

Descriptor Term: STUDENT DISCIPLINE: ELEMENTARY GRADES K-5	Descriptor: JD-E1 Formerly JK-E1	Issued: 07/28/2009
	Rescinds: JK-E1	Issued: 07/09/2002

School is a place that provides rewarding experiences for a large group of students working together from day to day. In order for all to benefit, enjoy, and learn from these experiences in a safe environment; discipline and order must be maintained. The primary responsibility for the conduct of a student rests with the student, the parents, and the school. Parents should discuss with their children the importance of, and need for, good behavior and a good attitude while in school. Our goal is to promote an atmosphere within the school that is conducive to learning while protecting the rights of students. No student's behavior will be allowed to interfere with the learning opportunities of others. We work to preserve the dignity of the individual while at the same time not allowing them to manipulate the system. Students, parents, teachers and administrators must be consistent in their decisions and be supportive of each other. Parent involvement with the school is required for a positive school environment. It is the parent's responsibility to attend conferences, make arrangements for children upon suspension, and provide current emergency information.

POLICY AND PROCEDURE

All teachers will have a classroom management plan in place based on the following disciplinary guidelines. The plan must be approved by the principal. Each classroom management plan will include some type of parent contact and/or conferencing as one of its steps. The plan will be based on these district-wide elementary rules:

- A. Respect the rights and property of others.
- B. Be responsible for your own actions.
- C. Be resourceful with your assets and abilities.

It should include procedures for:

- Use of classroom space and facilities.
- Use of other parts of the school.
- Whole class activities and seatwork.
- Small group activities.
- Keeping students accountable for their work
- Beginning and end of day activities.
- Administrative and housekeeping chores.
- Special activities and safety rules.
- Time out within the classroom.

Prior to sending a student to the office for disciplinary infractions, steps are taken within the classroom to correct misbehaviors. Teachers document these corrections with a low-level referral form. Low level forms should be attached to discipline referrals if/when the teacher refers the student to the principal. However, serious infractions require immediate referral to the office. The consequences for this behavior are outlined in this policy from step 1 (least severe consequences) to step 10 (most severe consequences). Students move up the TPSD discipline ladder for each additional office referral they receive, however, a student who has no office referrals for 20 consecutive school days does not move up the ladder, but repeats the current step. All administrators are trained to use the TPSD discipline ladder.

STUDENT DISCIPLINE: ELEMENTARY GRADES K-5

LADDER OF CONSEQUENCES

Depending on the severity of the offense, the discipline ladder may be entered at any point.

~~STEP 1~~

- ~~A. The teacher/assistant will counsel with the student about the problem, appropriate behavior, and restitution. (Restitution means to make amends for the inappropriate behavior.)~~
- ~~B. The student will verbalize or write a plan of action for appropriate behavior and restitution.~~
- ~~C. The teacher will follow up to ensure that the student plan of action is implemented.~~

STEP 1

1 day of after school detention. After school detention will be monitored by the principal's designee. Removal from ladder if not referred to office for twenty school days from date of entry unto ladder

~~Step 2~~

~~Loss of privileges (such as recess, extra-curricular activities, field trips, etc.) may be taken away as deemed necessary by the principal or principal's designee only. Media, P.E., and music cannot be taken away from students as a punishment, as these are instructional classes.~~

Step 2

2 days of after school detention.

Removal from ladder if not referred to office for twenty school days from date of entry unto ladder

~~Step 3~~

~~Chronic behavior problems should be documented by the regular classroom teacher and referred to the local study team. The team consists of principal, teachers, and building/district specialists. The students should have an Individualized Behavior Modification Plan written for them. Except in severe circumstances, a teacher must use the referral process.~~

Step 3

Overnight Required Conferences

Contact parent/guardian

Removal from ladder if not referred to office for twenty school days from date of entry unto ladder

~~Step 4~~

~~In-School suspension (ISS) – this isolation will be used as necessary on a limited basis. the length of stay will be based on the age of the child and infraction that occurred, and administered only by the principal or principal designee.~~

Step 4

One day In-School Suspension (ISS)

Contact parent/guardian

Probation for twenty school days

~~Step 5~~

~~Out of School Suspension - Due process must precede out of school suspension, to be administered by~~

~~the principal, or principal designee. (Maximum ten days)~~

~~Step 5~~

~~2-3 days of In-School Suspension (ISS)~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 6~~

~~Three days In-School Suspension (ISS)~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 6~~

~~1 day of Out-of-school suspension~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 7~~

~~Four days In-School Suspension (ISS)~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 7~~

~~2-3 days of Out-of-school suspension~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

Note: Students who reach this step on the ladder due to chronic misbehavior (not an immediate consequence for a severe action) will receive a Functional Behavior Assessment (FBA), to develop an appropriate plan for the student. The parent must be involved in this process.

~~Step 8~~

~~Five days In-School Suspension (ISS)~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 8~~

~~Five days Out-of-school School Suspension (OSS)~~

~~Contact parent/guardian~~

~~Probation for twenty school days~~

~~Step 9~~

~~One day Out-of-School Suspension (OSS)~~

Contact parent/guardian
Probation for twenty school days

Step 9
Up to 10 days Maximum of Out-of-school Suspension (OSS)
Contact parent/guardian
Probation for twenty school days

Step 10
Two or three days Out-of-School Suspension (OSS)
Contact parent/guardian
Probation for twenty school days
Student must be accompanied by a parent/guardian for a conference with the principal and/or teachers before returning to class.

