

			LE: Ensign Learning Center		Packet Ref#
			Model/App: Ensign Learning Center		K.02
			PS: _____ PKT: Policies and Procedures		1 of 3
			Policy Title: Citizenship and Behavior Management	Policy K.02	
Citizenship and Behavior Management Policy K.02					
<p>Purpose: Ensign Learning Center's Citizenship and Behavior Management policy aims to teach our students self control along with the ability and desire to choose right from wrong and live their life according to the Gospel of Jesus Christ. "My son, forget not my law; but let thine heart keep my commandments: For length of days, and long life and peace, shall they add to thee. (Proverbs 3:1-2) My son, let not them (wisdom and understanding) depart from thine eyes: keep sound wisdom and discretion: So shall they be life unto thy soul, and grace to thy neck. Then shalt thou walk in thy way safely, and thy foot shall not stumble. (Proverbs 3:21-23)</p>					
<p>Attendance at Ensign Learning Center is a privilege and not a right. We have high academic, character, and spiritual expectations of all our students. We at Ensign will work to train our students in living the Gospel and support each of our students in meeting our expectations. "Train up a child in the way he should go and when he is old he will not depart from it" (Proverbs 22:6). We expect these main character traits from our students: Obedience - follow directions, do what they are asked, complete the assigned tasks to the best of their ability. "The main duty of every individualis to absolutely please the one above him.....and he does it finding joy in the same." (Brother Elden #1) "Respect - listen while an adult or peer is talking, raise their hand before talking during instruction, share the items and the space in our classrooms, treat people and supplies in a kind, gentle and inclusive manner, "...love one another; as I have loved you, that ye also love one another." (John 13:34), Responsibility - participate, be an active learner, and be responsible for taking things (such as their binder) safely to and from school. "One who is faithful in a very little is also faithful in much..." (Luke 16:10)</p>					
<p>Teaching procedures at the beginning of the year, being consistent with procedures, and reteaching when it is needed will eliminate most behavior issues.</p>					
<p>All parents are expected to be involved by supporting their student's class and school expectations and by assisting us as we help students learn positive behaviors and correct any problem behaviors.</p>					
Citizenship					
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION		TEACHER CHECKPOINTS
10 Gold	Honors	Above and beyond. Efficient with time, looks out for others, including the teacher. Does more than is required. Actively lives and is an example of the Gospel of Jesus Christ.	Keeper of the Light Candidate, positive parent feedback/contact, possible classroom rewards, extra privileges		Have each student's goal be to work toward this level every day. Progress and perfect practice make perfect. Focus and encourage them in their progression toward this goal.
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION		TEACHER CHECKPOINTS
5 Green	Meeting Basic Expectations	Meeting classroom and schoolwide requirements. Follows rules consistently, works well with other students, but does not necessarily do extra or go above and beyond requirements.	Teach procedures and behavior management. This student may still need reminders and lots of encouragement. Reminders: Eye contact, standing closely to the student, gently shake your head to indicate student needs to make a better behavior choice, saying student's name.		Continue to give lots of encouragement. Make sure praise given is genuine, focus on the "DEED", rather than the doer. Encourage the students to work towards Gold Level. Focus on their progress and strengths.
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION		TEACHER CHECKPOINTS
4 White	Correction	Talking out, being loud at inappropriate times, out of seat w/out permission, minor disobedience, purposely/carelessly breaking classroom rules,	Explain to the student how and why they are breaking the rule and why they must move levels, possibly separate student to a different seat, teach/remind student of principles of obedience and respect, teach procedures, etc. Document behavior in Jupiter Grades	Ask of yourself: Have I done my part and given clear instructions? Did I use a calm voice with a good spirit? Ask the student, "What is the procedure/rule?" Have the student repeat the procedure and ask them to please show you how to do it. Encourage them to repent of the misdeed.	Any type of physical or emotional abuse is unacceptable and will not be tolerated. Make sure every interaction with your student builds up the student's feelings of self-worth and strengthens that student.
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION		TEACHER CHECKPOINTS

3 Yellow	Needs Improvement	1st offense of hitting or kicking biting or other students. 1st offense of lying, mild disrespect, blatant/repeated disobedience, purposely breaking rules, minor tantrums, major disruption.	Time out, take student into the hall and talk to them, student sits in another teacher's classroom (make arrangements with another teacher), head down, fill out a note of rule broken and how they will correct it before they can return to class, re-teach obedience to the procedure/rule and respect. Contact the parent through text or phone call to inform them of the behavior. Let the parent know they can call their child and talk to them to help get the student back on track.	Whatever discipline method used must fit in with the five R's: Reasonable, Related, Revealed in advance, Respectful, Repeated back to the teacher. Help the student understand the importance of doing things in the right and best way. Encourage them to change their behavior and try to begin moving back up to the higher levels of behavior.	
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION	TEACHER CHECKPOINTS	
2 Orange	Poor	Uncooperative, disobedient, disruptive, 2nd offense or severe 1st offense of hitting, kicking, biting other students (physical fighting), putting gum in or cutting another student's hair. Verbally or physically refusing to obey, blatant disrespect, lying, defiant, destroying another student's property. Cheating for fourth, fifth, and sixth grades. Cheating more than once will result in the student being pulled to level red. 2nd and 3rd grades teachers use cheating as a teaching moment so the student will understand what cheating is and why it is wrong. After the child knows what cheating is (2 or 3 times of teaching them what cheating is) the child will be pulled to orange. Negligent minor damage to school facilities (walls, furniture). Document behavior in Jupiter Grades. Use good judgement when pulling colors.	Student will be taken to the Behavior Specialist. Help the student understand they cannot be in the class if they are causing themselves or others harm. Let them know that you would not allow anyone hurt them and you will not allow them to hurt anyone else. Ask them how they are doing, ask if everything is okay. Student will be brought to the administration and a parent will be contacted. The student will also talk to their parent and taken through the steps of repentance. Tell the teacher they are sorry. Both parents will be contacted if the student receives a level 2 rating two times in one quarter. Three level 2 ratings in one quarter will result in a level 1 rating. Use good judgement when pulling colors.	If a student gets to this stage, ask yourself, "Have I made a place for this student, have I helped them feel like they belong and can make a difference in my class, am I focusing more on their progress and encouraging in this or am I focusing more on their poor behavior and giving them more attention through criticizing behavior?" Evaluate the relationship between the student and their classroom peers to ensure there is no bullying, intimidation, teasing, etc. that may be triggering the behavior.	
RATING	LEVEL	BEHAVIOR DESCRIPTION	SUGGESTED ACTION	TEACHER CHECKPOINTS	

