



**DR. ALBERT B. CONSENTINO SCHOOL  
SCHOOL CLIMATE POLICY & PROCEDURES  
SY 2018-2019**

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## **SECTION I. MISSION & PURPOSE**

In order to assist students in making positive choices and to create a positive climate for learning, Dr. A.B. Consentino School will use a merit and demerit system to address behavior starting in the 2018-2019 School Year.

The system below will provide rewards for positive behaviors and consequences for negative behaviors. This system is intended to assist students in making good choices thus producing well behaved students. Our ultimate goal is to develop students who are self- disciplined and good citizens. It should be our focus at all times as educators to catch students “being good”.

Teachers and administrators are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as the hallways, cafeteria and during assemblies. Demerits are the reminder for a misbehavior and should be delivered in a neutral tone (i.e. “Johnny, that’s a demerit for being unprepared”). The idea behind demerits is to remind students of expectations in order to prevent small obstacles from becoming larger escalated behaviors. Our goal as a school is that each teacher have an average 4:1 merit to demerit ratio. It is expected that all staff members assist in the implementation of this program.

Major infractions may result in disciplinary action that is not addressed through the use of demerits. The merit/demerit system is a school-wide discipline plan that should be focused on behavior and is not connected to academics. Any staff member can issue merits and demerits as well as Automatic Detentions (ADs). ADs will be issued for the reasons outlined in this policy and nothing further.

## **SECTION II. MERITS**

Students who demonstrate the following POSITIVE BEHAVIORS can earn MERITS:

1. Respectful
2. Responsible
3. Safe
4. Citizenship (to be given my administration only)

## **SECTION III. DEMERITS**

Students who demonstrate the following NEGATIVE BEHAVIORS will earn DEMERITS:

1. Disruptive
2. Tardy to class
3. Unprepared
4. Disregarding directions
5. Cell phone
6. Dress code (i.e. hat or hood: students refusing to correct their attire will be issued Accountability for the remainder of the school day)
7. No pass
8. Non-Directed Profanity

## **SECTION IV. AUTOMATIC DETENTION (AD)**

Additionally, students will earn AUTOMATIC DETENTIONS (ADs) for the following behaviors:

1. Truancy from class (including specials, lunches, and other school day events)
2. Refusal to comply with staff instructions (office referral if student does not comply after detention is issued).
3. Restricted area

AUTOMATIC DETENTIONS will be served on the next school day. A report will be generated each day, detailing the students who are scheduled to serve detention for that day. At the end of Period 7, those students will be escorted to a central Detention Room where they will remain for 30 minutes. Students in detention will reflect on their behavior, homework or other activity will not be allowed.

Students earning 5 or more DEMERITS in one class period will be referred to the office for further action. At no other time should a student be referred to the office unless displaying unsafe behavior. Any time a student is referred to the office, a referral must be entered into DeansList (triggers text message and email to admin. It is the staff member's responsibility to ensure consequences have been logged and the referral clearly explains the behaviors that occurred. If a student earns a SECOND REFERRAL, they will serve ACCOUNTABILITY for the remainder of the school day.

Students earning 10 or more DEMERITS in a school day will earn an AUTOMATIC DETENTION for the following school day.

Students will earn an AUTOMATIC DETENTION following 3 unexcused tardies to school. The AUTOMATIC DETENTION will be served the school day following the 3<sup>rd</sup> unexcused tardy.

**Teacher Detentions and Detentions during lunch are not authorized. All students will serve detentions in a central location.**

### **SECTION V. OFFICE REFERRALS**

OFFICE REFERRALS will be issued for two reasons: Unsafe Behavior or 5 DEMERITS in one class (double blocks count as one class). Unsafe behavior can be the following:

1. Threatening language/physical posture
2. Directed high-level profanity
3. Fighting
4. Throwing item(s) at another individual

**\*\*NOTE\*\*** This list is not all inclusive**\*\*NOTE\*\***

If a student earns 5 DEMERITS in one class they will be referred to the office in the same manner. Teachers must ensure that any DEMERITS and/or ADs are entered into DeansList along with a referral in DeansList. Referrals should be clear, concise, and accurate.

Anytime a referral is entered into DeansList all administrators receive both a text message and an email informing them of the child, location, and nature of offense. This added benefit will reduce referred students wandering the halls, provided referrals are entered in a timely manner.

### **SECTION VI. ACCOUNTABILITY**

ACCOUNTABILITY is intended to allow students to reflect on negative behaviors and create an action plan to move forward, instilling a growth mindset in each student. Students will earn ACCOUNTABILITY for the following:

1. 2 or more office referrals in the same day
2. Failure to serve assigned disciplinary action twice
  - a. Students skipping detention will be issued another (double). If a student skips their consequence for a second time they will earn Accountability for one school day.
3. Refusal to surrender cell phone/electronics

If a student is disruptive or defiant in the Accountability Room, he/she will receive a Strike Packet (1, 2, 3). If a student receives 3 strikes in the Accountability Room, he/she will be suspended out-of-school for one school day (or longer if offense noted below calls for such).

