



Atmosphere
academy

Discipline Policy

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INTRODUCTION

Atmosphere Academy Public Charter School is committed to core values that align with the realization of its mission and vision. The school community continually strives to translate these core values into specific, positive practices and behaviors. A clearly stated Discipline Policy helps to establish and sustain Atmosphere's core values as the foundation for shared success.

The design and scope of the Atmosphere Academy Discipline Policy involves ongoing and extensive discussion with and involvement of parents, students, and staff. The whole school community determines the essential and expected student behaviors that foster a positive learning environment and maximize student achievement.

Everyone wants a safe, orderly, and inviting school -- an atmosphere in which teachers can teach and students can learn. Everyone wants to know the standards, rules, and expectations of discipline. Discipline is a process that teaches and self-discipline can be learned from firm, but gentle, discipline policies and procedures.

The ultimate goal of the Atmosphere Academy Discipline Policy is to foster self-control and responsibility in each child. Following these rules creates a desirable climate for learning throughout the school. Students are more likely to conform to these rules when they fully understand the need for them and the responsibility to follow them.

The Atmosphere Academy Discipline Policy is divided into sections defining required general conduct, necessary conduct in specific areas, and natural consequences for misbehavior. There are normally a range of consequences that will be consistently and fairly enforced for each infraction or misconduct. The specific consequences from the options are determined by the severity of misbehavior or the frequency of misconduct. From the range of consequences, students are able to identify inevitable, predictable, and natural consequences possible for each infraction or misbehavior.

Every student has the right to learn and the right to be free from harassment or fear. Moreover, students should be aware of their rights and responsibilities:

- Students have a right to participate in school activities unless properly suspended from participation pursuant to the school's Discipline Policy.
- Pursuant to federal law, students have due process rights that must be observed before a suspension/expulsion from school.
- Students have the right to present their versions of the facts and circumstances leading to the imposition of disciplinary sanctions by appropriate staff members.

In certain cases, it should be noted that suspension/expulsion may be applied to students committing egregious offenses. Potential suspendable or expellable offenses include, but are not limited to:

- Selling, using or possessing tobacco, alcohol, drugs, vapes, other controlled substances, or drug paraphernalia on school property.
- Selling, using, or possessing dangerous materials or instruments including weapons, fireworks, lighters, and matches on school property.
- Creating a hazardous situation which endangers others. This includes, but is not limited to, setting false alarms, threatening to harm the school/larger community and reporting bomb scares on school property.

- Fighting, violent behavior, or activities that endanger the health and safety of students on school property.
- Damage to, destruction of, or theft of student, staff or school property.
- Insubordination that threatens the health and safety of students or others or disrupts the educational process.
- Gambling on school property.

It is essential that all stakeholders responsible for maintenance of the Atmosphere Academy Discipline Policy be fully aware of the rules and guidelines in this booklet. The Discipline Policy is reviewed on various occasions during the course of the school year with all students and parents.

When all stakeholders adhere to the Discipline Policy, everyone benefits from an orderly school and an enjoyable learning environment.

Please review the Discipline Policy as a family and return the acknowledgment form.

RESPONSIBILITIES OF STAKEHOLDERS

It is the ultimate goal of Atmosphere Academy to provide an environment that is conducive to learning. This will be achieved by a staff that provides guidance and a friendly atmosphere. The staff's commitment to a philosophy regarding the rights, procedures and responsibilities of the students is an integral part of Atmosphere Academy. All staff members have an obligation to set fair and reasonable standards of behavior for students and to take the necessary steps to maintain these standards.

The Atmosphere Academy Discipline Policy consists of reasonable rules based upon respect to produce a positive learning environment. These rules will be systematically emphasized and consistently enforced. All stakeholders are responsible for good discipline.

RESPONSIBILITIES OF STUDENTS

To achieve academic and social success, the students of Atmosphere Academy should familiarize themselves with the following responsibilities:

- Be respectful of others at all times.
- Accept full responsibility for your behavior and actions.
- Use good judgment when stating opinions or giving ideas.
- Obey the rules and regulations without expecting special consideration.
- Be honest in dealing with others.
- Be prepared for class, seek help when needed, and be responsible for making up all missed work and tests during absence or tardiness.
- Avoid missing school for unimportant and avoidable reasons.
- Respect school property and exert influence on others to do the same.
- Use the power to vote wisely.
- Make the best use of time and contribute willingly to group activities.

RESPONSIBILITIES OF PARENTS

- Become familiar with and support the implementation of the Atmosphere Academy Discipline Policy enthusiastically.
- Be objective and supportive of the school's decision when rules and consequences affect your child.
- Accept responsibility for your child's behavior and learning.
- Encourage respect for school property.
- Encourage and model respect for all school personnel.
- Schedule all medical appointments and other appointments after school hours when possible.
- Encourage attendance at school.
- Make all arrangements for after school activities before the child leaves for school.

RESPONSIBILITIES OF ADMINISTRATORS

- Communicate the Discipline Policy to students, staff, parents and the community.
- Support all stakeholders in the proper implementation of the Discipline Policy.
- Enforce the consequences as determined by the Discipline Policy.
- Be role models for all stakeholders and promote dignity and respect at all times.
- Set aside designated days for supervised administrative reflection.

