



SAVANNAH CLASSICAL ACADEMY
705 East Anderson Street, Savannah, GA 31401

SCA'S DISCIPLINE PROCEDURE & PARENT CONTRACT

I. Discipline Procedure

In accordance with the **Code of Conduct** and the **Discipline Policy**, Savannah Classical Academy has adopted the following procedures for disruptive behavior that requires actions and consequences outside the realm of classroom discipline. **Behavioral Administrative Referrals** shall be made. Based on the **Behavioral Administrative Referral** count and frequency and the determined **Behavioral Offense Level**, the student shall be placed on a **Discipline Level** detailing how the student, administration, faculty and parent/guardian shall respond.

The School reserves the right to skip disciplinary levels based on the best interest of The School, its students, faculty and staff.

A. Behavioral Offense Levels.

In evaluating consequences, teachers, faculty and the School Director will determine the **Behavioral Offense Level**: Minor, Serious, or Egregious. Below is a partial list of behaviors. The Director and/or administration may, at their discretion, decide the severity of the offense and the level of disciplinary consequence appropriate, regardless of the guidelines illustrated below.

1. Minor Offenses*

- a. Non-aggressive classroom disruption;
- b. Petty theft/theft of non-valuable items (pencils, snack, etc.);
- c. Refusal to follow instructions;
- d. Academic Dishonesty;
- e. Disrespectful behavior towards others;
- f. Minor damage to school property or property of others;
- g. Failure to follow school bus rules;
- h. Inappropriate physical affection between students (*including hand-holding or inappropriate embrace/caressing*);
- i. Dress code violation;
- j. Failure to meet academic responsibilities;
- k. Tardy to class.

*At the discretion of the administration, repeated Minor Offenses may result in suspension or dismissal from Savannah Classical Academy.

2. Serious Offenses*

- a. Repeated Minor Offenses;
- b. Refusal to write a reflection;



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- c. Roughhousing or physical aggression towards others;
- d. Delayed class attendance or refusal to attend class.
- e. Bullying/cyberbullying
- f. Operating cell phone or other electronic device during school hours
- g. Theft (including lunch)
- h. Verbal aggression including threats towards others
- i. Sexual harassment, including suggestive language/gesturing/illustrations
- j. Destruction of school property or property of others
- k. Forgery of an adult's signature.

*At the discretion of the administration, repeated Serious Offenses may result in suspension or dismissal from Savannah Classical Academy.

3. Egregious Offenses.

- a. Substantial or Habitual/Repeated Serious or Minor Offenses;
- b. Possession or use of narcotics, illegal drugs, prescription drugs (other than those prescribed to the student and used properly), or other substances used to create the biological and psychological effects of a drug. All medications must be administered by school nurse: including prescription and non-prescription drugs;
- c. Possession or use of alcohol, tobacco, tobacco products, or lighters;
- d. Criminal/delinquent acts of theft or attempted theft;
- e. Threatening bodily harm or destruction of property;
- f. Physical assault or battery;
- g. Use of any device to capture photos, videos or other recording;
- h. Terroristic threats;
- i. Engaging in sexually inappropriate behavior or acts;
- j. Joining or becoming a member of any gang or recruiting students for gang memberships, or engaging in any gang activity;
- k. Possession of a gun, knife, weapon, or any other object (or imitation thereof) that has the potential to cause bodily harm to others;
- l. Trespassing on school property after school hours;
- m. Failure to remain in the school buildings or interior courtyard during school hours unless signed out by an approved adult;
- n. Any other conduct considered by the principal to be substantially disruptive to the point at which it affects the orderly operation of the school or school related activities.

*At the discretion of the administration, any single Egregious Offense may result in dismissal from Savannah Classical Academy.



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B. Behavioral Administrative Referral Schedule.

The teacher and faculty will use Savannah Classical Academy's PBIS, the School's Mission and Vision, the School's Core Virtues and appropriate classroom management techniques to work with all students during the school day. If the student is unable to appropriately conduct him/herself after sufficient effort by the teachers and faculty, or if the student is involved in a Minor, Serious, or Egregious Behavioral Offense, then that student will receive consequences as outlined here:

