



# Schoolwide Student Code of Conduct and Discipline Plan

5781-82/ 2021-22

## Table of Contents:

Our Commitment	3
Student Behavioral Expectations	4
School-wide Discipline Plan and Flowchart	8
Anti-Bullying Policy	9
Middle School Honesty Policy	9
Cell Phone and Technology Policy	9
School Uniform Policy	10
School Buses	10
Parent-School Partnership <i>Signature required</i>	11

## Our Commitment

ASHAR's school community is committed to facilitating and maintaining a Yeshiva environment that is safe, wholesome and conducive to the developmentally-appropriate social-emotional, academic and religious growth of each of our students. Administrators, teachers, parents and students all play a pivotal role in ensuring that this is indeed the case.

The discipline plan that follows is based on the following core principles:

1. Each ASHAR student is entitled and expected to be educated, in accordance with his or her unique abilities and the Yeshiva's resources.
2. The misbehavior of one student shall not interfere with another student's learning and overall school experience.
3. Proper responses to misbehavior can become wonderful *chinuch* opportunities and jump-start personal growth. Our Yeshiva's unwavering commitment to positive reinforcement and differentiation, however, must be balanced with an immediate goal of stopping specific behaviors that negatively impact the class or school environment.
4. One size does not fit all: While the above principles apply to all grade levels, specific behavioral expectations must be grade-appropriate and consistent with individual classroom environments.
5. Expectations and potential outcomes of non-compliance are to be clearly and consistently communicated in an age-appropriate fashion to students.
6. Students are expected to comply with these expectations.
7. Teachers and administrators are expected to communicate with parents in a timely and respectful fashion, and parents are expected to be cooperative partners with ASHAR's professional team when addressing student behavioral issues.

## Student Code of Conduct

The following chart explains ASHAR’s Student Code of Conduct, detailing behavioral expectations. Students will be taught these expectations at the beginning of the school year, and expectations will be reinforced throughout the year.

Arrival/Dismissal	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Stop and listen when an adult speaks to you</li> <li>✓ Be aware of your surroundings</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Enter and exit quietly: use indoor voices</li> <li>✓ Walk when you enter and exit the building.</li> <li>✓ Proceed to your destination</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Be in the right place and on the right bus line</li> <li>✓ Follow directions</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself at all times</li> <li>✓ No screaming</li> <li>✓ Walk appropriately to and from cars/buses</li> </ul>

Hallways	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Stop, listen and follow directions when an adult speaks to you</li> <li>✓ Be aware of your surroundings</li> <li>✓ Stay in line (ECP &amp; Elementary Grades)</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Hands by your side</li> <li>✓ If it is necessary to speak, use your indoor voice.</li> <li>✓ Pay attention and keep moving</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Proceed directly to your destination</li> <li>✓ Remain with your teacher at all times (Elementary Grades)</li> <li>✓ Report any problems or inappropriate behavior to an adult</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself at all times</li> <li>✓ Respect other students’ space</li> </ul>

<h2>Classroom</h2>	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Stop, listen and follow directions when an adult speaks to you</li> <li>✓ Follow classroom procedures</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Raise hand and wait to be acknowledged before speaking</li> <li>✓ Exhibit effort</li> <li>✓ Treat others the way you want to be treated</li> <li>✓ Participate in class</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Be prepared</li> <li>✓ Complete assignments in school and at home</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Respond kindly and appropriately with peers</li> <li>✓ Respect your teachers</li> <li>✓ Follow school and classroom rules</li> <li>✓ Keep hands and feet to self</li> <li>✓ Be patient and wait your turn</li> <li>✓ Clean up after yourself</li> </ul>