RESPONSIBILITIES OF STAFF

- Uphold Atmosphere Academy's 8 core values for Mindful Leadership (Persistent, Curious, Collaborative, Ethical, Reflective, Multicultural, Empathetic and Civic).
- Treat each other and students with dignity.
- Act as a role model for students by practicing courtesy, promptness, and professionalism in dealing with students, colleagues and parents.
- Accept responsibility for upholding the Discipline Policy.
- Monitor behavior in classrooms, hallways, or group meeting areas.
- Apply the appropriate consequence for infractions.
- Support each other in upholding the Discipline Policy.

SUGGESTED RESPONSIBILITIES TO PREVENT BULLYING OR CYBERBULLYING

Responsibilities of Students

- Be respectful of others while using the Internet and online communication sites.
- Be active participants in school-based bullying or cyberbullying awareness programs.
- Inform an adult of any inappropriate online communication pertaining to yourself or others.
- Be supportive of peers who are victims of bullying or cyberbullying.

Responsibilities of Parents

Research strongly encourages parents to take the following proactive steps at home to prevent cyberbullying or bullying:

- Keep computer in a common area in the home where monitoring of use is easily accessible.
- Smartphones, laptops, and other electronic devices should be kept outside of child's bedroom at night.

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- Know your child's online passwords.
- Monitor child's Internet and phone activity as well as frequency of use.
- Acceptance of administrative consequences for a child's participation in bullying or cyberbullying.
- Have daily conversations with your child during dinner and other family times to build trust and rapport to assure your child is developing a strong character.

Responsibilities of Administrators

- Assess instances of cyberbullying or bullying.
- Enforce appropriate discipline and consequences as determined by the Discipline Policy.
- Direct staff as needed to monitor students who have engaged in cyberbullying, bullying, and/or who have been victimized by such activity.
- Support PTSA in cyberbullying or bullying educational parent programs.
- Provide educational directives to teachers and staff to support programs that are implemented throughout the year.
- Maintain documentation of cyberbullying or bullying instances.

Responsibilities of Staff

- Participate in designing appropriate educational programs to address cyberbullying or bullying behavior
- Report student concerns surrounding cyberbullying or bullying to counselors, parents, and administrators
- Monitor social interactions among students both in and outside of the classroom
- Provide support to victims of cyberbullying or bullying
- Maintain documentation of cyberbullying or bullying instances

Responsibilities of Community

- Aid in investigation and possible consequences in cyberbullying or bullying cases
- Work collaboratively with school personnel on cyberbullying or bullying programs
- Work with PA to provide an educational component for parents

RESTORATIVE JUSTICE

Restorative justice is a transformative system that has the ability to change student behavior over time by viewing misconduct as a violation against people and damaging to relationships in the school and throughout the community. With this fundamental understanding in place, schools respond by involving a wide range of people in the restorative justice process, including those who were socially, emotionally, or physically injured (faculty, staff, bystanders, students) as well as other members of the school community. A school rule violation may produce individuals who were harmed directly or indirectly.

Atmosphere employs four key structures within its restorative justice system. These structures serve to anticipate and resolve every stage of conflict (before, during, and after) with the intended goal to reduce and minimize angst, strife, and disruption. The structures that Atmosphere implements for the benefit of all stakeholders include:

- **Restorative Chats:** Atmosphere's Culture Team members (Culture Associates, Culture Assistants and Counselors) meet with their advisees individually by appointment each month (during lunch, after school, or before school) to discuss progress and challenges in a variety of areas

including socialization and behavior. These chats are intended to improve the flow of information between students and faculty as well as to give Advisors the chance to help their advisees build and practice conflict resolution and other important social skills by role playing and discussing scenarios in depth.

