

**SCOTTSBURG ELEMENTARY  
SCHOOL  
STUDENT DISCIPLINE POLICY  
2018 -2019**



***SCOTTSBURG***  
***BRAVES***

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# SCOTTSBURG ELEMENTARY SCHOOL

## Student Discipline Program

### 2018 -2019

#### **Goals**

The primary focus of Scottsburg Elementary is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

#### **Philosophy**

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Scottsburg Elementary discipline policy is to promote positive behavior choices. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly when making those decisions. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

#### **General School Expectations**

- 1) **Be respectful**
- 2) **Be safe**
- 3) **Be prepared**

#### **Athletic Expectations**

Scott County District 2 Athletic expectations have been designed to ensure that elementary athletes remain focused on their academics as they develop their athletic skills. As such, all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students' will have their grades reviewed weekly. Any student that earns an F in any subject may not attend practice or participate in games for the following week. Your child's grades will be checked again on the following week and may become eligible again should their grade(s) rise above an F.

#### **Positive Behavior Acknowledgement**

Scottsburg Elementary School faculty and staff has implemented the following incentive as positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning.

- 1) **Brave Bucks**: Brave Bucks are awarded to a student by any staff member for positive behavior. Students may receive Brave Bucks for listening to the teacher, sitting quietly, playing nicely with others, being polite, being helpful, helping to beautify the campus, or for any other positive act. Brave Bucks can be used at the BPIS store throughout the year.
- 2) **Character Counts**: Once a month a student is chosen from each class as the Character Counts student and can earn this recognition for consistent positive behavior. A picture will be displayed of Character Counts student on the bulletin board near the library.
- 3) **Classroom Acknowledgement**: Teachers may also have their own daily and/or weekly reward systems.

## **Disciplinary Actions**

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline the disciplinary actions.

## **Classroom Management Notices**

Students who engage in misbehavior or fail to complete class assignments may receive a Behavior Management Notice from the classroom teacher. Teachers will make contact with the parents/guardian when a Behavior Management Notice has been given to the student, if a parent/guardian can't be reached then a copy of the Behavior Management Notice will be mailed. All Behavior Management Notices will be available in Harmony.

**Students will receive behavior management notices from a teacher for the following, but are not limited to:**

1. Disobeying established expectations of the classroom, cafeteria, playground, restroom, or hallways.
2. Failure to complete assignments
3. Displaying disrespect toward staff or students
4. Inappropriate language
5. Minor theft
6. Cheating
7. Lying

**Every three Behavior Management Notices received by a student will earn the student an assigned detention. After a student has received 2 detentions on the next Behavior Management Notice that student is referred to the Assistant Principal. If a student does not follow the expectations during the detention the student will be assigned another detention. Behavior management notices will start over at the beginning of the nine weeks.**

## **Behavior Expectations Defined**

**Classroom Behavior** - students are expected to listen and follow all teacher directions and expectations.

**Possible Consequence:** Behavior Management, loss of recess, behavior essay, or detention.

### **Behavior in the Hallway**

All students are to walk quietly in an orderly fashion through the hallways at all times.

**Possible Consequence:** Behavior Management, loss of recess, detention.

### **Behavior in Restroom**

Students are expected to respect the rights of others and act responsibly in the restroom. Any misuse of toilet paper, soap, defacing of restroom facilities constitutes destruction of property.

**Possible Consequence:** Behavior Management, Loss of independent restroom privileges, loss of recess, in school suspension, out of school suspension

### **Behavior in Lunchroom**

The lunchroom should be a safe, comfortable, inviting, and clean environment. Students are expected to follow directions the first time, they must keep voices low, stay seated unless given permission to move by an adult, and practice good manners.

**Possible Consequence:** Verbal warning, moved to assigned seat, or loss of recess

### **Behavior on Playground**

When on the playground students must follow directions the first time, use the playground equipment responsibly, and be respectful to students and staff.