<h2>Bathroom</h2>	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Stop, listen and follow directions when an adult speaks to you</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Report any inappropriate behavior or unsanitary conditions</li> <li>✓ Do not talk in the restrooms</li> <li>✓ Enter and exit restroom quietly</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Clean up after yourself</li> <li>✓ Flush toilet</li> <li>✓ Wash your hands with soap and water</li> <li>✓ Place paper in trash</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Give others privacy</li> <li>✓ Keep your hands and feet to yourself at all times</li> <li>✓ Be considerate of others in the restroom</li> </ul>

Yard/Playground	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Stop, listen and follow directions when an adult speaks to you</li> <li>✓ Come inside when signaled</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Play only in designated areas</li> <li>✓ Be polite at all times</li> <li>✓ Be honest</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Use appropriate language</li> <li>✓ Report any bullying or inappropriate behavior to an adult</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself at all times</li> <li>✓ Play kindly and appropriately with others</li> <li>✓ Include all students and avoid behavior that could be viewed as bullying</li> </ul>

Lunchroom	
STOP and LISTEN	<ul style="list-style-type: none"> <li>✓ Enter the lunchroom quietly</li> <li>✓ Stop, listen and follow directions when an adult speaks to you</li> </ul>
GOOD CHOICES	<ul style="list-style-type: none"> <li>✓ Wait patiently on line for your meal</li> <li>✓ Remain at your assigned table</li> <li>✓ Refrain from playing with food and other items</li> </ul>
ACT RESPONSIBLY	<ul style="list-style-type: none"> <li>✓ Use indoor voices; no screaming</li> <li>✓ Remain seated until you are dismissed</li> <li>✓ Clean up around you</li> </ul>
RESPECT YOURSELF AND OTHERS	<ul style="list-style-type: none"> <li>✓ Use good manners while eating</li> <li>✓ Eat only your food; do not share your food</li> <li>✓ Respect others and their space at the table</li> </ul>

## Shul/Programs/Assemblies/Trips

STOP and LISTEN	✓ Stop, listen and follow directions when an adult speaks to you
GOOD CHOICES	✓ Enter and exit respectfully ✓ Remain with your teacher and class/group ✓ Do your best no matter what
ACT RESPONSIBLY	✓ Follow school rules ✓ Obey staff members on the bus and at destination ✓ Represent your school and community in a positive manner: Kiddush Hashem ✓ Ask appropriate questions
RESPECT YOURSELF AND OTHERS	✓ Respect all adults ✓ Be patient and wait your turn ✓ Respect materials and property

# Schoolwide Discipline Plan and Flowchart:

All classroom teachers implement a classroom discipline plan.  
Classroom procedures and routines are consistently modeled and practiced.

## Level 1 Infractions:

- Inappropriate language
- Excessive physical contact (pushing, horseplay)
- Non-compliance with teacher directives
- Minor class interruptions
- Lying/ Cheating (Elementary Grades)
- Inappropriate use of school property or materials

### Teacher handles behavior infraction:

- Student conference
- May contact parent
- Possible implementation of a student behavior plan

### If student accumulates three Level 1 infractions within one week:

- Behavior is recorded in ParentLocker Discipline Log

Referral to an administrator at teacher's discretion

## Level 2 Infractions:

- Abusive or inappropriate language toward a staff member
- Physical fighting
- Major disrespect or insubordination
- Major classroom disruption/ Tantrum
- Major verbal altercation
- Minor vandalism or theft
- Cutting class
- Non-dangerous abuse of school technology

### Behavior is recorded in ParentLocker Discipline Log

Mandatory referral by teacher to an administrator

### Mandatory parent communication

- Consequences will include loss of privileges, detention or suspension

If student accumulates three Level 2 Infractions within one month:

## Level 3 Infractions:

- Ongoing bullying\*
- Dishonesty and cheating (Middle School)\*
- Inappropriate physical contact
- Significant vandalism
- Major technology violation

\*See page 9 of this document for further details

### Behavior is recorded in ParentLocker Discipline Log

Immediate referral by teacher to an administrator

### Mandatory parent conference

- Consequences will include suspension, probation or expulsion

## Level 4 Infractions:

- Dangerous violence
- Possession of a weapon or controlled substance on school premises

Immediate referral by teacher to an administrator and removal of student from school premises



## Anti-Bullying Policy

Bullying is when someone repeatedly and intentionally says or does mean or hurtful things to another person who has a hard time defending himself or herself.