- **Restorative Circles:** Atmosphere's Advisors lead weekly or monthly meetings during the Skills Advisory period or other dedicated times to help students speak to and with each other about ongoing behavioral trends and interpersonal dynamics that impact their ability to build functional, positive relationships. These circles are intended to give students an outlet and way to address and resolve issues before they spiral out of control by bringing students together to discuss the issues that underlie and create most fissures in the fabric of the school community. The Advisor serves as a trained facilitator, encouraging participants to share information, points of view, and personal feelings. As facilitator, the Advisor uses various methods for maintaining a functional and orderly exchange, including using strategies for allowing speakers to share ideas and impressions without interruption. Others in the circle are encouraged to remain silent and listen to what is being shared. On occasion, students take on the role of the facilitator with proper guidance and support from the Advisor. By offering opportunities for safe and open communication, circles help resolve conflict, strengthen relationships between participants, emphasize respect and understanding, and empower all parties involved. From time to time, circle facilitators invite family and community members to participate with appropriate permission from the Culture Manager, Culture Leader and/or Chief Culture Officer, who oversees and is responsible for all discipline and social-emotional services in the school. Atmosphere's circles include the following important components:
 1. practice giving and receiving meaningful compliments and criticisms,
 2. create a student-generated agenda,
 3. foster good communication skills,
 4. learn, understand, and respect differences,
 5. explore reasons for why people do what they do,
 6. practice role-playing and brainstorming to solve problems,
 7. focus on non-punitive solutions, and
 8. ensure confidentiality among participants.
- **Mediation Conferences:** Mediation and conferences are often defined differently. Mediation in schools typically resolves disputes between two students, while conferencing opens the process to other students, staff, and teachers. However, Atmosphere uses one structure (mediation conferences) that is inclusive of both concepts. All Atmosphere mediation conferences are reserved for infractions that can be resolved through direct intervention and arbitration between the involved parties (2 or more). They are often led by an Atmosphere Culture Associates, Culture Assistants and Counselors or other qualified faculty or staff member and can involve other stakeholders, if warranted. These mediation conferences are designed to bring together affected parties to develop an appropriate response to the conflict. In doing so, the goal is to teach students how to peacefully resolve conflict, hash out misunderstandings, and prevent further conflict. Such mediation helps to keep minor incidents from escalating into more serious ones. More importantly, peer mediation gives students a set of skills that can be applied to future conflicts. When appropriate such adult-led mediation conferences are transformed into peer mediation conferences that are led by trained student mediators, who assist their peers in settling disputes. Such student leaders are taught mediation strategies and restorative problem-solving techniques that they can apply during the conferences.

- **Peer Councils:** Participation by the accused in Atmosphere’s peer councils is completely voluntary and confidential. Moreover, the accused must receive parental consent in order to partake in the process. Accused students have the opportunity to rescind their consent to participate in the program and have their discipline heard by the normal disciplinary authority at any time. The confidentiality of the students involved will be kept using all of the following:
 1. The consent to participate will advise students of their rights when participating in the program and the rights they surrender by participating in the program.
 2. Any meeting/hearing concerning allegations of misconduct shall be closed to the public. In addition, records relating to the investigation and the sanctions shall remain confidential.
 3. Participants in the program shall have extensive training concerning the available sanctions for offenses, the importance of the program, and keeping information revealed from participation in the program fully confidential.
- They are overseen by an adult coordinator, but are mostly comprised of students. On occasion, the councils can include parents, teachers, and school leaders, who serve in various roles to ensure a fair, equitable, and informed outcome. The peer council is intended to be a formal forum that hears and collectively negotiates cases that involve a pattern of misbehavior that has seriously injured the school community. Students trained as council members meet with the student referred by the Culture Manager, Culture Leader and/or Chief Culture Officer for a hearing. Together, council members offer guidance and support to the referred student and develop an agreement that outlines actions needed by the student in order to repair harm. In this sense, the council is tasked with helping the student and his family (and other advocates) put in place a road map for successfully returning the student to the larger school community. The council often accomplishes this goal by connecting referred students to Atmosphere’s vast network of psychological, social, and emotional resources and health care services, including those provided by Fordham University and Montefiore Medical Center. This approach is intended to help address root causes of the behavior and identify positive solutions. Students that volunteer or are selected to serve on the council need not be exemplary students, but they are representative of Atmosphere’s student body. In fact, Atmosphere seeks to have students that were previously referred to a peer council later join the program as a council member themselves.

GENERAL CONDUCT

Atmosphere Academy provides quality instruction, guidance, and experiences to enhance the academic and social development of students. Adhering to the rules of general conduct will assist students to develop positive discipline habits for life.

ATTENDANCE AND TARDINESS

Regular attendance and promptness are essential for success in school.

<u>Conduct</u>	<u>Consequence</u>
<p>Students are expected to attend school every day unless they are ill. After an absence, a student should present a note, signed and dated by a parent, explaining the absence. Students who are absent from school are not to be on school grounds, and may not attend after school activities on the day of the absence.</p> <p>Students are expected to arrive at school on time. Students should not be dropped off at school before 7:20 a.m. unless they have an appointment with a teacher for extra help. Students are to be in school at 7:30 in order to receive breakfast (or computer lab access, if open). Morning circle begins promptly at 8:00 a.m. and includes attendance and announcements. If a student arrives after 8:00 a.m. he or she should report to the main office with a note signed and dated by a parent explaining the tardiness. A tardy pass will be given to the student before reporting to morning circle. The student will not be admitted to circle without a tardy pass.</p> <p>Students are expected to attend all of their classes while in school.</p> <p>Students are expected to be in classes within 3 minutes after the ending bell of the previous class.</p>	<p>An unexcused absence will be followed up with a telephone call to the home by the attendance officer.</p> <p>Unexcused tardiness will result in reflection. Persistent tardiness will be referred to administration, and a parent conference will be held. Reflection will be assigned for excessive tardiness. All class work missed as a result of tardiness must be completed.</p> <p><u>Parents will be notified and reflection will be given for each class that has been cut.</u> Repeated cutting of classes will require a parent conference, reflections to make up class work, and guidance intervention.</p> <p><u>A verbal reprimand and reflection will be given for lateness without a pass. Repeated tardiness to class will result in a parental conference and reflections.</u></p>

CHEATING - PLAGIARISM - FORGERY

Students are expected to complete homework, class work or projects without copying or cheating. Deliberate plagiarism will not be tolerated. Students must not represent the work or ideas of others as their own.

