



# Scottsburg Elementary School

## Discipline Policy





## Scottsburg Elementary School Discipline Policy



The purpose of our school is to provide the best possible educational experience for the students of our community. The student's main objectives, while attending Scottsburg Elementary, are to improve academic achievement and character development. In order to achieve these goals, the school staff must accept responsibility for cultivating and maintaining an orderly and respectable school environment that will enable every student the opportunity to achieve success.

There are times, when it becomes necessary, for the school staff members to make decisions concerning the appropriateness of a student's behavior. These decisions must be based on the welfare of the entire school community and the impact these behaviors have on the learning environment. Students will be accountable, **and consistent consequences must be administered**, for misbehaviors while at school and during all school sponsored events including transportation to and from events. (Please refer to Character Counts - Consequences Level Sheet for consistent discipline)

In order to maintain a "safe environment" that is conducive to student learning, the Scottsburg Elementary staff has elected to participate and model the CHARACTER COUNTS program designed by the Josephson Institute. All staff members and students are expected to follow and model these school procedures, in and out of the classroom. Please note, these rules should be posted, clearly, in the classroom and instruction should be taught by staff throughout the school year to reinforce these positive behaviors! (Powwow's are great tool to talk/teach character)

It is important that students understand these behavioral expectations since violation of established classroom/school rules can result in disciplinary action being taken. These actions may include, but are not limited to, writing sentences/essays, loss of recess time, loss of special activities, loss of classroom outings/field trips, and after school detention.

Severe misconduct or chronic minor misconduct can lead to time spent in the SAFE room as in school suspension or time outs, out of school suspension, and/or expulsion.

The SES staff will assign consequences for inappropriate behavior according to these guidelines. Consideration will be given to the circumstances surrounding each situation before the assignment of consequences.

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### "Definition of Bullying"

Bullying is when:

"A student is repeatedly exposed to negative, intentional actions of another student. Bully implies that there is an imbalance of power."

## SES After-School Detention Policy



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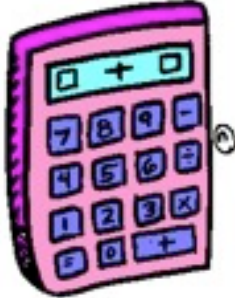
**\* PLEASE NOTE THAT SAFE ROOM ASSIGNMENTS MUST BE A COLLABORATIVE EFFORT BETWEEN TEACHER(S) AND ADMINISTRATION.**

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After-School Detention Hours: 2:55-3:55 on Tuesday, Wednesday, Thursday each week.

1. **PRIOR to use of detention, the teacher should exhaust all classroom intervention discipline steps.**
2. **Behavior(s) Justifying Detention.**
  - a. (4) Violations to Classroom/School Rules per Day
  - b. Chronic Rule Violators
  - c. (2-3) Days of Incomplete Work
  - d. Automatic Detention
    1. Severe Disrespect to Adult
    2. Obscene Language or Gestures
    3. Damage to School Property or Physical Harm to Self or Others
    4. Additional Days - Skipping, or incomplete homework.
3. **Parent Notification of Detention Assignment is required. (Use Form Titled - After-School Detention Referral)**
  1. Form sent by teacher via. mail or sent home by student.
  2. Teacher needs to call and discuss detention with parents.
  3. Teacher chooses day and walks student to detention.
  4. Teacher provides work for detention
  4. Parents **MUST** provide transportation home.
4. **Record Keeping** - Assigning teacher completes detention referral and Harmony write-up. Then the teacher gives the form to the detention monitor when student arrives to detention. Detention monitor completes bottom section of referral form, and a copy is made for administration, and the original is returned to the teacher after detention requirements are met.

Scottsburg Elementary School  
Rules and Procedures for After-School Detention



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\* Please note - Teachers please review rules and procedures with student prior to sending them to After-School Detention.

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- Rules/Procedures -

1. Students will enter and leave area QUIETLY.
2. Students will bring (2) sharpened pencils and writing materials.
3. Students will bring classroom assignments.
4. Students will remain seated the entire time.
5. Absolutely NO talking.
6. Students MUST raise hand for help.

