

Or Hachaim Academy

Student Code of Conduct

Procedures

and

Discipline Plan

I.

DERECH ERETZ

Or HaChaim Academy's philosophy is to instill in our students a Torah way of life, which must start with the practice of Derech Eretz. The goal of Or Hachaim is to provide a safe, healthy and productive learning environment for students and staff members.

Our program encourages the individual student to develop desirable qualities of self-discipline, holds the student responsible for his/her actions, and protects the student from those whose behavior continually disrupts an effective learning program.

The responsibility for basic behavior development rightfully belongs with the student and his/her parents. Parents will be expected to cooperate with and assist the school in promoting and maintaining acceptable social and moral standards of conduct.

Student Role and Responsibilities

The following is a list of the student's role and responsibilities which enforces the goal of the school.

1. Every student is responsible for their behavior and must accept the consequences of their negative behavior.
2. Students have the responsibility abide by the rules of the administration as well as the classroom rules set up by the teacher.
3. Students have the responsibility to conduct themselves in a way that will benefit the class and the school. This includes being a mensch, using appropriate language, working quietly in the classroom and showing good sportsmanship.
4. Students have the responsibility to be courteous and respectful to the administration, to their teachers, staff members, school personnel, classmates, student body, and visitors.
5. Students have the responsibility to do all assignments to the best of their ability in school, at home, and without disturbing the class.
6. Students have the responsibility to bring to class (and school) only items necessary for classwork.
7. Students have the responsibility to respect the personal property of others.
8. Students have the responsibility to seek help from a staff member when a problem arises.
9. Students have the responsibility to contribute to the development of a warm positive school climate.

10. Students have the responsibility to take advantage of personal growth.

A. GENERAL CODE OF CONDUCT

1. Students shall follow the directions of the adult supervisor in any situation.
2. Students shall use appropriate language and behavior towards all students and staff at all times.
3. Students shall demonstrate respect for the rights and properties of others.
4. Students shall bring only necessary materials to school and to class.

B. CLASSROOM CODE OF CONDUCT

1. Students must come to class on time.
2. Students must come to class prepared for that day's assignments.
3. Students may not leave the classroom without a pass from the teacher. Students who break the pass must pay a replacement fee of \$2.00 and the parents will be notified.
4. Students shall not remain in an unsupervised classroom.
5. Students shall keep their classrooms neat and clean at all times.

C. LUNCHROOM CODE OF CONDUCT

1. Students shall come to the lunchroom with their class escorted by the teacher. Students who cause their class to be late will eat lunch at recess.
2. Students shall recite N'Tilat Yadayim and Hamotzi prior to eating.
3. Students receiving hot lunch should stand quietly in line until served.
4. Students shall sit at regularly assigned tables by class.
5. Students shall participate in Birkat Hamazon in a manner which is befitting the recitation of this prayer.
6. Students shall dispose of garbage in an appropriate manner.

7. Students shall not leave the lunchroom without permission of the supervisor.
8. Students may talk quietly with their friend during lunch. Students may not engage in inappropriate behavior such as throwing things, making loud noises, running, etc.

D. HALLWAY CODE OF CONDUCT

1. Students shall walk in an orderly fashion in the buildings. Running is not permitted as it may lead to injuries.
2. Shouting and loud noises disturb classes in session and are not permitted.
3. Ball playing is not permitted in the building; balls that are not held in the hands (regardless of who owns the ball) may be subject to confiscation by the teacher or other supervising adult.
4. Students shall not loiter in the halls or stairwells.
5. Middle school students at the Mani Campus must use the back stairwell to go to or leave the cafeteria or the library.

E. PLAYGROUND AND RECESS CODE OF CONDUCT

1. Students shall not leave the playground unless given permission by the teacher or other supervising adult.
2. Students may be on the playground only at those times designated in their class schedule.
3. Safety is of primary importance. Roughhousing and play fighting are not permitted.
4. No littering.
5. Water play is not permitted.
6. All equipment owned by the school must be returned to its proper place after use.
7. Any problems that may arise shall be directed to the teacher or other supervising adult.

