



# WESTON PREPARATORY ACADEMY

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## STUDENT HANDBOOK 2018-2019

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DETROIT, MI. 48219

313-387-6038

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**BUILDING FAMILIES AND  
COMMUNITIES THROUGH  
EDUCATION**

# **DISCIPLINARY ACTIONS AND DUE PROCESS**

There are two types of discipline possible at Weston: Informal and Formal.

## **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It may include:

- Mandatory Parent Conferences Grades K – 8
- Loss of Recess Privileges Grades K – 5
- Silent Lunch Grades K– 8 (with teacher)
- In School Suspension Grades K – 8
- Community Service Grades 3- 8

Our teachers have provided students with the established classroom rules which each student is required to follow. The students are always given ample opportunities to correct their misbehavior before additional consequences are imposed upon the student. When a teacher finds that the student continues his/her inappropriate behavior that student will be issued consequences based on the Student Code of Conduct.

## **IN SCHOOL SUSPENSION**

It is the intent of the academy to provide every possible opportunity to keep students in the learning environment. The academy has adopted the I.S.S. policy in order to adhere to that intent. I.S.S. is a consequence issued that allows the student to come to school and complete all assigned classwork in a “restricted” area. Students are expected to comply with the I.S.S. rules at all times. Disregard to the rules will result in an additional consequence.

## **COMMUNITY SERVICE**

A program designed to provide an alternative consequence for those students in grades 3-8. Students will be assigned basic “housekeeping” duties under the supervision of our maintenance staff or ISS monitor.

## **FORMAL DISCIPLINE**

Formal discipline takes place when the behavior of the student has gone beyond the point of being corrected by the informal discipline method and requires that the student be subjected to the consequences as stated in the Student Code of Conduct.

## **DUE PROCESS RIGHTS**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student’s due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

# **ELEMENTARY SCHOOL DISCIPLINARY VIOLATIONS KINDERGARTEN THRU THIRD GRADE**

## **LEVEL ONE VIOLATIONS**

### **Classroom Disruptions**

- Blurting out
- Disrupting Others from Learning
- Throwing a Tantrum
- Horse Playing
- Out of Seat w/o Permission
- Refusal to Complete Assignment
- Hitting, Pushing, ( w/o Violence)
- Throwing Paper
- Manipulative Behavior
- Insubordination
- Violation of Classroom Rules
- Minor K-3 Misbehavior Not Listed
- Using Personal Electronics during school hours

### **Dishonesty**

- Blaming Others
- Cheating
- Lying

### **Health/Welfare**

- Eating, Drinking in Class w/o Permission
- Chewing Gum
- Unexcused Absences
  - Skipping Class

## **LEVEL TWO VIOLATIONS**

### **Disrespectful Conduct**

- Toward Peers
- Toward Visitors
- Insubordination

### **Dishonesty**

- Possession of Stolen Property
- Stealing

### **Disrespectful/ Impolite Behavior**

- Inappropriate Touching
- Verbal Aggression/ Teasing
- Arguing
- Harassment of Others
- Profanity

### **Disorderly Conduct**

- Behavior Dangerous to Oneself/Others
- Throwing Objects
- Throwing Foods or Liquids
- Refusing to Participate in Learning
- Refusing to Accept Discipline
- Spitting

### **Vandalism**

- Graffiti
- Malicious Destruction of Property
- Defacing the Restroom
- Stopping up Sinks/Toilets

# ELEMENTARY SCHOOL DISCIPLINARY VIOLATIONS KINDERGARTEN THRU THIRD GRADE

## **LEVEL THREE VIOLATIONS**

### **Aggression**

- Fighting
- Inciting a Fight
- Physical Aggression (Biting, Bumping etc.)

### **Bullying**

- Cyber Bullying (Electronic Media)
- Emotional Bullying (Defaming, Humiliating)
- Physical Bullying (Hitting, Kicking)
- Relational Bullying (Rumors, Excluding)
- Verbal Bullying (Offensive Remarks, Teasing)
- Hazing

### **Dishonesty**

- Theft of School/Staff/Peer Property

### **Inappropriate Displays**

- Sexual Behavior
- Inappropriate Affection

### **Threats to Staff**

- An expression of intention to inflict evil, injury or damage.

### **Other General Misconduct**

- Any violation of a school rule not listed above that disrupts or the educational process.

### **Leaving Campus Without Permission**

- Students are prohibited from leaving the campus without permission.

