

## **CODE OF CONDUCT AND DISCIPLINE FOR ALL**

At Seacoast Waldorf School, we emphasize a positive approach to all behavior expectations. We seek to provide a wholesome, nurturing environment by creating an atmosphere of peaceful cooperation where learning can take place. Students are expected to speak and behave in a manner consistent with the Seacoast Waldorf **MARINERS** code of conduct. We expect respect towards teachers, classmates, parents, school buildings, and the property of others. Each teacher is fully responsible for discipline in his or her class. If there are infractions, students are approached in a dignified manner and asked to comply with the school's standards of behavior. If inappropriate behavior continues, a conference with teachers, parents, and/or students is scheduled, and, in the case of grades students, a behavior support plan is created.

### **OUR APPROACH TO DEVELOPING SELF-DISCIPLINE:**

Waldorf education strives to help children develop and maintain positive, disciplined behavior through a loving relationship with authority figures (teachers, parents, etc.) who set clear expectations. This is done by maintaining daily, weekly, seasonal and yearly rhythms appropriate to the children's age and stage of development.

While we recognize positive behaviors, we focus on natural or logical consequences when direct intervention becomes necessary. Our goal as teachers is to foster a developing sense of responsibility in the children. We encourage students to acknowledge wrongdoing and help them to rectify the situation.

Each teacher is fully responsible for the discipline in his or her classroom. Students will be approached in a dignified manner and asked to comply with the code of conduct. If unacceptable behavior continues, parents will be informed, and a plan of action will be created. The Seacoast Waldorf School reserves the right to apply discipline that, in the judgment of the faculty, is most appropriate to accomplish that goal. Each case will be approached individually and worked out with the best interests of the child's development and participation in the learning environment in mind.

### **GRADES STUDENTS – CODE OF BEHAVIOR AND DISCIPLINE**

At Seacoast Waldorf School, we practice a positive approach in which the student is gradually led toward an experience of self-discipline. Our goal is a school environment that fosters cooperation, responsibility and respect; we expect our students to follow the school **Code of Behavior**:

- To remember that everyone's personal safety and well-being comes foremost. Rough-housing, fighting, shoving, spitting, pushing, hitting, kicking or biting are cause for immediate intervention.
- To be at school and in the classroom on time for every lesson.
- To conduct yourself during the lessons in such a way that the teacher can teach the whole class with minimal interruptions. Any disruptive behavior is not permitted in the classroom or on campus.
- To treat all teachers, staff, parents, and students with the same courtesy and respect you would wish to receive yourself. Rudeness, teasing, mimicking, swearing, threatening, defiance, sexual harassment and lying are not permitted. (\*see note on Bullying)
- To help keep the classroom and the school grounds clean and tidy.
- To treat all property with care. You will be required to repair or replace anything that has been damaged.
- To remain within school boundaries while at school and never to leave the school campus without permission.
- To do class work to the best of your ability.
- To keep your school materials in good condition.
- To hand in all required assignments on time.
- Complete all homework, including practicing musical instruments.

**For teachers we add:**

- To be on time for every lesson.
- To treat students with courtesy and respect, especially when discipline is needed.
- To treat colleagues and parents with courtesy and respect at all times, especially in times of disagreement.
- To be supportive and encouraging to all the students in your care, in words and actions equally.
- To be consistent in your approach to discipline issues.
- To provide all students and parents with opportunities to express concerns and questions.
- To notify parents in a timely manner when expectations for schoolwork and behavior have not been met.
- To familiarize yourself with State Laws and legal requirements for reporting concerns of neglect, abuse, and bullying.

**For parents we add:**

- To review the discipline policy and school rules with your child or children.
- To collaborate with faculty in implementing discipline policies.

- To ensure that your child or children are at school on time and that they are collected from school in a timely manner.
- To treat teachers and staff with courtesy and respect at all times, especially in times of disagreement.
- To make use - when possible - of the opportunities given by the school to learn more about the philosophy of Waldorf education.
- To see that children get adequate nutrition and rest.
- To provide an appropriate time and environment for homework.
- To ensure all homework is completed, including practicing musical instruments.

### CONSEQUENCES OF MISBEHAVIOR

**Step one:** an informal private conversation between student, class teacher, and/or specialty teacher. Students are made aware of misconduct and given an opportunity to correct the behavior. Teacher(s) and student will use DDD to discuss misbehavior.