**Possible Consequence:** Verbal warning, loss of recess, Behavior Management Notice will result in a conference with vice principal.

### **Behavior on Bus**

SES will follow the bus policy the district has in place.

**Possible Consequence:** Behavior Management, suspension from the bus.

### **Behavior during School Supported Activities/Field Trips**

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavior expectations are consistent with school policies.

Possible Consequence: Behavior Management, removal from activity, loss of recess, in school suspension, exclusion from future activities, suspension

### **Aggressive Behavior**

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, or throwing harmful objects, etc. Involving two or more people. This is any form of physical confrontation.

Possible Consequence: Referral to vice principal, conference with parent/guardian, loss of recess, detention, in school suspension, suspension, expulsion

### **Inappropriate Use of Technology:**

SES will follow the district policy on inappropriate use of technology.

Possible Consequence: Call parents/guardians, loss of technology for extended amount of time, loss of recess, detention, in school suspension

### **Physical Attack/Fighting with Staff or Fellow Students**

This is any aggressive physical battery on staff members or person. This includes any physical contact in an aggressive manner with intent to do harm and jeopardizes the safety of a class, student, or staff member.

Possible Consequence: Referral to vice principal, parent/guardian conference, detention, in school suspension, suspension, expulsion

### **Threats and/or Verbal Abuse**

This includes any overt or implied verbal or physical threat. Examples are, but not limited to, telling someone that you will hurt/kill them whether in jest or not, any conversation where physical harm is suggested to hurt someone, or suggesting property destruction, and the like.

Possible Consequence: Parent/guardian conference, loss of recess, detention, in school suspension

### **Teasing, Verbal or Non-Verbal**

Some examples verbal would be name-calling, put downs, making fun of the way a person talks or walks, making fun of the way a person dresses. Non-Verbal examples would be making faces, drawing inappropriate, pictures, and inappropriate hand gestures.

Possible Consequence: Referral to vice principal, write a personal apology, loss of recess, in school suspension, suspension

### **Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequence: referral to vice principal, parent/guardian notification, loss of recess, in school suspension, suspension

### **Insubordination/Disrespect**

This is willingly refusing to obey a lawful request of a staff member (e.g. principal, teacher, secretary, building services workers, bus drivers, etc.)

Possible Consequence: Referral to vice principal, parent/guardian meeting, loss of recess, detention, in-school suspension, suspension

### **Destruction of Property/Vandalism**

This includes breaking, damaging, or defacing school or private property, including graffiti.

Possible Consequence: referral to vice principal, loss of recess, in-school suspension, suspension, restitution, expulsion, referral to law enforcement

### **False Fire Alarm**

False fire alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire.

Possible Consequence: Referral to vice principal, loss of recess, detention, in-school suspension, suspension, expulsion

### **Weapons**

This is the unauthorized storing, possessing or carrying firearms, knives, or any other object (including look alike or pretend weapons) which could be used as a weapon.

Possible Consequence: In-school suspension, suspension, expulsion, and report to law enforcement

### **Possession of Communication and Other Electronic Devices**

No electronic devices are allowed on school property (e.g. cell phones, handheld video games, other electronic devices, etc.)

Possible Consequence: Confiscation of item, phone call to parents/guardians to pick up item, and conference with parents/guardians.

### **Bullying**

Bullying is unwanted aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying is not a one-time occurrence and it interferes with the individual's school performance or participation.

Possible Consequence: Conference with school counselor, conference with school counselor and AP, Loss of recess, suspension, and expulsion.

## **Please Note**

Principal/Assistant Principal have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. Consequences may be increased in cases of repeat offenses. Suspension will be considered when behavior is disruptive and

detrimental to the operation of the school. A good faith effort to contact parents or guardians will be made during the referral process.

Discipline for students with disabilities will be handled on an individual basis. Students with disabilities can be removed no more than 10 school days without being providing educational services. If the student is removed from school for 10 consecutive days, then the IEP team has to hold a manifestation determination Meeting. The disciplinary decision belongs to the Principal/Assistant Principal to affect all situations as afforded by law.