## **LEVEL FOUR VIOLATIONS**

### **Arson**

- Attempting to set a fire to the school
- Intentionally setting a fire to the school
- Setting a false fire alarm

### **Bomb Threats/Threats of Violence**

- Being in Possession of any bombs or explosives.
- Use any media/social media outlets to make bomb threats/threats of violence.

### **Physical Assault- School Employee**

- A student who physically assaults a school employee substitute or vendor will be arrested and prosecuted to the fullest extent of the law

### **Drugs/Alcohol**

- Any student having in one's possession, under the influence, attempting to distribute or represent to a person could be arrested.

### **Possession of a Weapon**

- A student having possession or storing in a space assigned or not assigned to which one has access to an item used or designed to inflict serious bodily injury or harm could be arrested.

### **Severe or Explicit Harassment**

- Unwelcomed sexual advances or inappropriate touching, request for sexual favors or other verbal or physical conduct.

# **ELEMENTARY SCHOOL CONSEQUENCES KINDERGARTEN THRU THIRD GRADE**

## **LEVEL ONE CONSEQUENCES**

### **1<sup>st</sup> offense**

Verbal Warning: Teacher conference with student includes review of school policy and disciplinary procedures. Parent/guardian will be notified **via phone or email with supporting documentation** of the student's infraction.

### **2<sup>nd</sup>/3<sup>rd</sup> Offense**

Parent/guardian will be notified **via phone or email with supporting documentation** of the ongoing behavior. Parent/guardian and teacher will work collectively to determine the best intervention to prevent the behavior(s).

### **4th Offense**

Written referral sent to administration along with supporting documentation and interventions used. Administration will observe student in the classroom.

Student will be assigned "Silent Lunch" with his/her teacher.

### **5th/6th Offense**

Mandatory parent conference is held with the administrator, teacher, parent/guardian and student to discuss behaviors, interventions used and future behavioral management plan and implementation to support the teacher/student in the classroom.

### **7<sup>th</sup> Offense**

1 day In School Suspension (I.S.S.).

### **8<sup>th</sup> Offense**

2 day In School Suspension (I.S.S.)

### **9<sup>th</sup> Offense**

Principal approved consequence

## **LEVEL TWO CONSEQUENCES**

### **1<sup>st</sup> offense**

Administrative conference held with the student to review school policy and disciplinary procedures. Parent/guardian will be notified **via phone or email with supporting documentation** of the student's infraction.

### **2<sup>nd</sup> Offense**

"Silent Lunch"

### **3<sup>rd</sup> Offense**

1 day "In School Suspension" (I.S.S.)

### **4<sup>th</sup> Offense**

2 days "In School Suspension" (I.S.S.)

### **5<sup>th</sup> Offense**

1 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance

### **6<sup>th</sup> Offense**

2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

### **7<sup>th</sup> Offense**

Principal approved consequence

# **ELEMENTARY SCHOOL CONSEQUENCES KINDERGARTEN THRU THIRD GRADE**

## **LEVEL THREE CONSEQUENCES**

### **1<sup>st</sup> Offense**

1 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

### **2<sup>nd</sup> Offense**

2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

### **3<sup>rd</sup> Offense**

3 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

### **4<sup>th</sup> Offense**

Principal approved consequence

## **LEVEL FOUR CONSEQUENCES**

### **1<sup>st</sup> offense**

Mandatory 10 day "Out of School Suspension" (O.S.S.) and/or procedures for a possible expulsion.

# ELEMENTARY SCHOOL DISCIPLINARY VIOLATIONS FOURTH THRU FIFTH GRADE

## LEVEL ONE VIOLATIONS

### **Classroom Disruptions**

- Blurting Out
- Disrupting Others from Learning
- Horse Playing
- Off Task Behavior
- Out of seat w/o Permission
- Refusal to Complete Assignment
- Hitting/Pushing (w/o Violence)
- Throwing Paper
- Laughing Inappropriately
- Manipulative Behavior
- Refusing to Follow Directions
- Violation of Classroom Rules
- Using Personal Electronics during school hours

### **Dishonesty**

- Blaming others
- Cheating
- Lying
- Plagiarism

### **Health/Welfare**

- Eating, Drinking in Class w/o Permission
- Chewing Gum
- Unexcused Absences
  - Skipping Class

## LEVEL TWO VIOLATIONS

### **Disrespectful Conduct**

- Toward Peers
- Toward Visitors
- Insubordination

### **Dishonesty**

- Possession of Stolen Property
- Stealing
- Distribution of Stolen Assignments/Tests

### **Improper use of Technology**

- Being on an Unapproved/Inappropriate website
- Signing on Using Another's Password
- Posting on Unapproved Web Sites

