

## Time to Teach

Our school uses the Time to Teach program, which promotes the following goals:

1. To provide a safe and orderly learning environment for all students
2. To help students become responsible and cooperate (not just compliant).
3. To help students manage themselves and be reflective of their behavior.
4. To develop a positive proactive culture for dealing with discipline

Students are taught the expected behaviors and are held accountable for their actions. Teachers will teach, model, and allow students multiple opportunities to practice expected classroom behaviors. Teachers will make every effort to build positive and healthy relationships with students.

Your child will learn the term “REFOCUS”. A REFOCUS happens when a student has chosen not to follow expected behaviors and a teacher has suggested a better way to act, with no adjustment on the student’s part. Classroom teachers will always ask themselves three questions before refocusing a student:

1. Can I continue to teach?
2. Can this particular child continue to learn?
3. Can the entire class continue to learn?

When a child is asked to refocus, he/she will be asked to visit the room’s “buddy” teacher. There, the student will be seated in a quiet area and asked to think about the inappropriate behavior and to come up with a positive alternative. Kindergarten and 1<sup>st</sup> graders may do this orally, while the teacher writes answers for them.

When a child has been asked to refocus three times in a one-week period, he/she will be assigned to attend after-school ACADEMY in the McClure Library the following week. Academy is held on Tuesdays, from 3:15 to 4:45 p.m. for 3<sup>rd</sup> - 5<sup>th</sup> grade students and from 3:15 to 4:00 p.m. for Kindergarten-2<sup>nd</sup> grade students. During this time, students will be expected to complete school work missed, read a book, or do other assignments. Students in Academy will need to be picked up at the Library by the parent(s) or any other significant adult.

Parents will receive a call from the classroom teacher at the time the student earns a trip to Academy, and a reminder letter from the Principal’s office will be mailed home on Fridays. If a student misses Academy (unexcused) or misbehaves in Academy, there will be an automatic three-day suspension for 3<sup>rd</sup> – 5<sup>th</sup> graders, and Kinder – 1<sup>st</sup> grade will receive a 1-day suspension. The building Principal will excuse an absence from Academy, due to any unforeseen appointments or circumstances, if notified by parents. The student will then be required to attend Academy the following week, or the suspension will be enforced.

As a building, we have set the following behaviors as ABSOLUTES. Absolutes are critical behaviors which cannot, will not, be tolerated. Students are immediately removed from the instructional setting and school (see table below).

CRITICAL INFRACTIONS these are actions or behaviors that will not be tolerated. These offenses will be documented on a referral form. The building principal determines the appropriate consequence(s).

MINOR INFRACTIONS are minor offenses that can be dealt with by the classroom teacher and documented on a refocus form. (These items are not all encompassing)

## McClure Elementary TIME TO TEACH

### “ABSOLUTES”

<b>Minor Infractions</b> <b>(Refocus)</b> <b>These infractions will be addressed by the teacher and or para. No need for a referral form.</b>	<b>Critical Infractions</b> <b>These infractions will be documented on the McClure referral form and sent to the office.</b>	<b>Absolutes – NO TOLERANCE</b> <b>Removed Immediately</b> <b>Safety is the immediate issue, remove student immediately.</b>	
<b>EXAMPLES</b>	<b>EXAMPLES</b>	<b>EXAMPLES</b>	
Not turning in homework	Fighting	Physical/Verbal abuse to a staff member	
Off task	Permanent damage to property	Drugs	
Inappropriate voice volume	Threat	Weapon	
Not keeping hands/feet to oneself	Harassment/Intimidation/Bullying	Sexual Harassment	
Not doing class work	Theft	Pulling the fire alarm	
Tattling	Flagrant defiance	Refusing to comply when asked their names/running away from an adult who wants to talk to them.	
Bathroom behavior	Threat of bodily harm	Endangering the safety of self and others	
Unprepared for class	Misuse of computer		
Excessive talking	Indecent gestures (gang)		
Not following individual classroom rules.	Excessive kicking, hitting, swearing, tripping throwing objects, aggressive to others.		
Dishonesty	Excessive inappropriate behaviors in classrooms, bathroom, playground. (peeing on the wall) Over Time		
Refusing to follow directions			
Not respecting others property			
***Inappropriate language			
Hallway behavior			

\* Any other serious disruptions of the educational process will be dealt with at the discretion of the building administration in accordance with district and building policies and procedures.