1 Red	Unacceptable	vulgar language, profanity, repeated disobedience, defiant, physical fighting, biting, hurting other students, uncooperative, blatant disrespect, verbally or physically refusing to obey, talking back, verbal or physical abuse of the teachers or other students, hitting/kicking teachers, cheating, calling teacher names, uncontrollable tantrums, lying, stealing (folow Good Character policy for 2nd graders), vandalism (Vandalism is the deliberate, malicious destruction or defacement of property. This includes tagging, graffiti, or damaging furniture or school facilities. Vandalism costs the school money that could otherwise be used for educational purposes or school activities. The existence of vandalized property at school degrades campus environment.) Document behavior in Jupiter Grades.	Behavior Specialist will bring the issue to administration. Administration will contact parents. Both parents of the students involved in the incident will be contacted and the situation will be thoroughly explained. Parents may be asked to come pick up the student. A meeting with the administration and parents may be held to review behavior and watch video, if available, and take the student through the steps of repentance. The administration may create a behavior plan with the help of the parents and Behavior Specialist . If a child is pulled to red for stealing, the child will call their parent and a meeting will be set up to solve the issue, go through the Steps of Repentance, read/write down scriptures concerning honesty. A child who receives a level 1 rating 2 times in 1 quarter must have a parent come in and observe the student for at least one hour. Part of the observations should be of video footage. A child who receives a level 1 rating 3 times in one quarter will result in a level 0 rating and the child will be suspended. * Anytime a student pulls to red, if the offense is severe enough the student will be suspended.	Reinforce the idea in your class that verbal and physical abuse is not allowed at our school. Remind the students that we must never raise our hand against our brothers and sisters here at Ensign and encourage students to be peacemakers, obedient, honest, and kind. Find opportunities to plant Gospel principles in the hearts of your students throughout the entire school day in addition to the class Seminary/Bible time. Evaluate how much/often you are stressing/ re-teaching positive character traits in every interaction with your students.		
RATING	LEVEL	BEHAVIOR DESCRIPTION	ACTION			
0	Suspension	Hitting, kicking, disrespecting, or hurting teachers with malicious intent. Doing physical damage to other students Severe vandalism. Setting or starting fires anywhere in the school building or on school grounds.	Student will be brought to the administration. The parent will be required to take the student out of school immediately and the student will be suspended. First suspension of the year: the student will be suspended for a minimum of one school day. Before the student may return to school, both parents will be required to meet with the teacher and principal/vice principal to view video if available, address the behavior, and create a plan of action to correct it. If the parents are unable to meet within 10 school days, the student will be unenrolled from Ensign. On the first suspension the student will be referred to counseling. Second suspension of the year is a minimum of one week (5 school days). Parents will meet to review the student's behavior plan as well as go into the classroom and observe the student for a minimum of one hour. They will also be required to watch video footage of the student's behavior from mutiple days. If the offense is severe enough the student will skip to the third suspension. Before the student may return to school, both parents will be required to meet with the teacher and principal/vice principal to view video if available, talk about the behavior and a plan of action to correct it. If the parents are unable to meet within 10 school days, the student will be unenrolled from Ensign. Third suspension of the year is for 10 days. A meeting will be held with both parents, the patriarch, the teacher and the administration to determine if the student will be allowed to return to school. Expulsion from Ensign must be considered. If an effective plan is not agreed upon by both parents and Administration, the student must be expelled. Document behavior in Jupiter grades. If parents are unable to meet within 10 school days, the student will be unenrolled from Ensign.			
Expulsion						
In the case of a student causing intentional deadly harm to another student or the school, the student will be expelled from						
Ensign Learning Center. If a student endangers the safety of another student, they may be expelled.						
If a student has been suspended 3 times and still causes behavior issues after returning, the student may be expelled.						
MOVING UP AND DOWN IN LEVELS						
If a student changes/repents of their behavior and begins performing on a higher level, that student may move up in color/levels. However, any color/level changes that result in lower than a yellow (orange & red) must remain in Jupiter as the permanent behavior rating for that day. Each level move should match the offense. If an offense is severe enough, a student may be moved directly to the appropriate color/level.						