

# Berkley Charter School

## Discipline & Attendance Plan 2020-2021

### **Steps Taken in the Classroom before Referral to the Office for the same Minor Infraction:**

1. Verbal Warning and Reteach the Expectation
2. Complete Minor Infraction Form with Intervention Indicated (copy sent home)
3. Complete Minor Infraction Form with Intervention Indicated (copy sent home) and Phone Call to Parent/Guardian
4. Referral to the Office

This process is repeated for each different offense/infraction.

**\*Serious Breaches of the Code of Conduct complete Office Referral Immediately.**

**Wireless Communication Policy:** Wireless communication devices shall not be activated or used during school hours or on school buses. Cell phone/Electronic Device use by a student during an unauthorized time will result in the teacher or administrator directing the student to turn off the device and to put it away. Repeated use of an electronic device may result in an administrator confiscating the device and returning it to the parent. Inappropriate content being shared with other students will result in a major office referral.

### **Actions Taken in the Office for Referral Depending on the Offense, an appropriate Level will be chosen according to District Guidelines:**

- Level 1 – Parental Assistance
- Level 2 – Office Intervention/Time-out/Reteach Expectation
- Level 3 – Detention/Loss of Privilege
- Level 4 – In-school Suspension (not offered at Berkley)
- Level 5 – Out-of-school or Bus Suspension Short Term
- Level 6 – Out-of-school or Bus Suspension Long Term
- Level 7 – Possible Dismissal/Alternative Education
- Level 8 – Expulsion from School or Bus

### **Attendance:**

1. Letter home after 5 unexcused absences, tardies, or early check out.
2. Parent conference after 10 unexcused absences, tardies, or early check out.
3. Over 10 days of unexcused absences, tardies, or early check out will result in probation and possible dismissal.

### **Excused Absences:**

An excused absence is defined as an absence that has the sanction of the parent and the school. The following absences are acceptable and will be excused.

Personal Illness: A student shall be excused for absences caused by personal illness. A note explaining the absence which has been signed by the parent must accompany the student on return to school. The school will require a doctor's excuse after 5 illness days in a semester. **If illness or quarantine is due to COVID-19 concerns, a parent note or email to the teacher is sufficient to excuse the absence. Parents and students shall work directly with the teacher to ensure work is being completed at home while the student is in quarantine.**

Illness or death in the immediate family: A note explaining the absence that has been signed by the parent must accompany the student on return to school.