

Kate Starr Kellogg

School Wide Discipline Plan

2016-2017

Core Beliefs

- Every person deserves to be respected
- Every person deserves to be safe, to feel safe, and to be free from danger
- Students attend school to learn academics, behavioral skills, social skills, and learning is enhanced in physically and emotionally safe environment
- Learning is enriched by the establishment of academic and behavioral expectations
- Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills

School Rules

- I will follow directions the first time given
- I will keep my hands, feet, mouth, and objects to myself
- I will put people up, not down
- I will always be in the proper place
- I will walk in the building at all times
- I will use all materials and equipment properly

Classroom Management Plan

- Classroom Community Building is expected
- Investigate behaviors and ask “why”
- Use Buddy Rooms
- Determine what lesson is to be learned from the consequence given

Inappropriate behaviors at Kellogg fall into 3 categories or levels of offenses
Each level is addressed either by the classroom teacher or the school administration

Examples of Level 1 Offenses

- Level 1 offenses are handled by the teacher. Documentation of behavior and action taken are highly suggested

Level 1	
Not following directions	Eye rolling
Running in hallways	Interrupting
Excessive talking	Consistent tardiness
Inappropriate laughing/sneering	Name calling
Derogatory notes/pictures	Misuse of materials
Teasing/put downs	Wandering
Inappropriate language	Mocking

Examples of Level 2 Offenses

- Level 2 Offenses are handled by teacher with documentation of behavior and action. Teacher contacts parent.

Level 2	
Back talking/arguing Inappropriate gestures/language taunting Refusing to work Hitting (play)	Open defiance Cheating/lying Throwing objects

Examples of Level 3 Offenses

- Level 3 Offenses are handled by administration. Direct referral form to office. Administration contacts parent.

Level 3	
Verbally abusive and physical fighting Ethnic slurs Obscene gestures Inappropriate touching Damaging property Direct and willful disobedience of school rules and policies Disruptive clothing	Bullying Threatening/taunting Threatening bodily harm Stealing Use of profanity Pulling fire alarm Excessive truancy Harassment, including sexual harassment

Zero Tolerance

Drugs and alcohol Weapons/facsimile of a weapon/dangerous instrument Leaving school without permission Assault with intent to fight with another student

DISCIPLINE PROCEDURES

Classroom

Level 1 and 2 behaviors handled by the teacher.

- Teacher will follow individual classroom hierarchies of behavior management
- At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made
- Documentation and data collection are strongly recommended for records

School Administration

Level 3 and Zero Tolerance behaviors are handled by the administration

- Results in a direct office referral
- Principal will contact student's parent
- An appropriate consequence will be given

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and school security will come to the classroom and bring the student to the office. Every student who is removed from the classroom MUST have an office referral completed within 15 minutes of the student being removed.

Prior to an Office Discipline Referral

1. Parents and students must know teacher expectations and procedures
2. Parents and students must know the classroom teacher's discipline plans and procedures
3. Teachers must document unacceptable behaviors and consequences imposed, attempt several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made
4. All Level 3/Safe School Violations warrant an immediate office referral

Student Tardy Policy

Please note that when a student arrives late it has a negative impact on the entire flow of the school day for each child in their class, the teacher, office, etc. We ask that if punctuality is an issue for your family that you participate in the free breakfast at 7:25am. Students are then assured to be on time before the lineup bell at 7:40am.

In cases where tardiness persists, a student will be required to serve an afterschool detention until 3:30pm after 3 tardies occur in one semester; additional detentions will be issued for each 3 tardies thereafter.