

# Central Elementary School Climate / Discipline Plan

SBDM Policy Approved January 12, 2005

The Central Elementary plan is based on our motto:

## **Work Hard, Play Fair, Be Kind**

### **We expect students and staff:**

- To work hard with full attention to the business of education
- To play fair by learning the rules and then following them
- To be kind by treating others with respect and consideration regardless of the circumstances

### **Major Plan Components:**

- Classroom recognition for effort and behavior: Class Compliments
- Reward assemblies to acknowledge the winners of Honor Roll, Principal's List, Perfect Attendance and Top Tigers
- Weekly reports home related to the three components of our motto
- A five step discipline plan in all classrooms

### **Rewards Program**

- Teachers will utilize a concrete reward system that documents rewards earned for a 9-week period.
- ("Concrete" defined as: can be quantified and documented, i.e. agenda book signed or all homework in.)
- Plan shall include what the tangible part of the reward will be, i.e. points, dollars, stars etc.
- Plans are to be approved by the principal prior to full implementation. (Plans must be approved and implemented by mid January 2005.)
- The student(s) earning the highest total from the classroom reward system for the 9 weeks will be recognized as the Top Tiger(s).
- Students cannot attain Top Tiger if they have: 1. Office referral, 2. Detentions, 3. Yellow card during the 9-week period.
- Rewards should accumulate and not be taken away.

### **Detention:**

- Teachers may, at their discretion, develop a discipline plan that includes after school detention.
- Day of the week and length of detention (less than one hour) will be at the discretion of the teacher as stated in the plan.
- Effort should be made by the teacher to accommodate parent schedule conflicts when assigning detention. If a suitable date, time and transportation cannot be arranged the teacher may choose an office referral instead.
- Teacher will be responsible for contacting parent and arranging transportation.
- Holding and administering the detention will be the responsibility of the teacher, it may be held in cooperation with another teacher.
- The plan will be approved by the principal prior to implementation.

### **Office Referral Process**

#### **(What should the teacher do?)**

- An office referral must be completed for **ALL** referrals (KRS 160.340) (C.C. Policy 09.43)
- Teachers shall document on the referral **for non-severe or "Level 1" offences**
  - Progress through their 5-step plan related to the behavior being referred.
  - At least one attempt to contact parents prior to the office referral. (Yellow cards may be used for this purpose.)
  - Teacher will document that parents have been made aware that continued misbehavior of this type will result in an office referral.

# **Administrative Actions For Office Referrals**

## **(What will the principal do?)**

Generally, the principal will follow the continuum below; however, higher level offenses will be dealt with starting at higher levels of discipline.

**1<sup>st</sup> Referral:** Conference and warning. Discussion of future actions. Possible parent contact and/or probation.

**2<sup>nd</sup> Referral:** Parent contact. Detention or probation of detention. Individual consequences specific to infraction: i.e. clean up, isolated lunch, additional work, apologies etc.

**3<sup>rd</sup> Referral:** Parent conference. Detention. Suspension or probation of suspension.

**4<sup>th</sup> referral:** Suspension and parent conference. Possible additional requirements to return to class. Multiple days of suspension. A parent conference is required. The student may be referred for placement in an alternative school or recommended for expulsion.

## **Levels of Infractions**

### **(How bad was the behavior?\*)**

\*Also see Violation Codes on the following pages.

**Level 1.** This is the lowest level. These behaviors are handled by the teacher or staff member in charge. These behaviors are usually not referred to the office unless they are excessive in terms of damage, loss, disruption or injury whereupon, they become level 2 events. Any level 1 behavior that shows a pattern of repetition in spite of teacher intervention will be referred to the office as a level 2.

**Level 2.** These are moderate behaviors but nonetheless cannot go unchecked. These behaviors may be referred to the office for administrative action. The administrator will choose actions based on the facts generally following the continuum below. Repeat behaviors will result in increasing penalties and may be handled as level 3 behaviors. Behaviors that are excessive in terms of damage, loss, disruption or injury become level 3 events.

**Level 3.** This is the category of serious offenses. It includes dangerous, defiant and highly disruptive behaviors. Lower level acts that continue regardless of the best efforts of all interventions may be handled as level 3. Repeated behaviors at level 3 may result in recommendation to an alternative program or expulsion.