### **Disorderly Conduct**

- Behavior Dangerous to Oneself or Others
- Harassment of Others
- Throwing Food or Liquids
- Arguing
- Spitting
- Participant in Dangerous Behavior
- Verbal Aggression/Teasing
- Inappropriate touching

### **Vandalism**

- Graffiti
- Malicious Destruction of Property
- Defacing the Restroom
- Stopping up Sinks/Toilets

### **Uniform Violations**

- Uniform not approved under the Weston Academy guidelines

# **ELEMENTARY SCHOOL DISCIPLINARY VIOLATIONS FOURTH THRU FIFTH GRADE**

## **LEVEL THREE VIOLATIONS**

### **Aggression**

- Fighting
- Inciting a fight
- Physical Aggression (Biting etc.)

### **Bullying**

- Cyber Bullying ( Electronic Media)
- Emotional Bullying
- Physical Bullying ( Hitting, Kicking)
- Relational Bullying (Rumors, etc.)
- Verbal Bullying (Teasing)
- Hazing

### **Dishonesty**

- Extortion
- Forgery
- Theft of School/Staff/ Peer Property

### **Inappropriate Displays**

- Inappropriate Affection
- Sexual Behavior

### **Threats to Staff**

- An expression of intention to inflict evil, injury or damage.

### **Other General Misconduct**

- Any violation of a school rule not listed above that interferes w/ the educational process.

### **Leaving Campus w/o Permission**

- Students are prohibited from leaving the campus without permission.

## **LEVEL FOUR VIOLATIONS**

### **Arson**

- Attempting to set a fire to the school
- Intentionally setting a fire to the school
- Setting a false fire alarm

### **Bomb Threats/Threats of Violence**

- Being in Possession of any bombs or explosives.
- Use any media/social media outlets to make bomb threats/threats of violence.

### **Criminal Sexual Conduct**

- Includes rape, Non-Consensual Sexual Conduct, and certain forms of Consensual Sexual Conduct.

### **Physical Assault-School Employee**

- A student who physically assaults a school employee, substitute or vendor will be arrested and prosecuted to the fullest extent of the law.

### **Drugs/Alcohol**

- Any student having in one's possession, under the influence, attempting to distribute or represent to a person could be arrested.

### **Possession of a Weapon**

- A student having possession or storing in a space assigned or not assigned to which one has access to an item used or designed to inflict serious bodily injury or harm could be arrested.

### **Severe or Explicit Harassment**

- Unwelcomed sexual advances or inappropriate touching, request for sexual favors or other verbal or physical conduct.



# ELEMENTARY SCHOOL CONSEQUENCES

## FOURTH THRU FIFTH GRADE

### LEVEL ONE CONSEQUENCES

#### 1<sup>st</sup> offense

Verbal Warning: Teacher conference with student includes review of school policy and disciplinary procedures. Parent/guardian will be notified **via phone or email with supporting documentation** of the student's infraction.

#### 2<sup>nd</sup>/3<sup>rd</sup> Offense

Parent/guardian will be notified **via phone or email with supporting documentation** of the ongoing behavior. Parent/guardian and teacher will work collectively to determine the best intervention to prevent the behavior(s).

#### 4th Offense

Written referral sent to administration along with supporting documentation and interventions used. Administration will observe student in the classroom.

Student will be assigned "Silent Lunch" with his/her teacher.

#### 5th/6th Offense

Mandatory parent conference is held with the administrator, teacher, parent/guardian and student to discuss behaviors, interventions used and future behavioral management plan and implementation to support the teacher/student in the classroom.

#### 7<sup>th</sup> Offense

1 day In School Suspension (I.S.S.).

#### 8<sup>th</sup> Offense

2 day In School Suspension (I.S.S.)

#### 9<sup>th</sup> Offense

Principal approved consequence

### LEVEL TWO CONSEQUENCES

#### 1<sup>st</sup> offense

Administrative conference held with the student to review school policy and disciplinary procedures. Parent/guardian will be notified **via phone or email with supporting documentation** of the student's infraction.

#### 2<sup>nd</sup> Offense

"Silent Lunch"

#### 3<sup>rd</sup> Offense

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#### 4<sup>th</sup> Offense

2 days "In School Suspension" (I.S.S.)

#### 5<sup>th</sup> Offense

1 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance

#### 6<sup>th</sup> Offense

2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 7<sup>th</sup> Offense

Principal approved consequence

# ELEMENTARY SCHOOL CONSEQUENCES

## FOURTH THRU FIFTH GRADE

### LEVEL THREE CONSEQUENCES

#### 1<sup>st</sup> Offense

1 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 2<sup>nd</sup> Offense

2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 3<sup>rd</sup> Offense

3 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 4<sup>th</sup> Offense

Principal approved consequence

### LEVEL FOUR CONSEQUENCES

#### 1<sup>st</sup> offense

Mandatory 10 day "Out of School Suspension" (O.S.S.) and/or procedures for a possible expulsion.