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Consequences for breaking rules/procedures:

1<sup>st</sup> time - VERBAL WARNING

2<sup>nd</sup> time - VERBAL WARNING, TEACHER NOTIFIED

3<sup>rd</sup> time - ADDITIONAL TIME ASSIGNED IN DETENTION

Scottsburg Elementary Discipline Policy  
**Teacher Checklist for Student Detention Assignments**

\_\_\_ Step #1 - Assign the detention on the list posted in the mailroom before notifying parents of the date of detention.

(Limit  
of (8) students per day in  
detention.)

\_\_\_ Step #2 - Notify parent by After-School Detention Referral Form and/or phone call.

\_\_\_ Step #3 - Complete After-School Detention Referral Form.

\_\_\_ Step #4 - Walk your student to detention allowing for bathroom break before the beginning of the detention; students should have referral form, classroom assignments, and all materials needed for completing assignments.

\_\_\_ Step #5 After detention is completed, the monitor will place the original form in your mailbox and then teacher gives the weekly sign up to administration. Please keep all forms for your records.

**SES After-School Parent Detention Referral**

Date: \_\_\_\_\_

To the parents of \_\_\_\_\_

Your child has been assigned to the After-School Detention. School detention is from 2:55 - 3:55 p.m. Please make arrangements to have your child picked up promptly at 3:55 p.m. at the school. PLEASE WAIT FOR YOUR CHILD AT THE SCHOOL'S FRONT OFFICE FOR 3:55 PICKUP! All parents must sign their child out of detention unless they have written permission to walk home. NO SIBLING, OF A DETENTION STUDENT MAY SIGN OUT THE STUDENT UNLESS THEY ARE OVER THE AGE OF (18).

Teacher/Administrator Assigning Detention: \_\_\_\_\_

Parents Notified By: Letter: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Detention:

\_\_\_\_\_  
\_\_\_\_\_

Your child will serve Detention on:

Tuesday: \_\_\_\_\_ Date: \_\_\_\_\_

(Please choose (1) day for detention)

Wednesday: \_\_\_\_\_ Date: \_\_\_\_\_

Thursday: \_\_\_\_\_ Date: \_\_\_\_\_

- Parent, please sign below to indicate you have read this letter and please return notice to school immediately.

MY CHILD HAS PERMISSION TO WALK HOME: \_\_\_\_\_

(PARENT SIGNATURE)

The person responsible for picking up my child is: \_\_\_\_\_

and he/she may be contacted by phone at: Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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(FOR OFFICE USE ONLY)

Teacher Assignment during detention:

\_\_\_\_\_  
\_\_\_\_\_

Detention Completed on (Date): \_\_\_\_\_ Monitor Signature: \_\_\_\_\_

Student Signed Out By: \_\_\_\_\_

Date: \_\_\_\_\_

**Note to Teachers:** This form is to be given to the Detention Monitor and it will be returned to the teacher after detention has been served!



Scottsburg Elementary School

### Character Counts - Consequence Levels

Please follow these steps when student doesn't follow CHARACTER COUNTS rules/procedures:

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Levels

- 1<sup>st</sup> consequence - Warning - (Name on Board)
- 2<sup>nd</sup> consequence - Lose 10 minutes of free time - (One check)
- 3<sup>rd</sup> consequence - Lose 20 minutes of free time - (Two checks)
- 4<sup>th</sup> consequence - Lose 20 minutes of free time and contact home  
(Three checks)
- 5<sup>th</sup> consequence - Detention and phone call home  
(Four checks)

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Grading Scale

1 <sup>st</sup> consequence	B	85
2 <sup>nd</sup> consequence	C	75
3 <sup>rd</sup> consequence	D	65
4 <sup>th</sup> consequence	F	55
5 <sup>th</sup> consequence	F	45

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### BEHAVIOR TRACKING PROCEDURES

- In order to track student behaviors consistently throughout the day, teachers can provide a classroom list for recess Duty Aides. Given the event, that a student has broken school rules/procedures, the D.A. will let the teacher know so he/she can take into account infraction.



- Remember: Teachers assigning "Time Out Zone" during recess for breaking classroom rules are responsible for student supervision during recess.

\* Students who exceed the 5<sup>th</sup> consequence three days in one week will be assigned the SAFE room. SAFE room assignments will be made ONLY at the discretion of the teacher and administration.

The CHARACTER COUNTS program is a daily plan. At the end of the day all names are erased from the board.

The student grade is a daily grade that can be created from an Assignment Summary in Harmony.