After a student has received 2 detentions on the next Behavior Management Notice that student is referred to the Assistant Principal that student could receive ½ to a full day of ISS and we will have a parent conference.

Due to privacy and confidentiality, parents may *not* view video evidence of inappropriate behavior(s).

### **Discipline Matrix**

<b>Infraction</b>	<b>1st Offence</b>	<b>2nd Offence</b>	<b>3rd Offence</b>	<b>4th Offence</b>
<b>Classroom Behavior</b>	Verbal Warning	Behavior Management Notice and Loss of 1 Recess	Behavior Management Notice and Loss of Both Recesses. 5th Grade Lose Recess and Special	Behavior Management Notice and Detention
<b>Behavior in Hallway</b>	Verbal Warning	Behavior Management Notice	Behavior Management Notice and Lose of Recess	Behavior Management Notice and Detention
<b>Behavior in Restroom</b>	Verbal Warning	Behavior Management Notice	Behavior Management Notice and Loss of Recess	Loss of Independent Bathroom Privileges
<b>Behavior in Lunchroom</b>	Verbal Warning	Moved to Back Table	Moved to Desk	Loss of Recess
<b>Behavior on Playground</b>	Verbal Warning	Loss of recess	Loss of Recess	Referral to AP and Behavior Management



				Notice by AP
<b>Behavior on Bus</b>	Verbal Warning	Behavior Management Notice by Bus Driver/Talk to Parents	Behavior Management Notice by Bus Driver	Behavior Management Notice Bus Driver/ Suspension Off of Bus
<b>Behavior During School Supported Activities and Field Trips</b>	Verbal Warning	Behavior Management Notice and Loss of Recess	Behavior Management Notice and Loss of Both Recesses. 5th Grade Lose Recess and Special	Exclusion from Future School Activities
<b>Aggressive Behavior</b>	Referral to AP and Detention	Referral to AP and 1 Day ISS	Referral to AP and 1 Day OSS	Referral to AP, 2 Days OSS, Conference with Parents Guardians
<b>Inappropriate Use of Technology</b>	SES will follow District Policy on inappropriate technology use which is in the next section.			
<b>Physical Attack/Fighting with Staff or Fellow Students</b>	Student will be sent home and will receive 1-3 days OSS and a conference will be scheduled with parents/ guardians.			
<b>Threats and/or Verbal Abuse</b>	Loss of all Recesses and Parent Notification	Referral to AP, Detention, and Parent Notification	Referral to AP, ISS and Parent Notification	Referral to AP, OSS and Parent Notification
<b>Teasing, Verbal or Non-Verbal</b>	Verbal Warning	Behavior Management Notice and Loss of	Behavior Management Notice and Loss of all	Behavior Management Notice and Detention

		Recess	Recesses	
<b>Inappropriate Language/Gestures</b>	Behavior Management Notice and Loss of Recess	Behavior Management Notice and Loss of All Recesses	Behavior Management Notice and Detention	Behavior Management Notice and ½ day ISS
<b>Insubordination/Disrespect</b>	Behavior Management Notice and Loss of Recess	Behavior Management Notice and Loss of All Recesses	Behavior Management Notice and Detention	Behavior Management Notice and ISS
<b>Destruction of Property/Vandalism</b>	Student will be required to clean anything that can be cleaned, for any destruction/vandalism parents may be responsible for restitution. Students will also receive either ISS or OSS as determined by the schools administration and parents will be notified			
<b>False Fire Alarm</b>	Parents will be notified and student will be referred to the AP for further consequences.			
<b>Weapons</b>	Any student found with a weapon will be sent home immediately, will serve OSS for a time to be determined by school administration with the possibility of expulsion, and could be reported to local law enforcement.			
<b>Possession of Communication and Other Electronic Devices</b>	Device will be confiscated by the teacher and returned to student at the end of the day	Device will be confiscated by teacher given to AP and parents will have to pick up.	Device will be confiscated by teacher given to AP and parents will have to pick up and loss of all recesses for the following day.	Device will be confiscated by teacher given to AP and parents will have to pick up and student will serve a detention
<b>Bullying</b>	When there is a bullying situation each will be handled individually possible action are: conference with school counselor, parent conference with school counselor and administrator, conference with parents, student, school counselor and administrator, possible outside support, possible loss of recess, and possible ISS.			

