school, and does not run in the hallway.
2. Does not chew gum or eat candy during school hours or at recess. (Healthy snacks may be eaten during recess only, in designated areas.)
3. Shows respect for everyone at all times. (*No name calling, usage of foul or discriminatory language!*)
4. Plays only on their assigned yard and in supervised areas.
5. Uses Physical Education (P.E.) equipment properly at all times.
6. Does not play tag on the play structures or on school property.
7. Enters or exits the main building at doors closest to his/her classroom.
8. Freezes when the bell rings at the end of each recess and walks to class when dismissed by the yard teacher.
9. Does not bring toys, trading cards, any electronic gadget, e.g. iPods, or other MP3 players, walkmans, or radios to school. (Cell phones must be kept in a backpack and on 'silent' mode during school hours.)
10. Leaves bookbags only in assigned areas and not in front of doors, in hallways or in walkways.
11. Respects all school property and personal property of others, at all times.

INCENTIVES

(**PLEASE NOTE** that this is not an exhaustive list, but a sampling of the various incentives that teachers employ in their classrooms. For specific incentives for your student's class, please contact his/her teacher.)

- "Good Job" Stickers
 - Lunch with teacher
 - Marbles for class marble jar
 - Free Time Friday
 - Special classroom duties
 - Kindness Buttons
 - Commendation to the principal for recognition
 - Lucky Buck\$
 - Table Points
 - Happy Grams (good notes home)
 - "3 Cheers for Good Work"
- Etc, etc

CONSEQUENCES

(In the classroom) include:

- Verbal redirection by the teacher
- Change of card color (in classrooms that utilize the Self-management Chart).
- Call to parent(s)
- Notes home to parent(s)
- Timeout on 'The Box'
- Referral to the principal

(On the yard), consequences include:

- Verbal redirection
- Timeout on the bench
- Referral to homeroom teacher
- Referral to the principal

WHAT MERITS TIME ON 'THE BOX'

Student

- Causes, attempts or threatens physical injury to self or others.
- Disrupts the teaching and/or learning process.
- Uses foul language or discriminatory language
- Willfully defies the authority of a teacher, administrator or other school personnel.
- Causes or attempts to cause damage to school property.

NOTE:

Please note that the preceding five infractions are suspendable offenses, but we are using the box to avert suspensions. However, if a student commits any of the above three times, in one school year, they will be suspended from school.

All other serious misconduct at school, as specified in *EDUCATION CODE SECTION 48900* will lead to suspension or expulsion from school.