- **Behavioral Administrative Referral #1**
 - Minor: The student shall then be placed on **Discipline Level I**.
 - Serious: The student shall be placed on **Discipline Level III**.
 - Egregious: The student shall be placed on **Discipline Level V**, or shall be recommended for dismissal at the discretion of the School Director.
- **Behavioral Administrative Referral #2****
 - Minor: The student shall be placed on **Discipline Level II**.
 - Serious: The student shall be placed on **Discipline Level IV**.
 - Egregious: The student shall be placed on **Discipline Level VI** and not return unless there is a successful appeal to the Discipline Advisory Committee.
- **Behavioral Administrative Referral #3****
 - Minor: The student shall be placed on **Discipline Level III**.
 - Serious: The student shall be placed on **Discipline Level V**.
 - Egregious: ++
- **Behavioral Administrative Referral #4****
 - Minor: The student shall be placed on **Discipline Level IV**.
 - Serious: The student shall be placed on **Discipline Level VI**.
- **Behavioral Administrative Referral #5**
 - Minor: The student shall be placed on **Discipline Level V**.
 - Serious: ++

*** For Minor or Serious Offenses of a non-violent, non-sexual manner, if more than thirty (30) School Days have passed since the student's most recent Behavioral Administrative Referral, then the student may remain on the Discipline Level required of the previous Behavioral Administrative Referral, but not to a lesser extent than Discipline Level II. Only one 30-day grace period shall be permitted per semester. Unless under a Contract for Success, all students having received an Behavioral Administrative Referral in the fall shall start the spring semester on Discipline Level I (entering Discipline Level II or higher on his/her next Behavioral Administrative Referral).*

++ More than two (2) Egregious Offences shall result in Dismissal, therefore no Discipline Levels exist for Office Referrals 3-5. Also, four Behavioral Administrative Referrals regarding Serious Offenses shall result in dismissal, therefore no Discipline



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Levels exist for Office Referral 5

C. Discipline Levels:

- **Level I:** Student and an administrator have an informal conference. The Behavioral Administrative Referral is sent home. The student returns to class immediately following the informal conference and completion of any outstanding Reflection and/or Apology Letter.
- **Level II:** Student and an administrator have an informal conference. The Behavioral Administrative Referral is sent home along with a copy of this Discipline Policy. The parent/guardian is called (and emailed if a call is unsuccessful). The student may return to class immediately following the informal conference and completion of any outstanding Reflection and/or Apology Letter, or remain in study hall for up to one class period.
- **Level III:** Student and an administrator have a documented conference. The Behavioral Administrative Referral is sent home along with a copy of this Discipline Policy. The parent/guardian is called (and emailed if a call is unsuccessful). The student may return to class immediately following the informal conference and completion of any outstanding Reflection and/or Apology Letter, or remain in study hall for any period of time up to the end of the school day. -- The student shall serve in the next available After-school Detention. ❀ ❀
- **Level IV:** Student and an administrator have a documented conference. The Behavioral Administrative Referral is sent home along with a copy of this Discipline Policy. The parent/guardian is called (and emailed if a call is unsuccessful). The student shall remain in study hall for the remainder of the school day. A meeting will be scheduled with the Student Support Team and the parent/guardian. -- The student shall serve in the next **TWO** available After-school Detentions. ❀ ❀
- **Level V:** Student and an administrator have a documented conference. The parent/guardian is immediately contacted and the child should begin serving a 1 to 3-day suspension. ❀ ❀ If the parent/guardian is unable to arrange a ride for the child, then Campus Police shall be called to drive the student to the location of his/her parent guardian. The Behavioral Administrative Referral is sent home along with a copy of this Discipline Policy. The student shall not return from suspension (regardless of pre-specified duration) until the parent/guardian can attend classes with the child for a full school day: 8:00AM-3:40PM. At the conclusion of the school day which the parent/guardian spends with the student, a conference will be held and the student, lead teacher, parent, Director, and Deans will enter a **Contract for Success**. -- If the parent/guardian is unable to attend a full day of classes within three (3) days after the conclusion of the initial suspension, then the School Director shall move the student to **Discipline Level VI**.
- **Level VI:** Student and an administrator have a documented conference. The parent/guardian is immediately contacted. The Director shall recommend the student for Dismissal and the student



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shall begin serving up to a 10-day suspension pending the decision of the Discipline Advisory Committee. If the parent/guardian is unable to arrange a ride for the child, then Campus Police shall be called to drive the student to the location of his/her parent guardian.

❖ ❖ If reasonable efforts by the administration to reach the parent/guardian or other listed contacts are unsuccessful, then a Certified Letter shall be sent home informing the parent/guardian of the Discipline Level, the required attendance at Detention, and a request for updated contact information (email and phone). If the parent/guardian cannot be reached when the student is on **Discipline Level III** or higher, and the parent/guardian cannot be reached then the student will move immediately to **Discipline Level V** after the Certified Letter has been received.

