

Maria Montessori Academy

School-Wide Discipline Plan 2014-2015

Maria Montessori developed the concept of “normalization” to describe the process by which each child acquires certain personality characteristics that lead to success in the classroom and throughout life. A “normalized” child will love learning, be kind to others, develop concentration and good work habits, and become independent.

Our goal is to create and maintain an environment in which each child can successfully reach this level of normalization. Normalization of the classroom begins with the modeling of the appropriate behavior by the teacher combined with a high level of respect for each student. Many discipline problems can be avoided by the following strategies practiced in every MMA classroom.

- Provide a structured Montessori environment in which a child feels secure and comfortable in his/her work
- Monitor student work and behavior closely
- Engage and interest the student
- Involve and stimulate the student
- Plan classroom procedures and rules carefully and in detail with the participation of the students
- Systematically teach students procedures and expected behaviors
- Redirect a child and use conflict resolution techniques immediately, when necessary
- Organize instruction to maximize student task engagement and success.
- Work one-on-one with children who need additional guidance
- Communicate directions and expectations clearly.

The effective Montessori guide (teacher) emphasizes prevention rather than remediation in classroom management. The teacher systematically approaches teaching by planning and preparing well in advance; setting expectations and teaching the procedures, routines and standards of behavior at the start of school and reteaches as necessary; and maintains these through prompt and consistent reinforcement of appropriate behavior by providing appropriate, well-prepared lessons and activities that engage learners.

If a student has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, distraction, substitution and/or removal from the situation are typical approaches. Many instances resolve themselves as the student, within the bounds of safety and common sense, experiences the logical consequences of his actions (i.e. wiping up after throwing a paint can on the floor.)

If the student disregards the rules of the classroom community, the Teachers will seek the underlying causes in order to help the student understand the inappropriateness of his/her actions and to find a constructive alternative. If such behavior occurs repeatedly, the

Teacher my request the Director, Curriculum Specialist, and/or other classroom teachers to observe and offer consultation before the parents are contacted for their support and cooperation.

The following are some guidelines of Montessori discipline that parents should seek to apply at home as well as at the school:

- Hold the child to a standard; he will rise to expectations
- Behavior: think satisfaction and motivation vs. gratification and manipulation
- Make reward internal not external
- To maintain strong, effective discipline, seek consistency and clarity
- Catch children “doing something right”
- Engage and interest the child
- Involve and stimulate the child
- Redirect the child from destructive, negative behavior
- Be respectful. Maintain unconditional love. Love is not a “bargaining chip.”
- Use humor to defuse, not to deflate
- Let natural consequences flow from inappropriate behavior.

While individual classroom rules will vary based on the student’s yearly renditions, many rules are universal and long-term.

Montessori Standards of Behavior

AT ALL TIMES

- **Respect yourself, others and our environment**
- **Demonstrate responsibility, respect, and self-restraint.**
- **Keep the MMA environment clean and orderly**
- **Keep bathrooms neat and clean**
- **Keep hands to yourself**

HALLWAYS

- **Walk quietly in the hallways**
- **Walk in a single file line**
 - **Use the hallway like a road-travel on the right hand side only**
- **Keep hands to yourself**

LOCKERS

- **Open and close lockers quietly**
- **Students only have the privilege of using their own locker.**
- **“Right of way” is given to the bottom locker**

CLASSROOMS

- **Treat all classroom materials with great respect and care.**
- **Return all things to their proper place**

RECESS

- **Teachers on recess duty must be visible to children on the playground. They must position themselves around the playground and avoid standing in clusters.**
- **Follow the playground safety rules posted on the exit doors.**
- **Any activity that is deemed unsafe by an adult on duty should be addressed immediately; we have zero tolerance for any inappropriate physical contact. Adults have the final say with any and all issues that pertain to safety. Students who choose not to follow these rules are eligible to lose their recess privileges; adults should report unsafe or inappropriate activity on a discipline report form. Adults on duty have the responsibility to give a child consequences for unsafe or inappropriate activity at recess. Our goal is to develop appropriate social behaviors in all of our students.**

GENERAL RESPECT TOWARDS ALL STAFF, STUDENTS AND PARENTS IN THE SCHOOL

- **Students will immediately follow the directions of any MMA staff member. If there are disagreements about how a staff member handled a situation the student and/or parent has a right to seek the support of the administration.**

PARENT EDUCATION

- **Acquiring the knowledge, skills, and patience to raise healthy happy and well-adjusted children is an on-going process that requires a tremendous amount of effort, time and diligence. Several resources are available and parents are expected to take proactive responsibility in this area.**
- **The school has a small library of helpful books that can be checked out by the parents. MMA can provide a recommended resource list that covers Montessori and other topics of education.**
- **Parent/Teacher discussions may be scheduled at any time with your child's teacher to exchange ideas and strategies for specific behavioral issues that may be impacting the student or family. The Director and Curriculum Specialist are also available to discuss educational and behavior issues.**
- **Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.**

MMA is a SCHOOL OF CHOICE. Students who are unable to progress or become responsible, independent, and productive members of the Montessori Community have the option to return to the school offered by their local public school district. Traditionally, public schools offer a more structured group approach to instruction and classroom set-up and this approach may be more suitable for some families

OFFENSES AND DISCIPLINARY ACTION

MMA has adopted three levels of infractions and the levels are determined by the seriousness of the act.

