

San Francisco Pacific Academy (SFPA) has developed the *Code of Student Conduct* to help students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The code applies to all SFPA students.

Each SFPA student must obey school rules:

- While on school grounds
- During school-sponsored events, such as field trips, and similar activities.

SFPA also have authority to discipline students for acts near or related to the school, when a student's conduct has a detrimental effect on the health, safety or welfare of the student, of other students, of the school or of school personnel.

While students may be disciplined for violations according to the responses outlined in this code of conduct, be aware that there could be additional consequences through law enforcement for acts that violate the law.

Teachers will enforce the all school rules and values in their classrooms. Every student has the right to learn and every teacher has the right to teach uninterrupted. If you choose to interfere with their teaching or another students learning one or more of the following consequences may ensue during a class:

- ✓ Verbal warning
- ✓ Teacher/student conference
- ✓ Moved to a new seat in the classroom
- ✓ Completion of a reflection sheet in the B.O.B. book (for grades 6-8)^^
- ✓ Parent contact
- ✓ Removal from class
- ✓ Office Referral

Every SFPA student understands that to maintain a structured learning environment there must be rules and consequences clearly established. At NO time is it acceptable for any teacher to disrupt the learning process of others.

Our Expectations

- Use Kind Words and Actions
- Follow Directions Given by School Staff; Do not talk back to School Staff
- Walk
- No food sharing or trading during snack or lunch
- Use Appropriate Voice Levels; Keep Silent when moving Through the Learning Area
- Keep Hands, Feet, and Objects to Yourself
- Keep All Areas of Our School Neat

Level One Behaviors (nuisance behaviors)

- Running in hallways
- Littering inside school or outside on school grounds
- Use of inappropriate voice level
- Loitering (not lining up when the bell rings, hanging out at bathroom, waiting in hallway area instead of returning to classroom)
- Wearing inappropriate clothing
- Other similar behaviors

Level One Consequences***

- Verbal warning
- Natural consequence to rebuild trust (written apology, pick up litter, go back and walk in hallway)
- Completion of a reflection sheet of the B.O.B. book^^
- Student-teacher conference
- 15 minute detention
- Phone call to parent/guardian

Level Two Behaviors (hurtful to feeling, person's or property on an individual basis)

- Verbal acts of misconduct, including but not limited to:
 - Swearing
 - Name calling
 - Teasing
 - Put downs
- Graffiti on school property
- Possession of items that are disruptive to learning
- Throwing or shooting objects, including:
 - Rubber bands and paper clips
 - Woodchips
 - Rocks
- Physical acts of misconduct including:
 - Hitting
 - Kicking
 - Shoving
 - Tripping
- Tampering with school property or the property of others
- Other similar behaviors

Level Two Consequences ***

- Natural consequence to rebuild trust
- Completion of a reflection sheet of the B.O.B. book^^
- Student-teacher conference
- Peer-mediation
- Up to 30 minute detention
- Phone call to parent/guardian
- Discipline referral sent home and signed (automatic)

Level Three Behaviors (disruptive to entire learning community)

- Disrespectful actions toward a staff member (or substitute), including but not limited to:
 - Talking back
 - Gestures of disrespect
 - Not following directions
 - Disruptive behavior to the degree in which the student has to leave the group (assembly, etc.) or classroom
 - Cheating

Other similar behaviors

Level Three Consequences***

- Natural consequence to rebuild trust
- Completion of a reflection sheet of the B.O.B. book^^
- Student-teacher conference
- Up to 45 minute detention
- 1 half day in-school suspension
- 1 day out of School Suspension (depending upon severity and frequency)
- Phone call to parent/guardian
- Discipline referral sent home and signed (automatic)

Level Four Behaviors (unlawful)

- Stealing school materials or possessions of others
- Fighting
- Physical, verbal, emotional or sexual harassment
- Vandalism of school property or property of others

Other similar behaviors

Level Four Consequences***

- Natural consequence i.e. repair of item, return of property (automatic)
- Completion of a reflection sheet of the B.O.B. book^^
- Conference between student/guardian/principal and other applicable staff members
- Up to 60 minute detention
- Phone call to parent/guardian (automatic)
- 1 half day in-school suspension
- Full day in-school suspension
- Full day out- of-school suspension
- Discipline referral sent home and signed (automatic)
- Conference with police officer and/or police report filed

*** **Consequences** represent discipline options available to staff members. Staff members may consider the behavior as well as whether or not it is repetitious in nature. Staff may choose to use a combination of consequences i.e. natural consequences plus phone call home. Note that Principal involvement begins at level two. Reoccurring incidents could result in consideration of expulsion.

^^^**B.O.B. book (grades 6-8)**

B.O.B. stands for “Book of Behavior” and consists of Behavior Reflection Sheets. The purpose of these sheets is to allow students time to reflect on issues, behaviors, or situations that adversely affect the classroom learning environment. A student issued this form must complete it and have it signed by his/her parents. The form must be returned to issuing teacher the following day at the beginning of school.

In addition to reflecting on B.O.B. questions like “What rule did I break?”, or “What effect did my behavior have on my learning and on the learning /safety of others?”, the student will need to write a personal essay, explaining his/her thoughts and actions. This essay will be graded as English writing assignment, and the grade will be included in the student’s grading book, affecting the student’s final English grade.

As a result of receiving a B.O.B. Reflection Sheet , the School Office will be notified and, depending on the behavior/situation described as well as the number of discipline violations student has on his/her personal record, the Office will assign the appropriate consequence(s).