

Discovery Elementary School

# STUDENT DISCIPLINE HANDBOOK



Our primary task at school is the education of all students. We work hard to provide an atmosphere conducive for that purpose. Discovery blends accepting children as individuals while maintaining a positive learning atmosphere. As you might expect, one or more students occasionally interrupt classes. When that occurs it is necessary to take appropriate disciplinary action. You may feel assured, however, that discipline is not a major problem at Discovery. In any school setting, there must be appropriate rules. Aside from rules, we are constantly emphasizing respect for others, responsibility, self-discipline, and safety. Students who have difficulty following the rules and disturb the learning environment will face logical consequences for their actions.

We strongly believe in the philosophy of Love and Logic, developed by Jim Fay. Many of our staff members have had formal training in Love and Logic. We periodically review the essential components of the program through book studies and video tapes. To provide continuity between home and school, our counselor teaches Love and Logic parenting classes during the school year. Love and Logic assists parents and professionals through a process that helps students solve their own problems by making good choices, while recognizing that mistakes are opportunities for learning. Logical consequences are delivered with empathy and guidance in helping students make better choices in the future. Examples of minor to major consequences include eye contact, standing close to the student, verbal reminders, time-out from the group, providing a "reflection" sheet to fill out, parent contact, conference with the principal, school service, and, in rare instances, suspension. We want to work with you if repeated behavior becomes an issue.

This handbook has been developed to serve as a guideline for our students, staff, and parents. The teachers will be reading and discussing the contents of this handbook with their students during the first two weeks of school. But education is a combined responsibility shared with the school and the parents. We ask that you also read and discuss this handbook with your children. If they are told the same things about behavior at home and at school, there is a greater chance that they will be successful both behaviorally and academically.

David Brooks  
Principal

## **RESPONSIBILITIES**

### **TEACHER RESPONSIBILITIES**

Read and discuss rules, procedures, and consequences with students during the first two weeks of school.

Review rules, procedures, and consequences with students throughout the school year.

Consistently enforce school and classroom rules,

Provide reasonable consequences for inappropriate behavior.

Contact parents when behavior interferes with the child's education or the education of others.

### **PARENT RESPONSIBILITIES**

Read over with your child the school rules and consequences for poor behavior.

Contact the school if you have a concern.

Send your children to school well rested, fed properly, and in appropriate clothing.

Discuss with your child proper language, courteous behavior, and respect for the rights and property of others.

### **STUDENT RESPONSIBILITIES**

Treat others with respect and dignity.

Understand that the purpose of Discovery School is for learning and that each student must show effort toward reaching the learning objectives set forth by the teacher.

Follow the school rules.

Accept consequences for not following school rules.

## GENERAL SCHOOL RULES

1. We will be courteous to others and treat each other with respect and dignity.
2. The entire staff is responsible for student behavior. Respect and obey all adults.
3. When buses arrive, students are to go to their classrooms to put lunches and personal belongings away. This is the time for taking lunch money to the lunch room money box.
4. The telephone may be used with teacher permission, but please plan social activities from home the night before.
5. Foul or obscene language or any type of harassment will not be tolerated at Discovery.
6. Students are to walk quietly within the building.
7. Playing is not permitted in the lavatories. Students will keep the restroom clean and tidy.
8. Personal playthings are discouraged. Many times things are lost or broken. If a ball or other personal item is brought for recess, please share it and have it marked with a name.
10. Walkman type personal radios or CD players are not permitted.
11. Absolutely NO spitting. It is a bad habit that spreads germs.
12. Students who desire to walk or ride a bike to school must have written permission from a parent and the principal. Forms are available in the office.
13. Cell phones MUST be turned off and stored in back packs.
14. Flip flops are OK inside the building, but shoes or sandals with heel straps must be worn at recess.

## DISCIPLINE PROCESS

## Step 1

All minor offenses are handled on the spot in class, halls, and other areas of the school and grounds. Staff will have a serious talk with the student and give a verbal reminder of expectations.