<p><u>Conduct</u> Students are expected to complete tests, homework, and projects honestly and independently.</p> <p>Students are not to engage in forgery of parental signatures.</p>	<p><u>Consequence</u> Disciplinary action by the teacher, parental notification, or possible suspension/expulsion, depending on circumstances, may occur.</p> <p>Disciplinary action by the teacher, parental notification, or possible suspension/expulsion depending on circumstances may occur.</p>
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DRESS

Atmosphere Academy students are expected to exercise sound judgment and good taste in determining what to wear to school.

<p><u>Conduct</u> The wearing of hats in the school building is prohibited.</p> <p>Clothing and other items which are distracting or revealing are not permitted. These include, but are not limited to, clothing that is extremely tight or form-fitting, clothing that has inappropriate rips or tears, clothing that does not cover the midriff, and clothing that contains inappropriate sayings or graphics. Specific items that are not acceptable in a school setting include short shorts (if shorts are worn to school, it is recommended they be knee length), half or three quarter length T-shirts, mesh shirts, strapless tops, thin strapped shirts and halter tops that do not fully cover the shoulders and back, visible displays of Bandeau undergarments. The wearing of such footwear as high heels and clogs is discouraged for safety reasons. Teachers and other staff should exemplify and reinforce acceptable dress and help</p>	<p><u>Consequence</u> Hats will be confiscated for 24 hours. Repeated offense will result in parental notification, reflection, and possible suspension.</p> <p>Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing, or be asked to wear clothing provided by the school, if available, for the school day. Students who are frequently spoken to regarding attire may be assigned reflection.</p>
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students develop an understanding of appropriate appearance in a school setting.	
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ELECTRONIC DEVICES

The possession of unnecessary electronic devices in the school disrupts the orderly conduct of school educational programs or activities.

<p><u>Conduct</u> Students are strongly discouraged from bringing personal electronic devices to schools to prevent disruptions. The display and/or use by students of cellular phones, pagers, tablets, smart watches, and 2-way communication systems and/or other electronic devices shall be prohibited during the school day.</p>	<p><u>Consequence</u> Temporary confiscation of electronic devices will occur. Repeated offenses will result in parental notification and parental retrieval of electronic devices.</p>
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FIELD TRIPS

The Atmosphere Academy Discipline Policy determines the behavior of students while on field trips.

<p><u>Conduct</u> The school sponsors several worthwhile educational field trips involving entire classes throughout the year. Students and parents are expected to read and sign the behavior codes for specific trips, and students are responsible for proper conduct and behavior.</p>	<p><u>Consequence</u> Violation of the Discipline Policy while on a field trip may result in disciplinary action.</p>
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If a student has cumulative behavior incidents during a school year, the student may be excluded from participation in any or all field trips.

FIGHTING AND EXCESSIVELY ROUGH PLAY

Fighting, violent behavior or activities which endanger the health and safety of students or others are prohibited.

<p><u>Conduct</u> Students are expected to not fight or engage in any rough behaviors that can endanger the safety of others.</p>	<p><u>Consequence</u> Students caught engaging in fighting or excessively rough play will be subject to parental notification, reflection, or possible suspension/expulsion.</p>
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LANGUAGE

Atmosphere Academy students are expected to communicate in a respectful manner.

<p><u>Conduct</u> Students are expected to use appropriate and respectful language. Abusive or obscene language or gestures are prohibited, including threats, cursing, and slurs.</p>	<p><u>Consequence</u> A verbal reprimand and/or apology will be given or required depending on the severity of the incident. Repeated offenses will result in parental notification, reflection, and possible suspension/expulsion. Major or serious obscene language or disrespect will result in parental notification and suspension/expulsion.</p>
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INTIMIDATION

Any conduct that endangers the safety, morals, health, or welfare of others is prohibited. Intimidation is prohibited, whether physical, oral, written or electronic, including, without limitation: (a) threatening to assault, injure, or harm another person; (b) threatening to damage, destroy, or misappropriate public or private property without authorization; (c) abusing any person through the use of “fighting words,” profanity, or terms of abuse based upon race, ethnicity, religion, national origin, gender identification, gender orientation or disability; (d) words or conduct which, by their nature, create a reasonable possibility of leading to violence or disruption of school activities; and e) any threat to harm the school or the larger community.

<p><u>Conduct</u> “Bullying” occurs when a person is repeatedly and over time exposed to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. Bullying is aggressive behavior that involves unwanted, negative actions involving a pattern of behavior repeated over time.</p> <p>“Harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. “Harassment” includes, but is not limited to, sexual harassment and harassment based on race, creed, national origin, sexual orientation and/or gender identification, disability, perceived</p>	<p><u>Consequence</u> Students who are found to be engaging in or assisting in any act of bullying will be subject to parental notification, apology, reflection, or possible suspension/expulsion.</p> <p>Students who are found to be engaging in or assisting in any act of harassment will be subject to parental notification, apology, reflection, or possible suspension/expulsion.</p>
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<p>disability, religion, religious practice and or ethnic group.</p>	
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THEFT - GAMBLING – EXTORTION

The harassment or coercion of any person at Atmosphere Academy is prohibited.