8. After recess, students shall line up quietly and return to their class escorted by the teacher.
9. On rainy days, recess will be held in the classroom and be monitored by the classroom teacher or aide.
10. Students may not get their hair wet in the bathrooms.

F. ASSEMBLY CODE OF CONDUCT

1. Students shall come to assemblies with their class escorted by their teacher.
2. Students shall sit in the area designated for their class.
3. During the assembly, students shall listen to the program quietly and attentively.
Talking or making noise is disrespectful to those presenting the program and prevents others from enjoying the presentation.
4. Students shall applaud where appropriate. No other types of reactions are permitted.
5. When dismissed, students shall leave the assembly in an orderly fashion with their teacher.

II. SAFETY

Students shall consider safety, their own and that of others, as primary importance.

A. Fire Drill Rules

1. The signal for a fire drill is an extended ringing of the fire alarm bell.
2. When the alarm sounds, students shall line up quickly and quietly without pushing.
The students will then wait for the teacher's instruction to begin walking along the designated escape route for that room.
3. The last student shall close the door of the room when leaving. Teachers will check to see that all students have evacuated the room.

4. Absolutely no talking is permitted during a fire drill. In the event of a real fire, it will be necessary to listen carefully for instructions in case the designated route is blocked.
5. No pushing or funning. Orderly lines are the best way to insure the safety of every person.
6. Classes shall proceed to their waiting area away from the building. Upon arriving, teachers shall take roll to make sure that every child is accounted for.
7. Students may NOT stop at the drinking fountains or rest rooms during a fire evacuation.
8. If a student is not with his/her class at the time the fire alarm rings, the student should immediately join a class that is exiting.
9. When the all-clear signal is given, teachers will escort the class back to their room.

B. EARTHQUAKE PROCEDURES

1. At the first sign of an earthquake, teachers will issue the “DROP” COMMAND.
Student will regularly drill on proper drop and evacuation procedures.
2. The teacher will assess the ability of the class to evacuate and will ascertain possible injuries.
3. Students will evacuate to a central EMERGENCY ASSEMBLY AREA and be supervised until a parent or authorized adult arrives to pick up the student(s).
4. IN THE EVENT OF A MAJOR EARTHQUAKE, ALL STUDENTS WILL BE KEPT AT SCHOOL UNTIL THEY CAN BE RELEASED TO THEIR PARENT OR OTHER AUTHORIZED ADULT.

C. Release of Students During School Hours

1. Students may not leave the school grounds unless they have written parental permission and are accompanied by an adult designated on the child’s emergency form.

2. Students who walk home from school must have a note in their file allowing the school to release the student.
3. If it is necessary for a student to leave the school grounds for an appointment or other reason, a parent/guardian must sign the child out at the front office.
4. A medical or dental excuse from the doctor or dentist should be returned to school with the student. Without this medical/dental note, the student's absence cannot be credited as a medically excused absence.

III.

ATTENDANCE

Parents are reminded of the importance of good attendance. The causes of absences should be limited to the following:

1. Illness.
2. Serious illness or death in the immediate family.
3. Medical or dental attention.

A written note or phone call from the parent or legal guardian explaining an absence will be required upon returning to school. The note should include the student's full name, reason for absence and the dates of the absence.

It is the responsibility of the student to make up all missed work. Tests will be given on the day the student returns to school.

EXCESSIVE ABSENCES MAY RESULT IN THE STUDENT NEEDING TO REPEAT THE GIVEN GRADE.

IV.

TARDIES

At Oh HaChaim Academy, the school day starts at 8:15 a.m. for sixth, seventh and eighth grade boys, and at 8:25 a.m. for the rest of the school. Students arriving late must report to the front office and obtain a late slip.

1. Every unexcused tardy can jeopardize a student's academic and citizenship grade.
2. Only three lateness are permitted a month without a penalty. Anything above and beyond that will be up to the discretion of the administration.
- 3.