Common minor offenses, which staff should handle in this manner, include:

- \*not having classroom materials ready: books for silent reading, pencils, and assignments;
- \*inappropriate use of classroom materials;
- \*using other students' materials without permission;
- \*talking out during discussions;
- \*running in the hallways;
- \*disrupting other students;
- \*not following directions;
- \*minor non-compliance and disobedience.

Typical consequences beyond a verbal reminder might include:

- \*the "look"
- \*providing "recovery" time
- \*providing choices
- \*parent phone call
- \*student restricted from area of infraction until a plan of action is agreed upon

## Step 2

A conduct slip may be issued in the case of cumulative offenses; when none of the interventions used in Step 1 have changed the behavior. Before a conduct slip is issued, the teacher/supervisor would have at least clarified the expectation and given the student a warning that continuing the behavior would result in a conduct slip.

The conduct slip may also be issued in the case of offenses involving safety issues and/or serious disruption to the learning environment.

Students receiving a conduct slip will be sent to time out in the office and the principal will speak with the student. If appropriate to the situation, the parent may be called.

Common offenses for which a conduct slip is issued include:

- \*pushing, fighting, roughhousing;
- \*cursing, swearing, profanity, obscenity;
- \*cumulative violations of those listed in Step 1;
- \*minor lying, cheating, and taking someone else's property;
- \*inappropriate clothing

Logical consequences could include:

- \*supervision center;
- \*missing recess;
- \*school service;
- \*conference with teacher and/or parent

### Step 3

After Step 2 has shown to be ineffective or an offense is viewed as more serious, the principal, counselor, or teacher will arrange a parent conference and/or the student will be referred to the Discovery Discipline Team for a problem-solving review.

Other consequences might include in-school or out-of- school suspension.

### Exceptional Misconduct

Some behaviors are serious enough that immediate action is required. Some examples of this include:

- \*fighting, assault, throwing rocks at another student;
- \*verbal or physical harassment;
- \*intimidation or bullying
- \*sexual harassment, lewd conduct;
- \*serious non-compliance, disobedience, insubordination;
- \*theft, possession of stolen property;
- \*creating an unsafe environment
- \*possession of drugs, alcohol, matches, weapons

### Consequences include:

- \*parent conference;
- \*suspension;
- \*other strategies agreed upon by principal, parent, and appropriate staff

Emergency expulsion may be used in the case of behavior that immediately threatens the health and safety of our school and its occupants.

A comprehensive guide to student conduct is found in the Peninsula School District Student Rights and Responsibilities Handbook.

## ROLES OF STAFF IN STUDENT DISCIPLINE

Each staff member at Discovery School is responsible for maintaining a positive climate for learning and for correcting infractions of school rules. If the infractions are of a serious nature, the problem will be referred to the student's classroom teacher.

The classroom teacher is ultimately responsible for each student assigned to his or her classroom. If a student begins to frequently break school, playground, or classroom rules, it will be documented in a discipline file.

The playground supervisors are responsible for maintaining discipline on the playground. If a student violates playground rules, the playground supervisor is responsible for dealing with the student including reprimands and consequences. If serious behavior problems occur or if a student frequently violates playground rules, the playground supervisor should contact the classroom teacher.

Specialists and support staff are responsible for maintaining discipline in their classrooms or groups. If a student violates rules or procedures, they are responsible for dealing with the student's behavior including notes, telephone calls and conferences with the parents. Prior to a conference or telephone call home, the classroom teacher should be contacted to insure consistency.

Bus drivers are responsible for maintaining discipline on the school bus. If a student violates rules or procedures, the bus driver is responsible for dealing with the student including warnings and contacts with the parents if necessary. If a serious behavior occurs or if a student frequently violates bus rules and procedures, a report of misconduct will be submitted to the principal. Severe behavior problems on the school bus can result in short-term or long-term bus suspension.

The principal will be available as an advisor to all staff regarding discipline problems and potential discipline problems. He will handle severe discipline problems that are considered exceptional misconduct. He will also reinforce school rules and procedures and encourage responsibility in all students.