<p><u>Conduct</u> The use of threats and intimidation to extort money or favors from any individuals is prohibited.</p> <p>Theft of any personal property will not be tolerated.</p> <p>Gambling will not be tolerated.</p>	<p><u>Consequence</u> Students participating in the use of extortion will be subject to parental notification, reflection, possible suspension/expulsion and possible notification of appropriate law enforcement agencies.</p> <p>Students engaging in theft will be subject to parental notification, reflection, possible suspension/expulsion and possible notification of appropriate law enforcement agencies.</p> <p>Students engaging in gambling will be subject to parental notification, reflection, mandatory suspension/expulsion and possible notification of appropriate law enforcement agencies.</p>
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ILLEGAL SUBSTANCES AND DANGEROUS ITEMS

<p><u>Conduct</u> Students are expected to come to school without illegal substances, including alcohol, tobacco, vapes, marijuana, and other drugs.</p> <p>Students are expected to come to school without dangerous materials such as weapons (knife, gun, BB gun, ice pick, etc), fireworks, matches or lighters.</p> <p>Students are expected to come to school without nuisance materials that detract from the school</p>	<p><u>Consequence</u> Students found to be in possession, use, or under the influence of illegal substances will be subject to confiscation, parent notification, immediate suspension/expulsion from school, and notification of appropriate law enforcement agencies.</p> <p>Students found to be in possession or use of dangerous materials will be subject to Confiscation, parent notification, suspension/expulsion from school and notification of appropriate law enforcement agencies.</p> <p>Students found to be in possession or use of nuisance materials will be subject to confiscation,</p>
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environment such as stink bombs, water pistols, disappearing ink, gag toys, etc.	parent notification, reflection and possible suspension/expulsion from school.
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HALLWAYS

Controlled voices and walking in hallways are essential for safety and efficient passage to and from classes, as well as before or after school.

<p><u>Conduct</u> Students are expected to speak quietly and to walk in the hallways keeping to the right to avoid congestion.</p> <p>No student is permitted to walk through the hallways without a pass while classes are in session. During lunchtime students must have a pass for specific areas other than the intramural and recess areas.</p>	<p><u>Consequence</u> A verbal reprimand or reflection will be given depending on the severity of the incident.</p> <p>A reflection for each infraction will be issued for any student walking the hallways without a pass.</p>
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RESPECT

Respect for fellow students and all school employees is a core value that should permeate the entire school. Students are expected to demonstrate respect for people and property. Students will show respect by:

- Being honest, courteous, and polite.
- Accepting the rights of others to their own opinion.
- Settling differences peacefully.
- Displaying good sportsmanship.
- Participating in the maintenance and cleanliness of the school.
- Honoring the property of others.

RESPECT FOR SCHOOL PERSONNEL

<p><u>Conduct</u> Students are expected to demonstrate respect towards all school personnel at all times. Rudeness, insolence, and insubordination directed toward school employees will not be tolerated.</p>	<p><u>Consequence</u> Students showing disrespect to school personnel will be subject to parental notification, apology, reflection and possible suspension/expulsion.</p>
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RESPECT FOR SCHOOL PROPERTY

Students are to respect school property and develop feelings of pride in our community institutions.

<p><u>Conduct</u> Students are expected to care for their own property, school property entrusted to them, and the property of others, including but not limited to textbooks, science equipment, furniture, supplies, projects, technology, school accounts, etc.</p> <p>Defacement of school property or vandalism will not be tolerated.</p> <p>Littering in school will not be tolerated.</p> <p>Gum chewing is prohibited in school at all times to keep school property clean.</p>	<p><u>Consequence</u> Parental notification, reflection, restitution, and possible suspension/expulsion will occur for any student found damaging property in or around school.</p> <p>Parental notification, restitution, and possible suspension/expulsion will occur for any student found vandalizing school property.</p> <p>A verbal reprimand, mandatory school service and possible reflection will occur for any student found littering on school property.</p> <p>Verbal reprimand, mandatory school service, and possible reflection for repeated infraction will occur for any student found chewing gum in school.</p>
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SPECTATOR CONDUCT

Spectators are an important part of athletic competition, extracurricular activities, and other school functions. Spectators should conform to accepted standards of good sportsmanship and conduct at all times. Respect and consideration should be shown toward officials, coaches, players, advisers, performers, chaperones and fellow spectators.