4. MULTIPLE UNEXCUSED ABSENCES (INCLUDING CUTTING CLASSES) AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES. TRUANCY MUST BE REPORTED TO THE STATE ATTENDANCE REVIEW BOARD.

V. DAVENING

Every school day begins with prayer; every student must be in davening. Attendance will be taken at davening, and the davening grade will be partially based upon attendance. Students who are often late or absent from davening will be ineligible for the Honor Roll or to deliver speeches at year-end ceremonies.

VI. FIELD TRIPS

Throughout the year, field trips are scheduled to offer students an opportunity to widen their experiences.

1. All students must attend a field trip.
2. Permission slips are required for each field trip. Phone permission will be accepted if parents have signed the box on the registration form allowing their child to attend field trips.
3. Participation in a field trip is a privilege, not a right. At the discretion of the administration, students who exhibit poor behavior or lack of maturity may be excluded from field trips.

VII. DRESS CODE

Uniforms will be neat and clean at all times. The uniform must be worn each day, including to and from school. Uniform infractions or uniforms “mixed” with other clothing styles will not be allowed. Excuses like, “my uniform was in the laundry,” will not be accepted. First offense will be a phone call home and new uniform clothes must be brought to school. Second offense is a loss of recess. A third offense will mean the child is sent home.

IV. HONOR ROLL

In order to be a part of the Honor Roll, students must:

1. Achieve straight “A”s on their report card, including davening.
2. Score no lower than “S” in all conduct grades on their report card.
3. Have a good record of attendance (especially in davening).

4. Be approved by all of the student's teachers.

The Honor Roll will be compiled and posted twice each year. Members of the Honor Roll will receive a special certificate.

IV. Cell Phones and Social Media

Student Cell Phones- Students are NOT allowed to have cell phone while on the school grounds. If a teacher see a cell phone they must confiscate it and bring it to the office. If a teacher thinks a student has a cell phone they must ask the student for it or call the principal to take care of the situation. Students cannot use their cell phones as cameras or bring them on class trips.

Social Media- Social media is frowned upon. Students who are found inappropriately using social media will be suspended or expelled from school.

DISCIPLINE PLAN

Violations of any of the codes of conduct will have consequences. Consequences will be progressively more severe for habitual or serious violations. The majority of violations should be prevented with positive reinforcement of appropriate behavior, or resolved with verbal reminders and warnings. Unless otherwise noted, however, more serious or repetitive violations will be handled with the following progression of consequences:

Level One Behavior:

These behaviors are handled by the teacher or staff member in charge. The teacher will contact the parent and inform him/her of the incident and consequence given to the student, if any. This can be accomplished by phone call, email, note home, behavior log, conduct contract, etc.

Examples of Level One behaviors are cutting in line, littering, running in halls, bouncing ball in halls, teasing, name-calling, continual talking, not paying attention, passing notes, disrupting class, chewing gum.

- Logical consequence
- Reflection log
- Removal from classroom
- If behaviors continue or become excessive, a teacher/parent conference will be necessary in phone or in person.
- If behaviors continue after a teacher/parent conference, a conduct referral to administrators will be made.

Level Two Behaviors:

These behaviors are handled by the teacher or staff member in charge. Teachers will have a teacher/parent conference by phone or in person and inform him/her of the incident and consequences given to the student.

Examples of Level Two behaviors are cutting class or late to class, inappropriate gestures, play-fighting, throwing objects, rude or inappropriate language, disrespectful behavior, playing in the bathrooms.

- Logical consequence
- Benched from recess if behavior occurred on the yard
- Restitution-repair or replace objects
- Reflection log
- Remove from classroom
- If behaviors continue after a teacher/parent conference, a conduct referral to administration will be made.

Level Three Behaviors:

Level Three behavior requires a conduct referral to an administrator.