- First, it is aggressive behavior that involves unwanted, negative actions.
- Second, it involves a pattern of behavior repeated over time.
- Finally, it involves an imbalance of power or strength.

Each case of reported bullying will be evaluated and discussed to teach student(s) about the severity of bullying and deter any false claims. The administration takes these actions seriously.

- A **first** offense of bullying by a student(s) is cause for a meeting between an administrator and student(s), with recess detention and/or loss of breaks throughout the day.
- A **second** offense is cause for a meeting with an administrator, parent(s), and student, followed by a week of recess detention or an in-school suspension.
- A **third** offense is cause for a meeting with an administrator, parent(s), and student, followed by extended in-school suspension or an out of school suspension.
- If the bullying persists, the school retains the right to expel the student.

## Middle School (Grades 5-8) Honesty Policy

All tests and homework assignments are to be completed individually, unless the students are given specific instructions by the teacher that they may work together.

If a student is unsure as to whether an assignment can be completed cooperatively, ask!

**Cheating in our school results in serious consequences:**

- Automatic 1-day suspension
- The work on which a student cheated will receive no credit (0); this grade will be averaged into class grades for the marking term; and the zero will not be dropped.
- A memorandum of the offense will be attached to school records.
- Subsequent offenses will result in further penalties.

## Cell Phones and Other Devices

- ASHAR strives to provide a school environment conducive to academic and social growth. Cell phones, Apple watches, iPods, MP3s or any other electronic devices are not allowed to be present in school. None of the aforementioned items may be brought in book bags, clothing or stored in lockers.

- If there is an exceptional situation in which a cell phone is required for safety reasons, kindly contact the front office, whereupon provisions will be made to deposit cell phones in the office at the beginning of the day for return at dismissal.
- Cell phones and other devices used on premises will be confiscated and returned to the student's parents two weeks later. A second violation will result in forfeiture of the device for the duration of the school year.

## School Uniform Policy

Students in grades 1-8 are required to wear the school uniform when in school, as per page 11 of the Parent Handbook. Those not dressed in appropriate uniform attire will not be admitted to class.

Should a student arrive at school in non-compliant attire, the student(s) will be instructed to wait at the front office while we attempt to contact his or her parents.

- Parents will have one hour to bring the child a change of clothing. The child will not be allowed to return to class until the parent arrives with the necessary uniform component(s).
- ASHAR may provide a child with appropriate clothing at full retail-price, when available. The Business Office will charge your FACTS account for the purchase. This option will automatically be implemented if the parent is unreachable or does not arrive at school with proper clothing within one hour.

Multiple violations of the uniform policy that indicate a pattern of intentional non-compliance will be treated as a serious problem and may affect the student's grades and will also be noted in the student's permanent record. The ASHAR administration maintains the right to decide if a student's dress is in accordance with the school dress code. Inappropriate alterations to the school uniform are not acceptable.

***Tzitzis:*** In the event that your son comes to school without *tzitzis*, the school may provide him with a pair, and your FACTS account will be charged.

## School Buses

Details regarding appropriate bus behavior and protocol are shared with students at the beginning of each year and reinforced through periodic district bus drills. Specific rules may be found on pages 3 and 4 of the Parent Handbook.

**RIDING THE SCHOOL BUS IS A PRIVILEGE.** Buses are operated by the local school districts, who are responsible for any necessary disciplinary action, including the right to revoke transportation privileges, until parents, the bus driver and administration can arrive at an understanding. The parent will be responsible for the transportation of any student who has lost school bus transportation privileges.