<u>Conduct</u>	<u>Consequence</u>
<p>At assemblies students are expected to sit in assigned seats and demonstrate courteous, appropriate behavior. Whistling, shouting, and stamping of feet are inappropriate. A designated signal will be used to notify students that the program will begin and all talking must cease.</p>	<p>Students found to display inappropriate conduct will be subject to removal from assembly and parental notification. Repeated offenses will result in reflection and/or denial of participation in future assembly programs.</p>
<p>At athletic events students are expected to demonstrate courteous and appropriate conduct. Posted rules and regulations must be obeyed.</p>	<p>Students found to display inappropriate conduct will be subject to removal from assembly and parental notification. If offenses are repeated, denial of participation will occur.</p>
<p>At socials students are to follow the Discipline Policy drawn up by the Student Council.</p>	<p>Students found to display inappropriate conduct will be subject to removal from assembly and parental notification. Depending on severity of offense, denial of participation in future events may occur.</p>

SCOOTERS, SKATEBOARDS, ROLLERBLADES, etc

<u>Conduct</u>	<u>Consequence</u>
<p>Students should not bring scooters, skateboards or rollerblades or shoes with rolling devices to school or ride them on school property. (basketballs, soccer balls, etc.)</p>	<p>Students found in possession of these items will be subject to confiscation, parental notification, and parental retrieval of items.</p>

DISCIPLINE POLICY FOR SPECIFIC AREAS AND TIMES

During the school day at specific times and in specific places, it is necessary to have clearly defined rules and regulations because large groups of students are living and working together.

Appropriate conduct based upon respect and consideration will result in a pleasant environment in these areas. Infraction of the rules will result in a verbal reprimand, parental notification, reflection, or possible suspension depending on the incident.

CAFETERIA CONDUCT

The following rules for cafeteria conduct will promote a safe, orderly and pleasant environment for students to enjoy their noontime meals:

- Students are to report to the cafeteria, walking in an orderly fashion.
- Entry into the serving area will be guided by an adult. Students are required to wait quietly in line.
- Stealing from the cafeteria service will be considered grounds for suspension/expulsion from school.
- Food may not be taken from the cafeteria.
- Cafeteria staff are to be respected and obeyed by students at all times.
- Students are to sit and eat at tables of their choice. This privilege carries the student responsibilities of remaining seated and behaving in an appropriate manner.
- Talking should be conducted at a normal conversational level. Loud talking, yelling or shouting is not permitted.
- Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter; offenders may be suspended from school during lunch periods.
- Students are responsible for cleaning their own dining areas.
- Students must obtain a pass to leave the cafeteria during a meal.
- Students who continually violate cafeteria rules may have lunch privileges suspended.

HEALTH OFFICE

No food or drinks are allowed in the Health Office unless necessary for medical purposes.

Students are not to go to the Health Office without a pass except in the case of severe injury or illness.

Students are not to go to the Health Office between classes.

Students are not to go to the Health Office toward the end of a period unless absolutely necessary. They should wait and get a pass from their next period teacher so that teachers know where they are.

RECESS CONDUCT

The following rules have been established to ensure the safety and security of all individuals:

- Students must remain in designated areas at all times.
- Those students who are to meet with a teacher during recess must have a written, dated pass from that teacher. This pass must be presented to any teacher or aide requesting it.
- If a child is hurt while outside, he or she is to inform a staff member. As necessary, the staff member will assist or direct the student to the nurse's office.
- Excessively rough play, such as wrestling, arm/wrist wrestling, pushing or tripping is not permitted.
- The throwing of rocks, acorns, snow, ice or other objects is strictly prohibited.
- Ball playing will be in designated areas only. Only soft playground balls may be used.
- Recess equipment provided by the school is to be used properly and safely. Students are reminded to share the equipment. Please be sure to return the equipment at the end of the recess period.

- When the signal is given, students are to line up immediately and re-enter the building.
- Students must respect and obey teachers and staff at all times.

EMERGENCY EXIT PROCEDURES

School emergencies are handled best when students understand the serious meaning of a fire drill. Surviving an actual disaster is often the difference between a well-rehearsed student and an unpracticed one. Panic is avoided when students cooperate while following the proper fire drill procedures.

A few rules will help:

- When the alarm sounds, stop working immediately and move toward the assigned exit in an orderly fashion.
- In each room there is a notice indicating which exit to use to vacate the building. **Your teachers will acquaint you with these directions during the first few days of school.**
- **If an exit that is customarily used has been blocked, proceed to the nearest usable exit, listen for instructions from your teacher, and walk quietly in a single, orderly line to the designated location.**

****ABSOLUTE SILENCE IS NECESSARY****

- When outside, proceed until the group is away from the building. A teacher will take attendance. Permission to go back into the building will be given by the teacher in charge.
- Follow the directions of your teacher **AT ALL TIMES**.

INTERNET

Students will have access to the computer network for the Internet. To gain access to the Internet, all families must sign an agreement to comply with the rules established in the Acceptable Use Policy. Violations may result in a loss of access as well as other disciplinary or legal action.

LOCKERS, COAT RACKS and STORAGE SPACES

Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property. The following regulations should guide student use of hall lockers:

- Students are expected to keep lockers clean and organized at all times.
- Students should keep their lockers locked at all times.
- Students should not disclose their locker combination to other students.
- Students should not write on lockers or place stickers on or inside lockers.
- Students should never force, kick, slam or damage lockers in any way. If there is a problem with a locker, the student should notify the office. Under no circumstances should students tamper with or open a locker other than their own. Students should not leave money or other valuables such as jewelry in their lockers.
- Lockers are the property of the school and subject to search without notification.