D. Notes:

1. Students on **Discipline Level V** will not be on the honor roll for that quarter.
2. All students who dropped to **Discipline Level IV** or **V** will not be allowed, during the duration of that quarter, to attend any field trips or attend extra-curricular special events without a parent accompanying them for the trip or event.
3. Any student who dropped to **Discipline Level III, IV, or V** will be suspended from athletic activities for the duration of that quarter, and potentially the following quarter at the discretion of the School Director.
4. All students will begin each School Year without any Behavioral Administrative Referrals for that year, and will proceed through the Discipline Procedure beginning with a *clean slate*.
5. Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth.
6. Savannah Classical Academy desires to educate all students who enter our school, expecting nothing less than the best from each one.
7. A student shall only enter two (2) Contracts for Success in any given school year. After the conclusion of the second Contract, if the student is still in school, then the next time the student reaches Discipline Level V, that student shall move to Discipline Level VI.

II. Contracts for Success

Contracts for Success shall be in place over a 10-school-day period. At the end of that Contract period, the agreeing parties who sign the Contract shall reconvene to determine if the student has performed within the provisions detailed therein, if the student should enter an additional contract term, or if the student has not performed in accordance with this contract and shall be recommended to attend another school. At the conclusion of any Contract term, the student shall return to **Discipline Level III**. The student is still subject to all disciplinary procedures during the contract period, including eligibility for



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suspension and expulsion. Once under a Contract for Success, a student returns to **Discipline Level III**. If the student moves back to **Discipline Level V** while under Contract, then that student shall be recommended for dismissal by the School Director. -- A student shall only enter two (2) Contracts for Success in any given school year. After the conclusion of the second Contract, if the student is still in school, then the next time the student reaches Discipline Level V, that student shall move to **Discipline Level VI**.

The student, faculty, administration and parent/guardian(s) agreeing to a Contract for Success must follow the following guidelines:

1. **EXPECTED BEHAVIOR:** The student will demonstrate appropriate behavior while on school grounds, while moving with a group before, during and after school.
 - a. The student will act with **Compassion**, not make inappropriate comments nor interrupt other students' opportunity to learn, feel good about themselves, or feel safe.
 - b. The student will not blame others to avoid taking **Responsibility** for his/her actions, ignoring the consequences.
 - c. The student must behave appropriately, displaying **Respect** for all of his/her fellow students, faculty, personnel and other persons in the school.
 - d. The student will follow directives from all teachers, administrators and other school personnel, acting with **Integrity** even when not directly supervised.
 - e. The student shall complete all assigned work, employing **Diligence** to complete difficult assignments, having the **Courage** to ask for assistance when the student does not immediately understand the work to be done, and **Perseverance** to continue trying despite the challenges faced.
 - f. The student shall act with **Temperance** and not act out when faculty, administration, and other school personnel provide redirection, apply consequences, or when the student faces other perceived adversity socially and/or academically.
2. **EVALUATION:** The Principal and the Student's lead teacher and related academic personnel will closely monitor the student's ability to meet the expected behaviors detailed in Item 1. **EXPECTED BEHAVIOR** during the full term of this contract with daily and weekly accounts of the student's behavior and performance on **Faculty Observation Forms** and/or the Behavior RtI plan put in place prior to or as a result of entry into the contract.
3. **CONSEQUENCES:** In the event that the Student fails to meet the standards detailed in this contract, a request will be made for this Contract, the completed **Faculty Observation Forms**, the Student's Term Grades, Discipline Log and any other pertinent documentation to be reviewed by the Administration. After the documents have been reviewed, a request may be made for the



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Student's dismissal from Savannah Classical Academy. Specifically, the request must be made for any confirmed emotional, verbal, physical, sexual or cyber bullying.

4. POSITIVE BEHAVIOR INTERVENTIONS: As of the beginning of the Contract, the Student will receive and participate in the following Positive Behavior Interventions with fidelity:
 - a. Individual and/or small group counseling sessions twice a week or more,
 - b. Complete assigned consequences in line with standard Discipline Policy,
 - c. Phone conferences with Administration and the parent/guardian at least twice and after specific violations of this Contract or any other act that would require a call to the parent/guardian according to the School's Discipline Policy.
 - d. Completion, Review and Reflection regarding the previous Contract for Success, if applicable.
 - e. Additional Positive Behavior Interventions specific to the Student.

