



UTCS Discipline and Bullying Policy

The primary duty of the School is to ensure the safety and wellbeing of the enrolled children. The word discipline is related to the French word *discerne*: to learn. School is a safe place to learn. It is the teacher's responsibility to conduct classes in a way that maintains a learning environment while allowing for spontaneity and differences in temperament. The teacher presents the students with loving authority. Chronic disruptions to the program or threats to the safety of other children are not tolerated.

Student Behavior Plan Steps:

1. Restorative Conversation: A **restorative conversation** is a guided dialogue between students and teachers that helps address conflict or harm in a respectful and supportive way. Rooted in Waldorf values of compassion and personal responsibility, these conversations encourage children to reflect on their actions, understand how others were affected, and find meaningful ways to repair relationships and restore harmony within the class community.
2. Restorative Conversation with the student x3 a day depending on the infraction level. A followup email will be sent to parents on Parent Square message about the behavior to the family. All communication will be printed out and put in the child's file. The teacher may choose a range of discipline depending on the level of infraction that could include, writing exercises, loss of privileges and time out. Please see Appendix B Behavior responses to view the levels of infraction.
3. 3rd offense go to HOS office and HOS calls parent/guardian for reprimand, this also becomes a referral for behavior that is put in their paper file. HOS shares this with parents in a follow up email.
4. Depending on the level of infraction they go home for the rest of the day and are considered half day suspension and this is put in their record.
5. 3 referrals for behavior in file = 1 day of out of school suspension. 2 half day suspension equals 1 day out of school suspension.
6. All suspension goes on the child's permanent record.

7. UTCS uses a progressive discipline measure that heightens the level of infraction based on repeated offenses. Ex: The level one infraction would become a level 2 if repeated and could include longer suspension times.

Suspension and Dismissal

Under the Canopy School follows Oklahoma State Statutes related to student discipline, suspension and long term suspension. Some examples of behaviors that cannot be tolerated are these: Hitting, spitting, kicking, biting.

Eloping.

Inappropriate use of language, harassment, bullying or intimidation.

Sexually-oriented behaviors.

Destruction of school property

Stealing, bringing drugs or a dangerous weapon to school.

A child may be suspended from class for the remainder of the day or longer if s/he displays such poor behaviors or is defiant/disobedient despite efforts by adults to rectify the situation. Where health or safety issues are involved, such as biting, kicking, hitting, threats, or other forms of abuse, swift action will be taken.

Appeals Process for Student Suspension

- **Initial Notice**

When a student is suspended, the school will provide written notice to the parent/guardian stating the reason for suspension, the length of suspension, and the right to appeal.

- **Request for Appeal**

Parents/guardians have the right to request an appeal within **5 school days** of receiving the suspension notice.

The request must be submitted in writing to the principal or designated school administrator.

- **Informal Conference**

An informal conference will be scheduled with the parent/guardian, student, and school administration to review the suspension and any supporting evidence.

Parents/guardians may present additional information or documentation at this time.

- **Administrative Review**

The superintendent will review all documentation, including any statements or evidence provided by the parent/guardian, and issue a written decision.

- **School Board Appeal (for long-term suspensions, typically over 10 days)**

For suspensions exceeding 10 days, parents/guardians may request a hearing before the

- **Board of Education.**

The Board will provide an opportunity for both the school and the family to present their perspectives before rendering a final decision.

The decision of the Board is final.

UTCS Special Education Discipline Policy

Our school is committed to maintaining a safe, respectful learning environment for all students while ensuring that the rights of students with disabilities are fully protected. In accordance with the **Individuals with Disabilities Education Act (IDEA)**, **Section 504 of the Rehabilitation Act**, and **Oklahoma State Department of Education regulations**, disciplinary procedures for students receiving special education services will take into account each student's individual needs, rights, and support plans.

1. Application of School Discipline Policies

- Students with disabilities are expected to follow the same school-wide code of conduct as are all students.
- If a violation occurs, consequences will be applied fairly and consistently while considering the student's Individualized Education Program (IEP) or Section 504 Plan.

2. Short-Term Removals (10 Days or Less)

- A student with a disability may be removed from the classroom setting for up to **10 cumulative school days** in a school year (e.g., suspension) in the same manner as students without disabilities.
- During removal, the student will continue to have access to general education curriculum and special education services as required.

3. **Manifestation Determination Review (MDR)**

- If disciplinary removals exceed **10 consecutive school days**, or constitute a pattern of removals that totals more than 10 days in a school year, the IEP team will conduct a **Manifestation Determination Review** within 10 school days.
- The team will determine whether the behavior was caused by, or had a direct and substantial relationship to, the student's disability, or was the direct result of the school's failure to implement the IEP.

4. **If Behavior *Is* a Manifestation of Disability**

- The student will not be subject to long-term suspension or expulsion for the behavior.
- The IEP team will review and adjust the student's Behavior Intervention Plan (BIP) or create one if not already in place.
- The student will be returned to their placement unless the parent and school agree otherwise.

5. **If Behavior is *Not* a Manifestation of Disability**

- The student may be disciplined in the same manner as students without disabilities, including possible suspension or expulsion.
- Educational services must continue to be provided so the student can progress toward IEP goals.

6. **Special Circumstances**

- A student with a disability may be placed in an interim alternative educational setting for up to **45 school days**, regardless of manifestation, if they:
 - Bring a weapon to school or a school function;
 - Knowingly possess, use, sell, or solicit illegal drugs at school or a school function; or

- Inflict serious bodily injury upon another person at school or a school function.

7. Restorative and Supportive Practices

- In keeping with Waldorf education values, the school will prioritize restorative conversations, therapeutic supports, and individualized interventions that help students learn constructive ways to manage their behavior.
- Families will be engaged as partners in developing solutions that uphold both safety and student growth.

Bullying Prevention Policy

At UTCS we are committed to creating a learning environment rooted in kindness, respect, and care for one another and the earth. Bullying in any form—physical, verbal, social, or digital—is not tolerated, as it disrupts the sense of safety and belonging that every child deserves. Through restorative practices, we guide students to recognize the impact of their actions, cultivate empathy, and practice peaceful conflict resolution. Together, teachers, families, and students work to build a compassionate community where differences are honored, friendships are nurtured, and every child can grow and thrive.

Drug Free Campus

UTCS maintains a strict drug-free campus policy, prohibiting the possession, use, or distribution of drugs, alcohol, and other controlled substances on school grounds.

Weapon Play

For the safety and well-being of all, students may not engage in pretend play with weapons of any kind such as toy guns, swords, or other weapon-like objects—while on campus.

Weapons on Campus

UTCS is a weapon free campus. If it is determined that a student has brought a firearm¹ to the school, the student will be suspended from school for a period of not less than one year. Any suspension imposed under this policy may be modified for any student on a case-by-case basis by the head of school or the board of education under appropriate appeal procedures. Enforcement of this policy will be consistent with state and federal laws dealing with discipline of students with disabilities. Any student violating this policy is subject to referral to the appropriate criminal justice or juvenile delinquency system. Any suspension initiated pursuant to

¹ The term “*firearm*” means a firearm as such term is defined in Section 921(a) of Title 18 of the United States Code.

this policy will be subject to the procedural safeguards set forth in the School's policy for suspending students. Any firearm seized from a student by any school employee will immediately be delivered to a law enforcement authority for disposition pursuant to applicable law. Consistent with Oklahoma law, suspension under this policy, no education plan shall be implemented during the term of the suspension.