



# ALLEN ACADEMY

A COLLEGE PREPARATORY SCHOOL

## **COMMUNITY RIGHTS AND RESPONSIBILITIES LOWER SCHOOL REFERRAL PROCEDURES**

ALLEN'S COMMUNITY RIGHTS AND RESPONSIBILITIES DELEGATE A SIGNIFICANT PORTION OF RESPONSIBILITY TO FACULTY IN MANAGING THE CLASSROOM ENVIRONMENT. IT IS MY INTENTION TO RESPECT THE INDIVIDUAL RELATIONSHIPS THAT FORM, MATURE, AND EXPAND BETWEEN AND AMONG STUDENTS AND FACULTY. THERE ARE, HOWEVER, SOME ISSUES THAT WARRANT ADMINISTRATIVE ACTION AND/OR ATTENTION. THE FOLLOWING IS A STARTING POINT FOR OUR DISCUSSION OF PROCEDURES AND REPORTING. FIRST OF ALL, THESE ARE ISSUES PERTAINING TO "DISCIPLINE" NOT ACADEMICS. THE PROGRESS REPORT SYSTEM IS THE SAME.

THERE ARE THREE DOMAINS IN THIS REGARD:

### **1. ADMINISTRATIVE ACTION**

- A. REPORT TO JOHN IMMEDIATELY
- B. ANY INCIDENT OF VIOLENCE OR HARASSMENT (VERBAL, PHYSICAL, SEXUAL) REGARDLESS OF INTENT
- C. DRESS CODE VIOLATIONS (THE DRESS CODE POLICY IS A SCHOOL POLICY, NOT CLASSROOM)
- D. DISREGARD FOR STUDENT CONFERENCE PROCEDURES

### **2. CLASSROOM ACTION**

- A. NOT REPORTED TO JOHN
- B. INCIDENTS THAT REQUIRE THE "TWO-PRONG" APPROACH
  - I. WHAT RIGHT ARE YOU INFRINGING UPON?
  - II. WHAT RESPONSIBILITY MUST YOU EXERCISE?
  - III. ADMINISTERED DURING CLASS
    - 1. 2 MINUTE MAXIMUM IF FURTHER REDIRECTION IS REQUIRED
- C. TEACHERS KEEP RECORDS OF ACTION
  - I. NEED NOT BE SUBMITTED TO JOHN

### **3. STUDENT CONFERENCE/ADMINISTRATIVE ATTENTION**

- A. REPORTED TO JOHN VIA THE APPROPRIATE FORM
  - I. JOHN DOES NOT NECESSARILY ATTEND
  - II. REQUEST FLY-BY OR DROP-IN
- B. INCIDENTS THAT REQUIRE THE "FOUR-PRONG" APPROACH
  - I. WHAT ARE YOU DOING?
  - II. WHAT DO YOU WANT?
  - III. WILL YOUR ACTIONS GET YOU WHAT YOU WANT?
  - IV. WHAT CAN YOU DO TO GET WHAT YOU WANT?
  - V. ADMINISTERED OUTSIDE OF CLASS TIME (LUNCH, RECESS, ETC.)
- C. INCLUDE ANY OUTCOME ASCRIBED TO STUDENT RESPONSIBILITY. POSSIBLE EXAMPLES ARE:
  - I. A STUDENT WHO REPEATEDLY DOES NOT HAVE A PENCIL WHEN CLASS BEGINS MUST REPORT TO YOUR ROOM TO SHARPEN PENCILS DURING RECESS OR LUNCH.
  - II. A STUDENT WHO IS ALWAYS CHEWING GUM MUST SCRAPE THE GUM OFF OF THE BOTTOM OF THE DESKS IN YOUR CLASSROOM
  - III. A STUDENT WHO REPEATEDLY PLAYS IN THE RESTROOM MUST SPEND TIME CLEANING UP THE RESTROOM AND/OR CLASSROOM DURING RECESS OR LUNCH.

IV. ALL OF THESE MUST BE DOCUMENTED WITH THE APPROPRIATE FORM. I WILL ROUTE ACCORDINGLY.

D. JOHN WILL DETERMINE WHICH CONFERENCES REQUIRE PARENTAL CONTACT

### **PROCEDURES**

WHAT ARE THE PROCEDURES FOR REDIRECTION, OR FULFILLING RESPONSIBILITIES?

WE MUST HAVE ONE VOICE IN THIS REGARD.

### **EXAMPLE**

JOE SCHMOE CONTINUES TO TALK DURING INSTRUCTION PULLING HIM OFF-TASK AND DISRUPTING THE CLASS. YOUR “CLASSROOM ACTION” IS ASKING JOE WHAT RIGHT HE IS INFRINGING UPON AND WHAT HIS RESPONSIBILITY IS (2-PRONGS). JOE ANSWERS CORRECTLY AND THE LESSON MOVES ON. JOE ANSWERS INCORRECTLY, YOU REDIRECT TO MAKE THE RIGHT AND RESPONSIBILITY CLEAR. SITUATION RESOLVED. DOCUMENT FOR YOUR RECORDS.