III. After-school Detention

Students on **Discipline Level III or IV** shall attend detention. Detention will occur immediately after the end of the School Day. Students shall have academic work to complete during detention. Detention is not considered a study hall or time to complete missed work. Detention shall last from **3:40PM - 5:00PM**. Transportation shall not be provided for students serving detention. The parent/guardian is responsible for picking up the student at the end of detention. Parent/Guardian(s) will receive a minimum of 24-hours notice prior to the assigned Detention(s) to be served.

Failure to serve detention shall move the student to the next Discipline Level. If a parent/guardian fails to pick up a student in a timely manner at the end of the detention served, then the location of the parent shall be confirmed by SCA administration and Campus Police shall be called to drive the student to the parent/guardian.

If SCA personnel have made sufficient attempts to reach the parent/guardian or other contact, and are unsuccessful by 6:00PM, then the student shall move to **Discipline Level V** immediately.

IV. School Director & Deans' Role in Discipline

The goal of any meeting between a student and the School Director or one of the Deans is that of a learning opportunity for the student in order to implement a positive change in behavior. The process will involve a discussion of the Core Virtues. In most instances parents will be notified of the student's referral. The primary goal of the choice of consequences is to require the student to take responsibility for the infraction.



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The included goals of a parent conference with the School Director/Dean of Students are:

- To exchange accurate information about the student
- To determine how the parent-school partnership can best work together to lead the student to reform his/her behavior

The School Director will preserve the integrity of the disciplinary process at Savannah Classical Academy. By modeling the **Core Virtues** and consistently treating students and their families with respect and professionalism, the School Director is an extremely valuable and accessible part of a student's character development and education at Savannah Classical Academy.

Savannah Classical Academy's goal is to create a safe, respectful, and responsible environment, where learning takes place.

V. Teachers' Role in Discipline

Teachers will have the authority to implement discipline in their classrooms that is consistent with the Savannah Classical Academy discipline goals. Teachers will utilize the School Director to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom.

Disciplinary procedures may also involve the other designated Savannah Classical Academy staff besides those mentioned.

Student REFLECTIONS and APOLOGIES

- As a part of each teacher's classroom discipline, they may ask a student to take the time to write a reflection regarding his/her behavior, how he/she could behave better next time, upon which core virtue he/she should now focus, and write an apology to the teacher, a peer or the entire class. These reflections (illustrations and check boxes for K and 1st grade) allow time for the student to think about his/her behavior and "cool off" before rejoining the classroom discussion.
- Reflections and Apologies will go home with the student to be signed by the parent/guardian and returned to the lead teacher.

Rights of Teachers

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate



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threat to the safety of the student's classmates or the teacher. The Teacher may make an **Behavioral Administrative Referral**. The parent may be required to attend a conference and develop a **Contract for Success**.

VI. Operational Policies Reference.

A more detailed account of Savannah Classical Academy's **Discipline Policy** is available in the Savannah Classical Academy Operational Policies (available online at SavannahClassicalAcademy.org).

VII. PARENT CONTRACT

1. I will make learning and school the primary occupation for my child.
2. I will ensure that all homework and assignments are completed on schedule. I will not make excuses for late/missing assignments. I understand the failure to complete homework will significantly decrease my child's grades.
3. My child will be dressed in uniform as stated in the Dress Code. If my child is not in the correct uniform, I understand there will be consequences and I will bring the appropriate attire as soon as I am notified.
4. My child will be sent to school each day healthy, clean, rested and prepared for a rigorous day of learning.
5. If I need to speak to a teacher, staff, or administrator, I will call the office at 912-395-4040 to schedule a conference and allow up to 48 hours for a conference. Showing up to see any staff member without an appointment will not be permitted.
6. By signing this document, I agree to the terms detailed in the Student Handbook, SCA's Operational Policies, the Discipline Procedure, and to support the administration, faculty, staff and volunteers as they provide the education necessary to help my child develop into a productive, cooperative member of our school and the community.
7. I understand that Savannah Classical Academy will implement all reasonable interventions related to academics and behavior. If these documented interventions are not successful, the administration may recommend that a child be withdrawn from Savannah Classical Academy.
8. I understand that any child dismissed from a charter school has the right to enroll in a public school in the district in which the student resides so long as the student was not subject to expulsion/suspension under the disciplinary policy of the local school system for which the conduct occurred.
9. I understand that it is the policy of Savannah Classical Academy to promote students from grade



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to grade based solely on academic performance.

10. I will keep the school informed of a phone number and address where I can be reached during daytime hours, and be immediately available to come to the school if requested.

Student Name _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Address: _____

Phone: _____ Email: _____