

# Killip Elementary School Discipline Handbook

## School Rules

The school rules are designed to insure that all staff members (cafeteria, custodial, aides, teachers, etc.) can immediately deal with situations on a coordinated basis. This will allow for a consistent approach and one that students can become more easily accustomed to.

### All students will

- Display courteous and respectful behaviors towards each other and to all adults on campus.
- Avoid physical altercations with others such as fighting, pushing, shoving etc.

Students are encouraged to utilize the following interventions:

- |                          |                            |
|--------------------------|----------------------------|
| a. discuss the situation | b. walk away               |
| c. apologize             | d. choose another activity |
| e. take turns            | f. share                   |
| g. ignore the situation  | h. ask for assistance      |

- Walk in hallways and on all designated sidewalks on campus. Stay off grassy area in front of the school unless participating in supervised activity.
- Play safely on all playground equipment.
- During times of inclement weather, wear appropriate clothing and play in designated playground areas.
- Avoid the use of profane or abusive language.
- While participating in field trips and/or on bus rides, display appropriate respectful behavior.
- Display appropriate behavior in the cafeteria.
- Walk bikes on campus and lock them up in the bike rack. Skates, skate boards and roller blades are prohibited.
- Treat all school property with respect.
- Do not throw rocks, snowballs or any other items deemed as dangerous.
- Do not bring knives, firearms, firecrackers, sharp or dangerous objects to school.
- Avoid bringing valuable items such as stereos, walkmans, video games etc.
- Avoid being on campus before 7:50 a.m. or after 3:00 p.m. unless participating in a school or community activity.
- Not chew gum or eat candy unless in a supervised activity.

### General Rules Violation

Staff members witnessing a rule violation will take immediate corrective action. For example, while on duty, a staff member may place a student in "time-out" for inappropriate behavior. The incident may be reported to the classroom teacher for follow-up attention.

### Severe Offenses

- fighting / theft / cheating
- disrespectful behavior towards adults
- damaging school property
- possession of any physically dangerous object(s) or substance(s)
- continuous minor infractions

### Procedures

Students who choose to exhibit unacceptable behavior through one of the severe offenses listed above will receive a discipline memo completed by the principal or designee.

### Consequences

- **First severe discipline memo**
  - a. discussion held with child by principal or designee
  - b. copy of discipline memo sent home for a parental signature
  - c. telephone call to the parent depending on situation
  - d. loss of recess, lunch recess, placement in the Alternative Learning Center or sent home for the day
- **Second severe discipline memo**
  - a. discussion held with child by principal or designee
  - b. parent contacted and a conference scheduled
  - c. placement in the Alternative Learning Center or child sent home
  - d. copy of memo sent home for parental signature
- **Third severe discipline memo**
  - a. discussion held with the child by principal or designee
  - b. parent contacted and a conference scheduled
  - c. child sent home for the day or formal out of school suspension
  - d. appropriate district forms completed and submitted for suspension
- **Fourth severe discipline memo**
  - a. discussion held with child by principal or designee
  - b. parent contacted and a conference scheduled

- c. out of school suspension up to 9 days
- d. appropriate district forms completed and submitted for suspension

\*\* District policy states that possession or use of dangerous objects or weapons will result in immediate suspension and/or expulsion.

\*\* A school suspension may be initiated immediately depending on the severity of the incident.

\*\* Individual discipline plans will be implemented when the need arises.

## Classroom Rules

Classroom rules are designed to meet the needs of individual classrooms and teacher organizational plans. Each classroom has rules, rewards and consequences posted in the classroom. The School Wide Discipline Plan supports the individual classroom plans.

### Classroom Behavior

In accordance with the classroom discipline plan, if a child warrants a visit to the office, the following will occur:

#### First office visit

- a. discussion held with the child by the principal or designee
- b. written plan devised
- c. teacher contacts the parent

#### Second office visit

- a. discussion held with the child by the principal or designee
- b. written plan devised
- c. teacher contacts the parent
- d. discipline memo sent home for parental signature

#### Third office visit

- a. discussion held with the child by the principal or designee
- b. parent is contacted by the principal and a conference is scheduled with the child, parent, teacher and the principal
- c. lunch recess detention, placement in the Alternative Learning Center or the child may be sent home
- d. discipline memo sent home for parental signature

#### Fourth office visit

- a. discussion held with the child by the principal or designee
- b. parent is contacted by the principal and a conference is scheduled with the child, parent, teacher and the principal
- c. placement in the Alternative Learning Center and/or suspension from school not to exceed nine days
- d. appropriate district forms completed and submitted for suspension

### Positive Consequences

Students who follow the school rules will be recognized by:

- In-classroom reward system
- The principal / teacher (letters home, phone calls home etc.)

- Attending special programs
- Involvement in all school activities
- Attending all free time activities and recess
- Receiving SMART cards and having lunch with the principal
- Receiving student of the month awards
- Receiving playground / cafeteria awards

### Tardiness

Tardiness causes a hardship on:

- **The tardy child** - He or she misses beginning of the day directions and instructions.
- **Classmates** - All children deserve an uninterrupted education.
- **Teachers** - The teacher is interrupted from teaching
- **Office personnel** - Office personnel is interrupted from office duties

Please assist us in this area by seeing that your child arrives to school on time each day. Each classroom has developed a plan containing consequences for tardies. According to our new policy, three unexcused tardies will equal one unexcused absence.

### Absences

Your child's academic achievement and self-esteem is our main priority. In order for our professional educated staff to help your child reach optimal learning, he/she needs to be in school everyday. We understand that children become ill and need to be out of school. If this is the case, keep them home until they are feeling well. If you are unsure, bring your child to the school nurse for assistance. If your child is going to be absent from school, please call 773-4089. Please refer to our Attendance Policy.

### Final Statement

Our intent with this discipline handbook has been to give you an overview of what we expect from your child/ren, and how our system works. We would appreciate it if you would discuss this information with your child before school, and periodically throughout the year. We feel that a consistent plan is essential when working with children. If you have any questions or concerns, please feel free to contact the office.