Step 10
Student may be placed in alternative school or recommended for expulsion. The parent may request a district disciplinary committee hearing to review the principal's decision.

DEFINITIONS

Disobedience - Refusal to obey, failure to follow request; insubordination.

Defiance - Open or bold resistance to authority.

Deliberate Mischief - A planned action or conduct that causes damage or trouble.

Rebellion - Resisting authority, opposing any control

Obscenities - (Oral, written, or graphic) something obscene, profane or vulgar, in language, conduct, a remark, an expression, or an act.

Deliberate Falsehood - Planned deception, telling of lies, lying.

Cruelty - The quality of being cruel, inhumane, hard heartedness, a cruel action, or remark.

Intimidation - To make timid, make afraid with threats of violence such as extortion, teasing, harassing, hurting, frightening, threatening, or tyrannizing others.

Refusing Punishment - To decline to accept discipline that is intended to establish habits of self-control.

EXCEPTIONS

Any of the following offenses can merit out-of-school suspension at the discretion of the principal, or principal designee, without going through any steps of the discipline plan:

- A. A shocking or dangerous behavior which may cause physical or emotional harm to the student or others such as inappropriate touching
- B. Fighting, physical altercation
- C. Weapons or other materials punishable by law
- D. Stealing
- E. Drugs, alcohol, tobacco, or drug paraphernalia
- F. Gang related dress or activity
- G. Destruction of school materials and property
- H. Inappropriate clothing
- I. Sexual Harassment
- J. Intimidation

<u>Description of Violations & Infractions</u>	<u>Consequences</u>
1. Defiance or intentional disobedience of teacher or staff	Step 2-9 1-9
2. Profanity or vulgarity (to include acts, gestures, or symbols directed at another)	Step 1-9
3. Possession or use of tobacco or tobacco related products at school	Step 2-9 4-9
4. Use, sale, or possession of drugs, look-alike drugs, or alcohol on school grounds or at school functions; intoxication	Step 9 9-10
5. Defacing or otherwise injuring school or personal property (to include writing on walls, inside or outside)	Step 1-9 + restitution
6. Physical Altercation, Struggle, Assault	step 4-5
7. Fighting at school, on the way to or from school, or at school	step 6-10
8. Use or possession of dangerous objects	Step 1-9
9. Use or possession of weapons or look-alike	Step 1-9
10. Use or possession of fireworks, explosive devices or odorous devices	Step 8-9
11. Disruptive behavior at school or other school sponsored activities	Step 2-9
12. Skipping detention	Step 8-9 3-5
13. Stealing or possession of stolen property (plus restitution)	Step 3-9
14. Cutting classes	Step 1-9
15. Truancy (unauthorized absence)	Step 1-9 2-9
16. Leaving campus without authorization	Step 4-9 2-9
17. Unauthorized fund raising, including sale of candy or gum	Step 3-9 3-5
18. Possession of radios, walkmans, beepers, telephones, recorders, laser pointers, televisions, tapes, compact disk (parent pickup)	Step 1-6 1-5
19. Gambling or possession of gambling devices	Step 1-6 1-5
20. Harassment, intimidation, or threatening of students or teachers	Step 1-9 1-10
21. Refusal to identify oneself properly at any school or school district activity	Step 1-9 1-5
22. Disruptive behavior on the bus or at the bus stop (Note #7)	Step 1-9 1-10
23. Gang or cult activity	Step 4-9
24. Forgery	Step 1-9
25. Other misbehavior as determined by the school officials	Step 1-9
26. Possession or wearing of caps, sun glasses, disruptive accessories, or offensive clothing. Only parents may pick up banned items.	Step 1-6
27. Possession of inappropriate photos or printed materials on weapon making, pornography, violence, hatred, etc.	Step 1-9
28. Sexual misconduct or improper touching	Step 3-9 3-10

NOTES

1. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the disciplinary ladder by improved conduct.
2. A parent/guardian conference with an administrator is required before a student can return to school after an out-of-school suspension. (Step 7,8,9)
3. A student may enter the discipline ladder at any step, depending upon the nature of the

offense.

4. Failure to complete the step consequence as designated will result in escalation to the next step in the ladder.
5. Referral to the office during the probationary period prescribed in the discipline step will result in escalation to at least the next step. Students referred for a repeat violation may escalate more than one step.
6. In all cases of OSS or ISS, the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate or attend assemblies or any school function designated as an extra-curricular activity, including athletic events, dances, plays, extra-curricular program, field trips, school-sponsored activities, etc. This would include the entire 24 hour period of the suspension.
7. Loss of school bus riding privileges for five days may be added to any step if the misbehavior occurred on a school bus or at the bus stop.
8. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.
9. Self-defense is the use of appropriate, reasonable force to defend or remove oneself or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.
10. The administrator may issue a warning with or without probation when deemed appropriate.
11. Counseling may be added to any step.
12. Tobacco use or tobacco possession will be reported to law enforcement officials.
13. The superintendent, or designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicate a present and possible danger to the health, safety, and welfare of one or more students or employees, and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next regular board meeting. Serious crimes shall include, without limitation, and as examples only:
 - a) Assault with a deadly weapon
 - b) Aggravated assault
 - c) Rape
 - d) Sexual battery, stalking, or other sexual crime
 - e) Armed or strong-armed robbery (or attempted)
 - f) Sale or distribution of a controlled substance

TUPELO BOARD OF TRUSTEES

This online presentation is an electronic representation of the Tupelo Public School District's currently adopted policy manual. It does not reflect updating activities in progress.