OFFICE BEHAVIOR

The offices of the school are places where visitors receive their first impression of Atmosphere Academy. These are places where our core values are to be shown to all staff and visitors who are conducting business there.

Students are expected to exhibit good manners and courtesy at all times when visiting any office whether running an errand or waiting to meet with staff.

Good office manners include the following behavior:

- Patience in waiting your turn
- Sitting quietly
- Not socializing with other students

DIGNITY FOR ALL STUDENTS ACT (DASA)

Atmosphere Academy's Discipline Policy adheres to New York State's Dignity for All Students Act (DASA). The school will promptly address all incidents of harassment and/or discrimination of students that impede students' ability to learn, including any form of bullying, taunting or intimidation. No student shall be subjected to harassment by employees or students on school property or at a school function and Atmosphere Academy reserves the right to discipline students, consistent with this Discipline Policy, who engage in harassment of students off of school property under circumstances where such off-campus conduct 1) affects the educative process; 2) actually endangers the health and safety of students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of our students. This includes written and/or verbal harassment that materially and substantially disrupts the work and discipline of the school and/or which school leaders reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

- **Dignity Act Coordinator:** Atmosphere designates the Culture Manager, Culture Leader and/or Chief Culture Officer as the Dignity Act Coordinator (DAC). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and employees for consultation and advice.
- **Reporting and Investigating:** All Atmosphere staff members are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to their Principal. A staff member who witnesses harassment or who receives a report of harassment shall inform the Principal. The Principal shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the school to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.
- **Retaliation:** Atmosphere Academy prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the

investigation of a complaint in conformity with pertinent law and school policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

SUSPENSION AND EXPULSION PROCEDURES

Atmosphere Academy is committed to restorative justice to minimize disruptions to learning for all students. For most infractions students will have an opportunity to restore themselves to a productive state of mind and the school to an atmosphere conducive to learning. For some issues, parents may be notified and/or a conference requested to assist in resolving the situation. However, some more serious issues may ultimately require the removal of the student from participation in the school. Parents will always be notified and have opportunities to discuss and appeal the disciplinary action. In cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. In all cases, students have a right to due process, which is described below.

Due Process for Short Term Suspensions

For charter schools, a short-term suspension is defined as an in-school or out-of-school suspension of ten (10) days or less. The Principal or a designee may impose short-term suspension for serious cause to prevent immediate harm to the student and to the school atmosphere. If necessary, the student will be immediately removed from the class or the school. The school staff involved shall make reasonable efforts to verify facts and statements prior to recommending suspension. When the school proposes suspending a student, the parent/guardian will be notified immediately or as soon as practicable by telephone. If the school has the parent/guardian's email address, notification will be provided by email. The parent/guardian will also be notified by overnight mail service or other method to his/her last known address within 24 hours of the school's decision to propose a short-term suspension. The written notice will include:

- the reason(s) for the proposed suspension,
- the proposed duration of the suspension, and
- whether the proposed suspension will be in-school or out-of-school.

The written notice will also advise the parent/guardian that he/she will have the opportunity to request an informal conference with the Principal or his/her designee. At an informal conference, the student and parent/guardian will be given an opportunity to deny or explain the charges, to present his/her own evidence and question the complaining witness(es). The Principal may then, at his or her discretion, decide to impose lesser consequences than suspension. A written decision will be issued after the informal conference. The written notice and informal conference shall be in the parent/guardian's dominant language or a translation will be made.

Due Process for Long Term Suspensions and/or Expulsions

Suspension: When a suspension longer than ten (10) consecutive days is the appropriate response to the student's behavior, the student and his/her parent/guardian have certain rights. These rights are:

- To be given written notice as to the charges pending against the student
- To be represented by counsel
- To be afforded a hearing by the Principal or a hearing officer designated by the Principal
- To present witnesses and other evidence in his/her own behalf and to cross-examine witnesses against him/her
- To appeal the decision after the hearing to the Board of Trustees;
- To appeal the decision from the Board of Trustees to the school's authorizer; and

- To appeal the decision from the school's authorizer to the Commissioner of Education of the State of New York

When the Principal decides that a student's action warrants a possible long-term suspension, the Principal shall verbally inform the student that he or she is being suspended short-term and is being considered for a long-term suspension and state the reasons for such actions. The parent/guardian will then be notified immediately or as soon as practicable by telephone. If the school has the parent/guardian's email address, notification will be provided by email. The parent/guardian will also be notified by overnight mail service or other method to his/her last known address within 24 hours of the school's decision to propose a short-term suspension. The written notice will include:

- the reason(s) for the proposed suspension,
- the proposed duration of the suspension, and
- the date, time and location of the suspension hearing

The written notice will be provided in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that the student will have the right to be represented by counsel at the formal hearing, present and question witnesses, and present and challenge evidence. The Principal or his or her designee will conduct the hearing; after the hearing the Principal or his or her designee will issue a written decision to be sent to the student, the parent/guardian, the school's Board of Trustees, and the student's permanent record.