# MIDDLE SCHOOL DISCIPLINARY VIOLATIONS

## SIXTH THRU EIGHTH GRADE

### LEVEL ONE VIOLATIONS

#### **Classroom Disruptions**

- Blurting Out
- Disrupting Others from Learning
- Excessive Talking
- Horse Playing
- Off Task Behavior
- Out of seat w/o Permission
- Refusal to Complete Assignment
- Hitting/Pushing (w/o Violence)
- Throwing Paper
- Laughing Inappropriately
- Manipulative Behavior
- Refusing to Follow Directions
- Violation of Classroom Rules
- Using Personal Electronics during school hours

#### **Dishonesty**

- Blaming others
- Cheating
- Lying
- Plagiarism
- Trickery

#### **Health/Welfare**

- Eating, Drinking in Class w/o Permission
- Chewing Gum
- Unexcused Absences
  - Skipping Class
  - Excessive Tardiness

### LEVEL TWO VIOLATIONS

#### **Disrespectful Conduct**

- Toward Peers
- Toward Visitors
- Insubordination

#### **Dishonesty**

- Possession of Stolen Property
- Stealing
- Distribution of Stolen Assignments/Tests

#### **Improper use of Technology**

- Being on an Unapproved/Inappropriate website
- Signing on Using Another's Password

#### **Disorderly Conduct**

- Behavior Dangerous to Oneself or Others
- Harassment of Others
- Throwing Food or Liquids
- Arguing
- Spitting
- Participant in Dangerous Behavior
- Verbal Aggression/Teasing
- Inappropriate touching
- Gambling
- Destruction of Property (Peers/Staff)

#### **Vandalism**

- Graffiti
- Malicious Destruction of Property
- Defacing the Restroom
- Stopping up Sinks/Toilets

#### **Uniform Violations**

Uniform not approved under the Weston Academy guidelines

# MIDDLE SCHOOL DISCIPLINARY VIOLATIONS

## SIXTH THRU EIGHTH GRADE

### LEVEL THREE VIOLATIONS

#### **Aggression**

- Fighting
- Inciting a fight
- Physical Aggression (Biting etc.)

#### **Bullying**

- Cyber Bullying ( Electronic Media)
- Emotional Bullying
- Physical Bullying ( Hitting, Kicking)
- Relational Bullying (Rumors, etc.)
- Verbal Bullying (Teasing)
- Hazing

#### **Dishonesty**

- Extortion
- Forgery
- Theft of School/Staff/Peer Property

#### **Inappropriate Displays**

- Inappropriate Affection
- Inappropriate touching
- Sexual Behavior

#### **Disrespectful conduct/staff**

- Blatant Insubordination
- Refusing to Accept Discipline

#### **Threats to Staff**

- An expression of intention to inflict evil, injury or damage.

#### **Other General Misconduct**

- Any violation of a school rule not listed above that interferes w/ the educational process.

#### **Leaving Campus w/o Permission**

- Students are prohibited from leaving the campus without permission.

### LEVEL FOUR VIOLATIONS

#### **Arson**

- Attempting to set a fire to the school
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# MIDDLE SCHOOL CONSEQUENCES

## SIXTH THRU EIGHTH GRADE

### LEVEL ONE CONSEQUENCES

#### 1<sup>st</sup> offense

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1 day In School Suspension (I.S.S.).

#### 8<sup>th</sup> Offense

2 day In School Suspension (I.S.S.)

### LEVEL TWO CONSEQUENCES

#### 1<sup>st</sup> offense

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2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 7<sup>th</sup> Offense

Principal approved consequence

# MIDDLE SCHOOL CONSEQUENCES

## SIXTH THRU EIGHTH GRADE

### LEVEL THREE CONSEQUENCES

#### 1<sup>st</sup> Offense

1 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 2<sup>nd</sup> Offense

2 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 3<sup>rd</sup> Offense

3 day "Out of School Suspension" (O.S.S.) and a mandatory parent conference upon re-admittance.

#### 4<sup>th</sup> Offense

Principal approved consequence

### LEVEL FOUR CONSEQUENCES

#### 1<sup>st</sup> offense

Mandatory 10 day "Out of School Suspension" (O.S.S.) and/or procedures for a possible expulsion.