**Level 4.** This is the category of most serious offenses. Level 4 behaviors may result in action by law enforcement, charges being filed and/or in removal of the student from C.E.S. by the Board of Education. This category includes repeated fights or assaults, assault on a staff member, possession of deadly weapons and sale or transfer of drugs.

## Central Elementary Behavioral Violation Codes

TYPE OF BEHAVIOR	Minimum level of infraction	Specific Disciplinary Information
<b>Students Will Follow School rules and Staff Directions</b>		
1. Students will be in their seats when the bell rings or at the designated time.	1	
2. Students will follow all directions given by teachers and staff. 2A. Students will follow all directions given by substitute teachers and staff.	1+	Repeated misbehaviors for substitutes will be considered level 3 infractions.
3. Students will not engage in willful and continuous defiance of authority (insubordination)	2-3	
<b>Students Will Refrain From Disruption, Harassment And Aggression</b>		
4. Students will show respect by refraining from throwing objects, teasing, name-calling, Students will not horseplay or be “just playing” in a physically aggressive manner.	1-2	“Victims” of aggression are required to report concerns to supervisors. Acts of retaliation will not be excused.
5. Students will show respect by refraining from intimidating, threatening or using aggression. Students will show respect by not using profanity or offensive gestures.	2-3	
6. Students will not run in the building. They will not be loud, disruptive or defiant in the cafeteria and throughout the entire building and on the grounds.	1-2	Cafeteria expectations are posted. Students cannot refuse to move to the silent table when requested to do so.
7. Students will not engage in the use of physical force (fighting). Serious physical contact, specifically (but not limited to) punches, is strictly prohibited.	3	Suspension in most instances. Repeat referrals result in maximum discipline.
8. Students will not engage in the harassment of any staff member or other student. This shall include but not be limited to; name calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race, color, national origin, religion, or disability, unwanted touching, sexual comments, and spreading rumors.	1-3	Sexual harassment will be result in office referral. Repeated offenses may result in action by law enforcement.
<b>Students Will Neither Possess Nor Use Items Prohibited on School Grounds</b>		
9. Students will not be in possession of any tobacco products. Students will not use tobacco products in the building or on the grounds.	3	Items will be confiscated.
12. Students will leave all electronic devices and other valuable property at home, including, but not limited to: tape players, CD players, Walkmans, radios, trading cards, comic books, electronic games, telecommunication devices, toys, stuffed animals, dice, and playing cards.	1-2	*Except as permitted by special circumstances. Items will be confiscated and returned to parent only.
<b>Students Will Behave Honestly And With Respect For The School</b>		
13. Students will not falsify documents or signatures. Students will not act deceptively or dishonestly; including a student copying another student’s work and using it as his/her own or allowing a student to copy.	1-3	Copying or forging work or allowing work to be copied may result in loss of credit.
14. Students will not steal.	1-3	
15. Students will not engage in games of chance involving money.	1	
16. Students will not engage in the destruction or defacement of public or personal property.	1-3	Restitution may be required

**Students Will Follow Regulations To Ensure Safety On The School Bus, In The School  
And On The Campus**

17. Students will act safely and properly on the school bus.	*	*Parent contact on 2 <sup>nd</sup> referral mandatory. Removal from bus on 3 <sup>rd</sup> referral.
18. Students will remain on school grounds.	3	Once a student has arrived on campus or boarded a bus they are not to leave the school grounds.
19. Students will not possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, nor possess, sell, or transfer drug paraphernalia on school property, en route to or from school, or at any location of a school-sponsored activity.	4	Possible recommendation for expulsion
20. Students will not possess fireworks or <u>dangerous instruments</u> which include any instrument, article, substance, readily capable of causing death or serious physical injury. Dangerous instruments shall include, pocket knives and hunting knives of all types. Students shall not be in possession of a look-alike weapon.	4	
21. Students will not possess <u>any deadly weapon</u> from which a projectile, readily capable of producing death or other serious physical injury, may be discharged (i.e. gun); any knife other than an ordinary pocket knife or hunting knife (see previous); nightstick, or other club; artificial knuckles made from metal plastic, or other similar hard material.	4	Item will be confiscated and given to Law Enforcement. Expulsion may be recommended.