Examples of Level Three behaviors are fighting or instigating a fight, defiance, leaving campus/classroom without permission, stealing, vandalism, destroying school property, harassment, bullying, verbal or nonverbal threats, profanity, creating an unsafe environment, violating school dress code.

- Logical consequence
- Behavior Contract
- Restitution-repair or replace objects
- Detention
- In School Suspension
- Out of school suspension
- Parent/ Student/ Administrator Meeting

Behavioral Incentives

Students at Or Hachaim Academy are continually recognized for making good choices the following are the “official” ways we recognize their good behavior:

Staff will provide verbal praise to children when they make good choices.

When a student is referred to the Principal for good behavior/work as part of the Teacher's Classroom Discipline Plan or the School-Wide Discipline Plan, the student will receive any of the following:

- a) Verbal praise
- b) A special certificate or note
- c) A phone call to the parents

Bullying Policy

Our goal at Or Hachaim Academy is to create a safe, healthy and happy environment that is conducive to learning. Every student deserves to be treated with kindness and respect. Therefore, we do not allow bullying behavior at our school. Bullying behavior is when one or more students intentionally do something mean or hurtful to another student.

The following are considered bullying behaviors at Or Hachaim Academy:

- Saying things that hurt someone's feelings
- Teasing or making fun of someone
- Laughing at someone in a disrespectful way
- Trying to force someone to do something he or she may not want to do
- Sending mean notes
- Telling or making up stories about someone
- Scaring others
- Threatening others
- Breaking something that belongs to others
- Passive aggressive behavior
- Mad Dogging / Staring down at someone

The following consequences will take place when bullying occurs:

First Incident: Meeting with principal

Second Incident: Parent/ Student Conference with Principal

Third Incident: Counseling Referral

Fourth Incident: In School or Home Suspension depending on nature of offense

Continuous Incidents: Expulsion

A. Detention

Or HaChaim uses an in school detention system and afterschool detention program. Parents will receive notification of an afterschool detention. Students who receive three detentions within any month may be subject to suspension.

The following violations warrant immediate detention and will be assigned according to the nature and frequency of the violation.

1. Being disrespectful to an administrator, teacher or staff person.
2. Cheating, second offense.
3. Cutting class.
4. Defacing school property.

B. Suspension/Expulsion

Any severe violation of the code of conduct is adequate cause for a suspension. The principal will determine the gravity of the offense, the length of the suspension, and will decide between an in-school or out-of-school suspension. A suspension requires a parent conference before the student is readmitted. A student who is suspended will receive a score of "0" on all assignments, tests and quizzes given during the period of the suspension, and may not participate in school activities until he/she has been readmitted.

Suspension is not an action taken lightly, and parental assistance is necessary to maximize its effectiveness. Parents can help by making sure that the period of suspension is not merely viewed by the child as a day or days off.

Students shall be suspended from school if, in the judgment of the principal, a severe violation of the codes of conduct has occurred. The following is a partial list of such violations.

C. Expulsion

In extreme situations, the administration may decide that a student must be expelled from Oh HaChaim Academy. Such situations include:

1. A student who constitutes a danger to other students, staff or property.
2. A student who has been suspended three times.
3. A student whose disruptions and/or defiance are consistently depriving other students of an education.

D. Foul Language

The first time a student uses foul language (whether it be during class, in the halls, during recess, at assembly or at lunch) a parent will immediately be contacted. A second offense will result in a detention, and a third offense will result in suspension or a parent/student/teacher/administrator conference.

E. Cheating

Cheating in any form is contrary to the practice of Derech Eretz. It is defined as:

1. Loaning or copying homework and other assignments.
2. Giving or receiving the answers to quizzes and tests.
3. Bringing answers to quizzes or tests.
4. Any deceitful behavior used in an attempt to obtain higher grades.

The penalty for cheating is an automatic “0” on the assignment, test, or quiz in which the cheating occurred, and a detention. The first time, the teacher will discipline and the student. In the case of a second offense the student will receive administrative discipline and parents will be notified. The third offense will result in a parent/student/administrator conference and a possible 1 day suspension.