VIP - Use visual so student can see grade!!!

## Harmony Documentation

Harmony must be used in order to document any infractions from students so that we may have a record of behaviors. Below is a list of commonly used "Action Taken" that should be documented in Harmony by teachers.

(These first two are not in the Discipline part of Harmony)

\***Phone call** - any call from parents that is a complaint or you feel should be remembered

\***Miscellaneous note** - any information that should be remembered that is not discipline centered

\***3<sup>rd</sup> Consequence** - Loss of 20 minutes of Free Time (Recess or in class)

\***4<sup>th</sup> Consequence** - Loss of 20 minutes of Free Time & contact parents

\***After School Detention** - Students who have numbers infractions in one day or 2-3 days of missing work.

\* **Note Sent Home** - Documentation of a note sent to parents due to infractions in the classroom.

\***Home Visit** - If unable to contact parents, and need to speak with them. Please make sure there are at least 2. Administration will go when needed.

\***Parent/Teacher Conference** - When parents are requested to come in due to student's behaviors

\***SAFE Room (All day)** - In school suspension for a student who is out of the room for most/all of the day. **MUST BE OKAYED BY OFFICE**

\***SAFE Room (AM/PM)** - In school suspension for a student who is out of the room for 3 hours (8:30-11:30 or 11:30-2:30). **MUST BE OKAYED BY OFFICE**

\***SAFE Room (Refocus)** - Time out area for students who misbehave or have not finished work that is past due. **MUST BE OKAYED BY OFFICE**

\***Recess/Lunch SAFE Room** - Time out area for discipline infractions can be one or both of the Actions **MUST BE OKAYED BY OFFICE**

\***Recess Time Out** - Students miss all of recess due to infractions or work. If kept in, teachers are in charge of the students.

\***Office Referral to Administration** - When a student is sent to the office due to severity of infraction. These should be severe infractions or when everything else has failed.

When recording infractions, please remember to log the main student infraction and the main action taken. There may be additional infractions and actions that can be logged in the comment section.

At a minimum a record in Harmony must be kept for the following:

1. Loss of 20 minutes of missed time
2. Parent Phone call/Note Home
3. Sent to Office
4. Detention
5. Lunch Detention (1 Lunch and 1 Recess in SAFE room)
5. Any Time in SAFE room

Dear Parent/Guardian,

In order to provide your child, and all students with the best learning environment possible, the administration, teachers, and staff of Scottsburg Elementary School are utilizing the following discipline plan.

Our teachers believe that all students can behave appropriately. In order to ensure an excellent learning environment, these general rules will be used. These rules are based on the CHARACTER COUNTS! pillars.

**TRUSTWORTHY – RESPONSIBILITY – RESPECT  
FAIRNESS – CITIZENSHIP – CARING**

School Rules:

1. Show respect to everyone around you (including yourself).
2. Follow directions the first time they are given.
3. Use a quiet voice.
4. Keep your hands, feet, and all objects to yourself.
5. No cussing, teasing, or arguing.
6. Follow all playground and cafeteria rules.
7. Come to school ready prepared to learn.
8. Always do your best!

If a student breaks a CHARACTER COUNTS! rule:

	<i>Daily Conduct Grade</i>	<i>Consequences</i>
1 <sup>st</sup> occurrence	B	Name on board –warning
2 <sup>nd</sup> occurrence	C	One check-lose 10 minutes of free time
3 <sup>rd</sup> occurrence	D	Two checks-lose 20 minutes of free time
4 <sup>th</sup> occurrence	F	Three checks-lose 20 minutes of free time & note home
5 <sup>th</sup> occurrence	F	Four checks – Detention <u>and</u> a phone call

SEVERE DISRUPTION – Sent to office/SAFE room

\*\*Students who exceed the 5<sup>th</sup> consequence three days in one week will be assigned to a full day of the SAFE room. SAFE room assignments will also be made at the discretion of the teacher and administration.

Daily conduct information will be collected and kept. This information does count toward honor roll. While it may not be seen on the report card, teachers will share the

information with parents when there are concerns. The teacher will reward students who demonstrate good behavior with stickers, prizes, positive phone calls and notes, etc...

(Please sign, and return this portion to your child's teacher)

I have read and understood the school discipline policy.

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Parent/guardian signature)