THE OTHER POSSIBILITY IS THAT JOE DOES NOT UNDERSTAND THE RIGHTS AND RESPONSIBILITIES, SO YOU REDIRECT TO MAKE CLEAR – STILL A CLASSROOM ACTION. JOE STILL DOES NOT UNDERSTAND SO YOU CAN REQUEST A STUDENT CONFERENCE AT THIS POINT (4-PRONG APPROACH). MY INTENTION WOULD BE TO LIMIT “CLASSROOM ACTIONS” TO ABOUT 2 MINUTES. ANYTHING BEYOND THAT WOULD BE INDICATIVE OF THE STUDENT NOT UNDERSTANDING AND NEEDING CLARIFICATION AND DETAILED CONVERSATION IN A ONE ON ONE SITUATION. ON THE OUTSIDE CHANCE THAT THE STUDENT DOES UNDERSTAND AND IS YANKING YOUR CHAIN, THE CONFERENCE REQUEST DEESCALATES THE SITUATION AND PUTS YOU BACK IN CHARGE OF THE CLASSROOM WITHOUT YOU OR THE STUDENT HAVING TO BECOME CONFRONTATIONAL. OF COURSE, IF THE CONFERENCE REQUEST IS IGNORED AND THE STUDENT IS STILL DISRUPTIVE, HE/SHE CAN BE SENT TO MR. ROUSE’S OFFICE (ADMINISTRATIVE ACTION).

HOWEVER, THIS MEANS TAKING AN ENORMOUS AMOUNT OF TIME AT THE BEGINNING OF THE YEAR SO STUDENTS UNDERSTAND THE PROCEDURES, PARTICULARLY IN THIS PARTICULAR EXAMPLE. THE REQUEST FOR CONFERENCE DUE TO NOT UNDERSTANDING IS NOT AN ATTACK OF THE STUDENT’S ABILITY TO UNDERSTAND. RATHER, IT IS A RESPECTFUL REQUEST TO HAVE AN OPPORTUNITY FOR A ONE ON ONE CONFERENCE. BUT, YOU MUST MAKE THIS POINT CLEAR TO THE STUDENTS AS WELL AS MAKE SURE THEY UNDERSTAND THEIR RESPONSIBILITY TO DESIST IN THE BEHAVIOR FOR THE REMAINDER OF THE CLASS. THAT WAY, IT IS A MUTUALLY RESPECTFUL PROCEDURE. THE SAME WORKS FOR THE CHAIN YANKING AS WELL. IF STUDENTS KNOW THAT THE CONFERENCE REQUEST REQUIRES THE BEHAVIOR DESIST (REGARDLESS OF REASON – NOT UNDERSTANDING OR CHAIN YANKING), THE APPROPRIATE “SHOT ACROSS THE BOW” HAS BEEN MADE.



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A RIGHT IS INFRINGED UPON

TEACHER EMPLOYS CLASSROOM ACTION

STUDENT UNDERSTANDING AND OWNERSHIP <b>RESOLVED</b> TEACHER DOCUMENTS FOR CLASS RECORDS	OR	NO UNDERSTANDING OR OWNERSHIP TEACHER REDIRECTS
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STUDENT UNDERSTANDING AND OWNERSHIP <b>RESOLVED</b> TEACHER DOCUMENTS FOR CLASS RECORDS	OR	NO UNDERSTANDING OR OWNERSHIP (REAL OR DEFIANT) <b>REQUEST FOR STUDENT CONFERENCE</b> ADMINISTRATIVE ATTENTION
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BEHAVIOR DESISTS STUDENT CONFERENCE HELD <b>RESOLVED</b> OUTCOMES DOCUMENTED AND SUBMITTED TO CAREN /KATE	OR	BEHAVIOR CONTINUES <b>ADMINISTRATIVE ACTION</b> SEND TO JOHN WITH FORM
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ALL STUDENT CONFERENCE REPORTS WILL BE DISTRIBUTED VIA JOHN'S OFFICE.



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## *Lower School Community Rights and Responsibilities*

*The purpose of Allen Academy is to educate young people – intellectually, aesthetically, socially, physically, and morally – so they become responsible, contributing citizens and fulfilled individuals.*

Rights	Responsibilities	Outcomes
<p>I have the right</p> <ul style="list-style-type: none"> <li>To learn and be given assistance to do so</li> <li>To be myself</li> <li>To be safe</li> <li>To a moral and social development</li> <li>To expect that all rights will be mine in all circumstances so long as I am exercising my full responsibilities</li> </ul>	<p>In securing my rights and the rights of others, I agree</p> <ul style="list-style-type: none"> <li>To be on time and prepared with materials</li> <li>To follow directions the first time they are given</li> <li>To accept and give assistance when it is given in the spirit of increasing the opportunity to learn</li> <li>To respectfully express myself in ways others can hear and allow others to do the same</li> <li>To learn about myself through constructive feedback</li> <li>To keep my hands, feet, and other objects to myself</li> <li>To respect the rights and property of others</li> <li>To help make the environment safe by not acting dangerously, securing property, and by not bullying or threatening others</li> <li>To honor individual differences by treating others fairly regardless of looks, abilities, beliefs, or gender</li> <li>To treat others with kindness and respect by not teasing, demeaning, or insulting them</li> <li>To participate in class</li> <li>To actively participate in all school service projects</li> <li>To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same</li> </ul>	<p>The natural outcomes of my responsibilities are</p> <ul style="list-style-type: none"> <li>Participation in a community where I may enjoy and pursue personal growth</li> <li>The loss or restriction of personal and/or social time within the school day and perhaps beyond</li> <li>The loss or restriction of various opportunities provided by the Allen community</li> <li>The enjoyment of expanded time to pursue personal and group interests</li> <li>The ability to participate in a program of expanded opportunities</li> <li>Participation in a classroom action</li> <li>Having a voice within the school community</li> <li>An environment conducive to learning</li> <li>A safe and secure environment</li> <li>Participation in an administrative action</li> <li>Participation in a student conference</li> <li>The freedom to be an active member of the Allen community and enjoy all of the rights enjoyed by others</li> <li>The respect that I enjoy and earn from my participation in the Allen community</li> <li>The satisfaction of college choice at the conclusion of my Allen career</li> <li>The peace of mind in knowing that I enjoy and secure my rights and the rights of others</li> </ul>

***ENJOYING A RIGHT REQUIRES EVERYONE TO ACCEPT CERTAIN RESPONSIBILITIES.***