## **Addendum to the Chula Vista Resource Addendum**

## **A16: School-Wide Discipline Policy**

TLC instructors acknowledge the importance of maintaining a safe environment for all students. Therefore, when students disrespect the rules, there will be consequences:

1. Written warning
2. Conference with parent
3. Probation
4. No onsite classes
5. Suspension/expulsion from school

\*The School retains the right to skip one, or all of the above steps, if the infraction violates student safety, such as possession of a weapon, threats of violence, possession of tobacco or other drugs, or comments deemed to be discriminatory or derogatory to race or personal belief. TLC instructors have the final decision on what is considered appropriate or inappropriate classroom behavior.

**FULL-DAY CLASSROOM PROCEDURES AND RULES**

By nature, classroom experiences are different from one-on-one and small-group learning experiences, and they offer different opportunities and challenges. While each homeschooling family may have its own unique ways of learning and working together, when we come together to learn, it is important for us to establish certain procedures and rules that enable us all to work together in an atmosphere that is both positive and enjoyable.

Each Full-Day teacher will be instructing his or her class using specific classroom rules, and students will be expected to follow these rules. In addition, however, TLC has some all-school procedures, rules and discipline policies:

**Come to class prepared to learn.**

**Come on time.**  Time in these classes will move quickly—there is so much to do and learn!

Because of this, it is important that students arrive five to ten minutes before class begins. Students must also be picked up punctually after class.

**Come prepared to listen.** In most classes, there will be points during which the teacher will be giving lesson details and information. Students are expected to listen to the teacher and not talk while he or she is already talking. There will also be many times when the class will be discussing topics and students will have the opportunity to speak and listen to each other. During these times of discussion, students will take turns speaking and listening quietly to each other.

**Come prepared to participate!** Some students are very comfortable with lots of other people in the learning environment; others are more comfortable in groups of just a few. We have purposely kept our classes small so that there are opportunities for all students to feel comfortable. Many activities will be completed in groups of two and three; some may involve larger groups. All of them will be opportunities for students to practice their social skills and get to know other students in our program.

**Agree to follow the class rules.** So that all of our students make the most of this opportunity to interact, we have established the following rules:

* Unless specifically requested by the Full-Day Teacher, please do not have students bring anything from home with them, as these things may be a distraction to your student and to other students. Specifically, we request that students not bring cell phones, iPods, magazines, computerized game units, or other toys. If you would like your student to keep a cell phone for emergencies, it must be turned off.
* Refrain from touching other students or their property.
* Avoid using profanity or language that could be considered degrading or derogatory to others.
* Dress appropriately.
	+ Shoes are required.
	+ Clothing should cover private body parts and/or underwear.
	+ Tattoos should be covered.
	+ T-shirts should not contain offensive language or graphics.