## **After School Detention**

After school detention is held on Tuesday, Wednesday, and Thursday from 2:50 pm - 3:50 pm. Parents should make arrangements for prompt student pick-up. Parents will receive a written notice and a phone call outlining the detention. This will include an explanation of the infraction and the detention date. This notice must be signed by the parent/guardian and returned to the homeroom teacher or verbal confirmation of the details of the detention. If a student fails to serve their detention that student will serve a day in the safe room. Detention will be rescheduled for students who are absent on their assigned detention day. Questions regarding the assignment of after school detention should be directed to the homeroom teacher.

## **Technology Discipline Policy**

Scottsburg Elementary will follow the SCSD2 Responsible Use of Technology Policy. You can access this policy at the following link:

<https://docs.google.com/document/d/1FZFBUE3t-aVjBYOKCZNP0EcVstL-IXnSTi8rxsqxIC4/edit>.

Scottsburg Elementary has expectations for the use of technology in the classroom some examples of these expectations are, but not limited to:

- iPad is fully charged daily
- iPad is brought to school daily
- iPad is being used for educational purposes, etc.

If expectations are not met, then there are consequences. The SES consequences for these infractions are.

- 1) Warning
- 2) Teacher charges iPad and limits student use for the day
- 3) iPad keep at school over night to charge
- 4) iPad keep at school over night to charge and loss of recess.
- 5) iPad is keep at school 1 week and loss of both recesses.
- 6) iPad keep for an extended period of time determined by the teacher and behavior management.

Any other iPad infractions after the 6<sup>th</sup> infraction is a behavior management.

## Bus Discipline Policy

One of the most hazardous phases of school transportation is a failure of students to properly conduct themselves while riding and getting on and off school buses. The failure of students to cooperate jeopardizes the lives of others. Many school bus accident reports indicate that misbehavior of student passengers riding the bus, distracting the bus driver's attention, thereby causing an accident.

For the driver to carry out his or her duties and transport students safely, it is necessary that all passengers on the bus cooperate with the driver. Students should obey all rules and regulations as to time and place to get on the bus, staying in assigned seats, remaining quiet, keeping hands, arms and head inside of the windows, and helping keep the bus clean.

All parents are requested to give their full support in aiding all bus drivers, principals, and others responsible for the buses in seeing that rules promoting safety efficiency, and economy are carried out by the children. The ability to ride a school bus is a privilege and it can be taken away. When a student is suspended for misbehavior on the bus, the parents are responsible for transportation to and from school. Scottsburg Elementary will follow the SCSD2 Bus Discipline Policy for a complete copy of this policy please visit the Scottsburg Elementary School website.

### **Bus Disciplinary Matrix**

<b>1st Offence</b>	<b>2nd Offence</b>	<b>3rd Offence</b>	<b>4th Offence</b>
Verbal Warning	Behavior Management Notice and Parent Notification	Behavior Management Notice and Parent notification	1 Day Suspension and Parent Notification

**More than 4 behavior writes up could lead to multiple days of suspension off of the bus.**

# **SCOTTSBURG ELEMENTARY STUDENT DISCIPLINE POLICY**

## **Parent Acknowledgement Form**

- **Read and discuss the Scottsburg Elementary School student discipline policy with your child.**
- **Confirm your receipt and understanding of the Scottsburg Elementary student discipline policy by signing below.**
- **Return the signed form to your child's teacher as soon as possible (please submit a separate form for each child who attends Scottsburg Elementary).**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date