LEVELS OF DISCIPLINARY ACTION

Level I - Infractions are the least serious and will be dealt with by imposing less severe consequences than Level II and III.

Level II- Infractions are more serious than level I and require more formal disciplinary actions.

Level III- Infractions are the most severe and are grounds for a mandatory 10-day suspension and consideration for expulsion.

NOTE: Any other serious misconduct is punishable at the discretion of the administration.

NOTE: During the time of an In OR Out of School Suspension, students are not allowed to attend any extra-curricular activity.

NOTE: Administrative Review can be used when a Level III offense has occurred. A tribunal hearing may be held and the Director, other appropriate school personal, the student, and the parent/guardian will conduct a total review of the students' record. The consequences for the infraction will be determined at the hearing and can range from suspension to expulsion.

The following table lists possible consequences for each level of disciplinary action. This is intended to be used as a guide for administrators and staff. Consequences may be more or less severe at the discretion of the Director.

Level I	Level II	Level III
<ul style="list-style-type: none"> ● Conference with teacher ● Incident/Behavior Report ● Loss of privileges ● Conference with parent ● Behavioral Contract ● Recess or other activity restriction ● Silent Lunch 	<ul style="list-style-type: none"> ● Conference with School Administrator ● Sent home ● In School Suspension (ISS) ● Special assignment (ex: cleaning hallways) ● Out of School Suspension (OSS) 	<ul style="list-style-type: none"> ● School Suspension (OSS) ● Expulsion from school ● Administrative review and reassignment ● Referral to Law Enforcement or Juvenile Court Officials.

School Discipline Matrix

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of consequences, which may be imposed for each infraction. When assigning consequences for misconduct, consideration will be given to factors such as, but not limited to: the nature of the infraction, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it pertains to the specific situation.

Elementary Discipline Matrix

1. **Bullying/Harassment (to include sexual harassment):** Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing behavior which can cause discomfort or humiliation and/or interferes with the individual's school performance or participation:
 - 1st offense (minor)- Level I
 - 1st offense (major)- Level II
 - Repeated offense- Level II or III
2. **Computer misuse or abuse:** Manipulating computer hardware, software, or data, to include the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, on school owned equipment that may interfere with the educational process:
 - 1st offense-Level II
 - Repeated offenses- Level II or III
3. **Disruption of the school:** To include, but not limited to bomb threats, arson, false fire alarms, etc.
 - 1st offense- Level III and reported to local law enforcement (OSS)
 - 2nd offense- Level II (3 days OSS)
 - 3rd offense- Level III (Admin Review)
4. **Dress Code Violations:** If a student is out of uniform, they will be given notice and parents will be called and required to bring the correct uniform to school before the child can return to class.
 - 1st offense- Level I (Warning)
 - 2nd offense- Level I (Parent contact)
 - 3rd offense- Level II (Sent home)
 - 4th offense- Level II (1 day of OSS)
5. **Electronic Devices:** Includes, but not limited to, cellular phones, text messaging devices, digital cameras, must be turned off and cannot be used during regular school hours:
 - 1st offense- Level I
 - Repeated offense- Level II and Level III
6. **Hazing:** Any form involving other students, even ones who willingly participate:
 - 1st offense (minor)- Level I
 - 1st offense (major)- Level III

- Repeated offense- Level II or II
7. **Insubordination, disrespect or open defiance to a staff member:** Refusal/failure to follow a direction or order from any school staff member; and/or the use of words or acts that demean, degrade, antagonize or humiliate any school staff member:
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II or III
 - 3rd Repeated offense- Level II or III
 8. **Physical contact with another person:** Aggressive *physical* contact toward another person to include, but not limited to: biting, kicking, pushing, pulling, shoving and punching with or without an object:
 - 1st offense- Level I or II
 - Repeated offenses- Level II or III
 9. **Physical violence (fighting):** Any student mutually participating in use of force or physical violence:
 - 1st offense - Level II
 - Repeated offenses- Level II or III
 10. **Profanity, vulgar or abusive language, gestures or drawings:**
 - 1st offense (minor)- Level I
 - 1st offense (major)- Level II or III
 - Repeated offenses- Level II or III
 11. **Sexual offenses:** To include, but not limited to; inappropriate or obscene act, indecent exposure, and sexual misconduct:
 - 1st offense- Level II or III
 - Repeated offenses- Level III
 12. **Skipping class:** Not reporting to and/or leaving the assigned class, activity or area without obtaining permission, and/or being at least 10 minutes late to class without proper documentation:
 - 1st offense- Level I
 - Repeated offenses- Level II or III
 13. **Stealing:** Unauthorized taking or concealing of the school or others property:
 - 1st offense (minor)- Level I (under \$100) & Restitution
 - 1st offense (major)- Level II (over \$100) or Level III (over \$250) & Restitution
 - Repeated offenses- Level II or III & Restitution
 14. **Tardies (Unexcused):** Arriving late either to class or to school (Starts over each quarter):
 - 1st offense- Level I
 - 2nd offense- Level II
 - 3rd offense- Level II and Parent Conference
 15. **Threat/Intimidation:** The threat to cause physical harm to another person with or without the use of a weapon which would include; the offender's intent, fear of the person who is being threatened, and the capability of the offender to carry out the threat:

- 1st offense (minor)- Level II
- 1st offense (major)- Level III and reported to law enforcement

16. **Unauthorized area:** Being in an area within the school or school grounds that is restricted to student access:

- 1st offense- level II
- Repeated offenses- Level II or III

17. **Vandalism:** Damaging/destroying school property or property of others, **resulting** in damages of various monetary values:

- 1st offense (minor)- Level I (under \$100)
- 1st offense (major)- Level II (over \$100) or Level III (over \$250) & Restitution
- Repeated offenses- Level II or III and Restitution

18. **Weapons:** Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm including but not limited to: firearms, handguns, rifles, flare guns, brass knuckles, razor blades, pocket knives, Chinese starts, chains, mace, sharp objects, bullets/ammunition, etc.:

- 1st offense- Level III and reported to law enforcement.

Junior High School Discipline Matrix

1. Bullying/Harassment (to include sexual harassment): Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing. Behavior which can cause discomfort or humiliation and/or interferes with the individual's school performance or participation:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level III

2. Controlled Substances: Possession, use, sale, distribution, or under the influence of alcohol, drugs, or other substances, to include prescription medication:

<u>Offense</u>	<u>Consequence</u>
1 st	Level III (Up to 10 days OSS, Admin Review & Report to Law Enforcement)

3. Discrimination: On the basis of race, creed, color, gender, national origin, or disability:

Minor

<u>Offense</u>	<u>Consequence</u>
1 st	Level II

Major

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level III (Up to 10 days OSS & Admin Review)

4. Disruption of the school: To include, but not limited to bomb threats, arson, false fire alarms, etc:

<u>Offense</u>	<u>Consequence</u>
1 st	Level III (Up to 10 days OSS, Admin Review, & Report to Local Law Enforcement)

5. Disruptive behavior: Participates in or encourages any activity that substantially causes a disruption:

<u>Offense</u>	<u>Consequence</u>
1 st	Level I
2 nd	Level II
3 rd	Level II

6. Dress Code Violations (All Students): If a student is out of uniform, they will be given notice and parents will be called and required to bring the correct uniform to school before the child can return to class.

<u>Offense</u>	<u>Consequence</u>
1 st	Level I (Warning)
2 nd	Level I (Parent contact)
3 rd	Level II (OSS)

7. Electronic Devices: Includes, but not limited to, cellular phones, text messaging devices, digital cameras, e-readers must be turned off and can not be used during regular school hours:

<u>Offense</u>	<u>Consequence</u>
1 st	Level I (Warning & Parent Picks up Device)
2 nd	Level II

8. False accusations/statements: Making false statement or giving misleading communication to a school staff member with the intent to deceive the staff:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level II

9. Insubordination, disrespect or open defiance to a staff member:

Refusal/failure to follow a direction or order from any school staff member; and/or the use of inappropriate words or acts that demean, degrade, antagonize or humiliate any school staff member; including the use of profanity, gestures or drawings:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level III

10. Over the counter medications: Possession, use, sale or distribution:

<u>Offense</u>	<u>Consequence</u>
1 st	Level III (Up to 10 days OSS & Admin Review)

11. Physical contact with another person: Aggressive *physical* contact toward another person to include, but not limited to: biting, kicking, pushing, pulling, shoving and punching with or without an object:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level III

12. Physical violence (fighting): Any student mutually participating in use of force or physical violence:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level III (Up to 10 days OSS & Admin Review)

13. Profanity, vulgar or abusive or inappropriate language, gestures or drawings:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level III

14. Skipping class: Not reporting to and/or leaving the assigned class, activity or area without obtaining permission, and/or being at least 10 minutes late to class without proper documentation:

<u>Offense</u>	<u>Consequence</u>
1 st	Level II
2 nd	Level II
3 rd	Level II

15. Tardies (unexcused): Arriving late to class.

<u>Offense</u>	<u>Consequence</u>
1 st	Level I (Silent Lunch)
2 nd	Level II
3 rd	Level II (parent conference)

16. Vandalism: Damaging/destroying school property or property of others, resulting in damages of various monetary values:

Minor (Under \$100)

<u>Offense</u>	<u>Consequence</u>
1 st	Level I
2 nd	Level II
3 rd	Level II

Major (Over \$100)

1 st	Level II
2 nd	Level II
3 rd	Level III

Major (Over \$250)

1 st	Level II
2 nd	Level II
3 rd	Level III

17. Weapons: Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm including but not limited to: firearms, handguns, rifles, flare guns, brass knuckles, razor blades, pocket knives, Chinese stars, chains, mace, sharp objects, ammunition etc:

Offense

1st

Consequence

Level III (Up to 10 days OSS, Admin Review & Report to Law Enforcement