

<b>Descriptor Term:</b>  STUDENT DISCIPLINE: ELEMENTARY GRADES <del>K-3</del> <b>K-5</b>	<b>Descriptor:</b> JK-E1	<b>Issued:</b> DRAFT
	<b>Rescinds:</b> JK-E1	<b>Issued:</b> 7/09/02

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 then 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. In carrying out these guidelines - 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. Parents are required 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.

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 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 3      Time-Out within the classroom - This involves the student attending to the assigned work at a designated area within the classroom for a reasonable period of time with total silence—no verbal interchange with the teacher or students.
- STEP 4      Time-Out outside the regular classroom. This involves time away from the classroom in a designated area for a reasonable period of time. A support staff person is delegated to supervise the child in an appropriate setting in relation to the infraction that occurred.
- STEP 5      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 6      Corporal Punishment may be administered according to the policies of the district at the administrator's discretion. (Policy JKA)
- STEP 7      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 the infraction that occurred, and administered only by the principal or principal designee.
- STEP 8      Out of School Suspension - Due process must precede out of school suspension, to be administered by the principal, or principal designee. (Maximum ten days)

#### 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 heartlessness, 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