- ❖ **DISAPPROVE / AFFIRM** Expressing disapproval "...It's not OK to do/say things like that in this family/school. It makes things worse when you do/say things like that." And then..."You are usually fairly helpful and friendly towards ....."
- ❖ **DISCOVER** Asking in an age appropriate way... i) "What's the problem?" or "What's bothering you?" ii) "What can we do about it?"
- ❖ **DO-OVER** Do over/rephrase "Let's work out how to do/say that in a better way." "You need to apologize for..." Teacher follows up within one week to make certain expectations are being met.

**Step two:** student meets with teacher(s) and Educational Support Coordinator (**ESC**) to discuss continuing misbehavior and receives an **ORANGE** form and is asked to sign "THE BOOK." Parents are informed of the situation and asked that they discuss the problem with the student, and assist them in resolving his/her behavior.

**Step three:** meeting with student, teacher, ESC, and parent(s). Change plan will be developed and agreed upon. (See form). Follow meeting will be scheduled at this time.

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**DETENTION:** Students may be assigned to after school detention at the discretion of teachers, administrators, or other school staff. Detention will be held on Wednesdays from 3-4:00pm. At least a twenty-four hour notice will be given. Transportation of the student home after detention (generally 4:00 pm) will be the responsibility of the parent. It is

expected that the student postpone all other activities in order to serve the detention on the first available date.

**Sending a Child Home:** In the interest of maintaining a safe and courteous environment for all members of the school, there are certain behaviors that will not be tolerated and may result in immediate removal (suspension) of the child from the school setting.

### **Guidelines for Suspension and Dismissal**

Decisions for suspension or dismissal are made by the Student Support Committee along with the Leadership Council, in dialogue with the class teacher, but not by the teacher alone.

Due to the serious nature of the following misconduct, a student may be sent home the day of the occurrence with automatic suspension for a minimum of two school days, until the Leadership Council can meet with the parents and the class teacher to discuss terms of probation. The School may be required to notify other authorities.

- Violent acts which physically or potentially injure another person.
- Any action endangering the physical and/or emotional health or life of the student or other individuals.
- Acts which entail destruction of property.
- Blatant defiance.
- Possession of weapons, cigarettes, alcohol or drugs.

The Student Support Committee (SSC) along with the Leadership Council will determine terms of any suspension or probation. If through dialogue, conference, and probation, parents and teachers are unable to successfully resolve behavior issues, the SSC and the Leadership Council will meet again with the class teacher and the parents to determine the most beneficial action. If dismissal is determined, the Operations Manager and parents will attend to the details of the student's withdrawal from SWS.

**Suspension:** A student who is unable to change behavior through the noted interventions or who engages in an extreme infraction of school decorum may be suspended from school. Behavior of a violent or illegal nature, or that puts others at risk, will result in an immediate out of school suspension. A parent-teacher conference with the Class Teacher and a member of the Student Support Committee.

**Expulsion/Separation:** A student may be asked to leave the school for serious acts of abusive, disrespectful, threatening, or endangering behavior toward a teacher, staff member, visitor, or fellow student. All recommendations for expulsion will be made to the faculty, whose decision will be final.

### **DEFINING UNACCEPTABLE BEHAVIOR: A NOTE ON BULLYING**

(In addition to the list of unacceptable behaviors in our Code of conduct, we include here a note on Bullying. All teachers are ready to listen to any concerns by children or adults if there are indications that this may be occurring.) A note on Bullying Maine anti-bullying laws include the following definitions bullying and cyberbullying:

“Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
  - (a) Physically harming a student or damaging a student’s property; or
  - (b) Placing a student in reasonable fear of physical harm or damage to the student’s property;
- (2) Interferes with the rights of a student by:
  - (a) Creating an intimidating or hostile educational environment for the student; or
  - (b) Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a student’s actual or perceived characteristics identified in Title 5, section 4602 or 4684-A, or is based on a student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics and that has the effect described in subparagraph (1) or (2).

“Bullying” includes cyberbullying.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

### **Guidelines for Defining Sexual Misconduct**

The SWS Community fully supports all laws which are designed to protect our students from sexual harassment. Sexual Harassment may be defined as: “Any form of unwelcome sexual behavior or conduct, imposed by one person upon another.” Any sexual comment or behavior that makes one party experience fear, embarrassment or exploitation is against the law.

***\*\*\*\*Any student who feels he/she is a victim of ANY form of harassment should inform a teacher or staff member immediately.***