It is the goal of ACCOUNTABILITY to return the student to learning as quickly as possible following reflection on actions. Students being referred for 5 DEMERITS will fill out their Think Sheet, have their detention issued, and return to class. Students earning another 5 DEMERIT referral in the same school day will serve ACCOUNTABILITY as noted above.

## **SECTION VII. OUT-OF-SCHOOL SUSPENSION (OSS)**

OUT-OF-SCHOOL SUSPENSIONS will be determined by administrators ONLY after all other avenues have been exhausted. However, there are several offenses for which suspensions are warranted. They are as follows:

1. Harassment: 1 day\*
2. Directed profanity: 1 day
3. Theft: 3 days\*
4. Vandalism: 3 days\*
5. Weapon possession/use: 5-10 days\*
6. Fighting (Mutual): 2 days
7. Fighting (1 aggressor): 5 days\*
8. Possession/Use of Alcohol, Drugs, Tobacco (including Vapor): 5 days\*

\*Denoted possible involvement of School Resource Officer (SRO) and Haverhill Police Department (HPD)

## **SECTION VIII. USE OF POINTS (converted to Consentino Cash on monthly Charger Report)**

Citizenship Merits = +10 (given by administration only)

Merits = +2

Present & On Time to Class = +1

Demerits = -2

Automatic Detention = -5

Accountability = -10

OSS = -20 (each occurrence)

Tardy (unexcused) = -1

Absence (unexcused) = -2

Tardy to class = -1

## **SECTION IX. USE OF REWARDS**

Points earned or lost by positive/negative consequences will be converted to a monetary value of Charger Cash (e.g. 4 points = \$4). This number will be reflected on their Charger Report, issued to students monthly (last Thursday of each month starting in October). On a monthly basis (generally last Friday of the month), students will be allowed to “purchase” various items during lunches using their Charger Cash. The amount of Charger Cash spent will be deducted from their accrued balance.

Additionally, certain “earned unexpected rewards” may be given from time to time based on a “focus area” for a specific day or other time period. These will generally not be announced to students in advance, nor will the reward be deducted from their Charger Cash balance.

## **SECTION X. STUDENT HALLWAY CONDUCT, RESTROOM, WATER FOUNTAIN USE & LOCKER ACCESS**

Students should remain in single-file lines, escorted by a staff member when traveling to and from Specials classes, lunch/recess, and other school events. Teachers should position themselves and close proximity to students who may require additional support during transitions. Students should conduct themselves appropriately in hallways during transitions, moving quickly to their next class. Students who are disruptive or inappropriate during transitions will earn the consequences listed in Sections II-VII. Additionally, staff members will be vigilant in rewarding students who are complying with expectations through the use of merits.

Students using the restroom or water fountain during class must have a pass signed by a staff member. Students will not be allowed to utilize the facilities or water fountain during the first 10 minutes and or 10 minutes of each class.

Students will not be allowed to access their lockers during class periods for any reason. If a student is unprepared for class, s/he will earn a demerit for being unprepared.

Using students to run errands for teachers during class time is discouraged. However, should it become a necessity, the proper pass with time, date, destination, and staff signature is required.

## **SECTION XI. STUDENT INCIDENT REPORT**

Students needing to make a report of an incident will get a pass from their teacher and report to the Main Office during lunch or specials to fill out the report. Reports will be addressed by administration throughout the day. However, if it is an emergency that puts themselves or others at risk it should be reported to the teacher immediately, who will in turn inform administration.

## **SECTION XII. COMMUNICATION WITH FAMILIES**

It is expected that any detentions issued or repetitive classroom disruptions be addressed by the staff member to the parent. Staff members should log **all** communication into DeansList. This communication includes email and texting.

## **SECTION XIII. USE OF DEANSLIST**

It is the expectation of all staff members to record student behavior and family communication into DeansList. The streamlined system allows us as a school to track consistent data in order to action plan steps for improvement.

There are several ways a staff member could utilize DeansList during a class period. DeansList is available online at [consentino.deanslistsoftware.com](http://consentino.deanslistsoftware.com), your user information has already been sent to you. Additionally, there is a mobile device application available for free download. The application is user friendly and great for catching kids being good in the hallway, etc. The application also limits stationary time at a computer.

Some staff may wish to write down consequences and rewards given throughout the day and enter them intermittently into the system. This method is also completely acceptable. However, please ensure all data is entered by 3pm, otherwise detentions for the following day will not process in time for us to inform parents.

Training for DeansList will be provided on a volunteer basis over the summer and throughout the school year. Additionally, all staff training will be provided several times a year during professional development time, including but not limited to, the day before school begins for students.