Expulsion: When an expulsion is the appropriate response to the student's behavior, the student and his/her parent/guardian have certain rights. These rights are:

- To be given written notice as to the charges pending against the student
- To be represented by counsel
- To be afforded a hearing by a committee comprised of members of the school's Board of Trustees
- To present witnesses and other evidence in his/her own behalf and to cross-examine witnesses against him/her
- To appeal the recommendation of the Board committee that conducted to the hearing to the full Board of Trustees;
- To appeal the decision from the Board of Trustees to the school's authorizer; and
- To appeal the decision from the school's authorizer to the Commissioner of Education of the State of New York

When the Principal decides that a student's action warrants a possible expulsion, the Principal shall verbally inform the student that he or she is being suspended short-term and is being considered for an expulsion and state the reasons for such actions. The parent/guardian will then be notified immediately or as soon as practicable by telephone. If the school has the parent/guardian's email address, notification will be provided by email. The parent/guardian will also be notified by overnight mail service or other method to his/her last known address within 24 hours of the school's decision to propose a short-term suspension. The written notice will include:

- the reason(s) for the proposed expulsion, and
- the date, time and location of the expulsion hearing

The written notice will be provided in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that the student will have the right to be represented by counsel at the formal hearing, present and question witnesses, and present and challenge evidence. A Grade leader, Culture Leader, Culture Manager, Chief Culture Officer, and/or their designee will conduct the hearing; after the hearing, the committee will issue a decision. The decision will be sent to the parent/guardian. The parent/guardian and student will have an opportunity to

verbally respond to the decision. If there is a valid, formal complaint about the decision, the Complaint Policy will be followed.

If the school expels a student, the school will cooperate with any school to which the student seeks to enroll, including providing the receiving school with all relevant information regarding the student's academic performance and student records, upon request of the school or parent/guardian.

Appealing Suspensions and Expulsions

Parents have the right to appeal decisions regarding short- and long-term suspensions and expulsions. All appeals should adhere to the Complaint Policy.

Provision of Services to Student while Suspended or Expelled

- Alternate instruction will be offered during all suspensions by qualified staff; it will be offered within 24 hours of any suspension and at a reasonable location and time of the school's choosing. Alternative instruction will be designed to allow the student to keep pace with school work, receive all assignments and assessments, and generally advance with the curriculum. In addition, when appropriate, the student may be assigned a project designed to address the conduct that gave rise to the suspension.
- Students suspended from school must attend alternative instruction as assigned by the school or receive an unexcused absence for each day alternative instruction is not attended.
- Students are allowed to complete assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teachers upon readmission to the school.
- Students suspended from school are not allowed to visit the school or attend any school-related activities during the period of suspension (e.g., sports practice and games, field trips, clubs, special programs, etc.), except to attend alternative instruction.
- The school may seek, where appropriate, to place the student in an alternative education program operated by the student's school district of residence either through agreement with the school district or by operation of law.
- For a student who has been expelled by the school, the means and manner of alternative instruction will be the same as for a student who has been suspended. Alternative instruction will be provided until the student is enrolled at another accredited school, or otherwise participating in an accredited program, including any alternative education program operated by the student's school district of residence, to the extent the provision of such services is required by law.

DEFINITIONS

SUSPENSION - Students who are suspended from school are in the custody of their parents and are prohibited from school grounds, all sports, and after school activities on the day (s) of the suspension.

EXPULSION - Students who are expelled from school are required to complete all of their assignments to finalize their transcripts. Students and parents are prohibited from school grounds, all sports, and after school activities after expulsion.

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Students who are suspended from school are responsible for all academic work missed. The work should be completed during the day(s) of the suspension and submitted to the appropriate teachers upon return.

When returning to school from a suspension, a meeting will take place that includes the student, parent and administrator. At this time, the infraction and strategy for remediation will be discussed. Additional meetings/sessions will be held between the culture team and student upon his/her return to school.

CUMULATIVE BEHAVIOR INCIDENTS - Students exhibiting consistently poor behavior, which has resulted in multiple documented infractions of the Atmosphere Academy Discipline Policy, may be prohibited from participation in sports, extracurricular activities, and school trips.

REFLECTION - Students will be required to serve reflection during lunch or after school for the following reasons:

1. Breaking rules where reflection is listed as a consequence in the Discipline Policy handbook.
2. Continually not upholding academic responsibilities (homework, assignments, etc.).
3. Any other infraction of the rules that does not support our core value and interferes with the safety and learning of other students.

Parents and students will be given reasonable notice prior to reflection in order to make arrangements.

ATMOSPHERE ACADEMY

STUDENT / PARENT DISCIPLINE POLICY ACKNOWLEDGMENT FORM

We have read and discussed the ramifications of the Discipline Policy outlined in this manual.

Student Name (Please Print)

Date

Student Signature

Date

Parent signature

Date

This signed form must be returned to your child's advisor on the first day of school.

Note:

Please feel free to contribute suggestions for the improvement of this manual at any time during the school year.