SCHOOL RULES/ Expectations For Students

A. GENERAL RULES-

1. Students will show respect towards teachers and other students at all times.
2. Students will stand (for 3 seconds) when an administrator, Rabbi or any educator enters the room.
3. Gum chewing is not allowed anywhere in or around the school.

4. Students are to dress according to the rules outlined in the Uniform section.
5. No buying or selling between students.
6. Students may not be in any unsupervised area at any time.
7. Students are not allowed on the elevator.
8. Inappropriate language, disrespect or bullying will not be tolerated. Repeat offenders and will be punished by the administration.
9. Or Hachaim Academy is a media free zone. Talking about media or bringing media related items is prohibited.

B. INTERPERSONAL RELATIONS - *BEIN ADAM LACHAVEIRO*

1. Avoid hurting others physically and/or verbally.
2. Take time to reflect on the situation and your behavior.
3. Be polite - use “please”, “thank-you”, “you're welcome”, “excuse me”, “I'm sorry”.

C. COMMUNICATION

1. Use appropriate listening skills.
 - a. Wait your turn
 - b. Listen courteously and attentively without interrupting others
2. Be sensitive and take care not to ridicule or use foul or abusive language.
3. Speak and question in a respectful manner.
4. Respond to inappropriate behavior in a calm, sensitive, dignified manner.

D. CARE OF PROPERTY

1. All property should be treated with care and respect.
2. Permission from the owner is needed in order to use other people's property.
3. Property should be returned to its owner at the agreed upon time & in the same condition.
4. Care of school property is everyone's responsibility. Keep all school areas clean including playground, halls, bathrooms, classrooms, and lunch area.
5. Damaged or misused property should be reported.

E. LUNCH

1. Each child needs to bring a piece of bread even when not bringing a sandwich.
2. Trading of food is not allowed
3. Each student will clean away the trash from their lunch.

F. CLASSROOM

1. Students are to arrive to class on time.
2. Students will sit in assigned seats.
3. School materials are to be brought by students.
4. Desks are not to be moved unless teacher requests it.
5. No writing on or marking desks, walls, bulletin boards, etc.
6. Each class should clean up and organize room after both a.m. and p.m. sessions
7. No eating or drinking in class rooms without prior permission from teacher.
8. Students may not touch the air conditioner, thermostat, or telephone.

G. HALLWAYS

1. No running or playing in hallways.
2. Students must walk on the right side of the hallways.

H. RECESS

1. All students must go with their class for recess.
2. Play equipment must be returned by those who take it out. Students may bring balls from home to play with.
3. After recess, students must re-enter the building quietly.

I. THE FOLLOWING ITEMS MAY NOT BE BROUGHT TO SCHOOL:

1. Weapons of any kind including toy weapons, hardballs, and any sharp or dangerous objects.
2. Laptops, tape recorders, radios, headphones, iPOD's, Walkman, Discman, portable stereos, palm pilots, video games, cameras, flashlights, etc.,). If any of these items are brought to school, the items will be confiscated. Only with prior administrative permission may any electronics be brought to school.
3. Trading cards or electronic games of any kind.
4. Media based toys.

6. Cell phones

J. BIKES, ROLLERBLADES, RIB STICKS AND SKATEBOARDS

Students who bike to school must:

1. Wear a helmet
2. Lock their bike on the bike rack
3. Accepts responsibility for anything that happens to the bike during the day.
4. Follow all riding laws

Any student not having a helmet will not be permitted to ride home.

Rollerblades, Rib sticks and Skateboards

These items may not be used during school hours.

Students who bring this equipment to school must:

1. Wear a helmet and safety equipment
2. Check their equipment in the office upon arrival to school
3. Accepts responsibility for anything that happens to the equipment during the day.
4. Follow all riding laws

Return this page to School

I have read the School Code of Conduct and Discipline Plan and will abide by the rules and procedures of Or Hachaim.

Student Signature _____

Date: _____

Parent Signature _____

Date: _____