

Pearl S. Buck Discipline Code

Introduction

The responsibility of the school is to help each child work toward the goal of developing self-discipline. Discipline within the building, on the school grounds, at the bus stop and while traveling on the school bus, shall be administered on a consistent basis by all members of the staff. Our goal is to guide students to make good decisions and be respectful of others in our school society. Parents are our partners and play a very important role in this process as they provide support to the school and encouragement to their child (ren) to do their very best each and every day. The Pearl S. Buck staff will support parent's efforts in helping to develop students into responsible and productive citizens. The school discipline code helps to set limits for students' behavior and can be summed into one word that will guide students toward appropriate behavior. That word is "respect." Be a good, kind, and respectful person at all times and you will have a wonderful experience at Pearl S. Buck Elementary School.

Philosophy of Discipline

Effective discipline should serve two purposes: it should help prevent a recurrence of a particular misbehavior and should be a learning experience for students. This will enable them to see why school rules have been established and must be followed for health, safety, and the well being of all students and staff.

Discipline is more than "making" students do what is right; it should encourage students to "choose" to do what is right. The goal of our discipline code is self-discipline.

Corrective action, which may include the laying on of hands, shall be taken by members of the staff in the following instances: in self-defense, to protect other students, to keep students from injuring themselves, to remove a student from, or direct a student to, a given area after the student refuses to follow a given directive. Staff should exercise judgment in this matter by calling for administrative assistance, when necessary.

In an attempt to resolve any "in-class" problems, teachers will follow the sequential steps outlined in the following pages for minor breaches of discipline. All major breaches of discipline should be reported directly to principal with a completed discipline/incident card.

In-School Suspension Guidelines

Parents and teachers will be notified immediately upon the assignment of an In-School Suspension (ISS).

Minor Breaches of Discipline

<p><u>Minor Breaches include, but are not limited to:</u></p> <ul style="list-style-type: none">• Any argument among students• Violation of classroom rules and procedures established by the teacher• Running or yelling in the halls, or disruption of other classes• Found in an unassigned area• Breach of dress code (see Parent-Student Handbook for appropriate dress)• Cheating or lying• Use of inappropriate language or gestures not directed at anyone• Throwing objects (pencils, erasers, snowballs, food, etc.)• Possession/use of non-instructional items (i.e. electronic devices, water pistols, cell phones) Do not bring these items to school. Teachers will confiscate these materials if seen or heard.• Failure to cooperate with a substitute teacher• Chewing gum• Hats• Energy Drinks• Biting	<p><u>Steps for a Minor Breach of discipline:</u></p> <ol style="list-style-type: none">1. Student should be given a warning to act appropriately and be reminded of expected behaviors.2. The teacher should implement their classroom discipline plan.3. The student should be directed to a “time – out” area in the room and/or another classroom teacher until ready to resume working or to complete their work (Teachers should utilize their Buddy Teacher). The teacher should make a parental contact via email or a phone call.4. In the event that all steps have been followed and student remains defiant and/or disruptive, the teacher should notify the office to have the student removed from class with the discipline/incident card completed. An immediate parental contact will be made and the student may possibly be removed from school for the remainder of the day.
---	---

Principal procedures implemented after the teacher follows steps for Minor Breach:

1. Student is referred to the principal with a discipline/incident card.
2. The principal will meet with the student, investigate, and carry out discipline as warranted.
3. First Discipline/Incident Card - Principal will make parental contact as soon as possible to set up a conference time or conference call if needed. The conference should, if needed, include the principal, teacher(s), and parent(s). The purpose of the conference is to devise a plan to resolve the problem. A copy of the Discipline/Incident Card will be returned to the teacher with a description of the resolution. The principal may submit the student's name to the counselor, and/or ESAP for review.
4. Second Discipline/Incident Card - The principal will make a parental contact and inform them of the nature of the offense. The principal will attempt to set up a definite conference date to meet with the parents. The meeting should be held as soon as possible. The principal may submit the student's name to the counselor, and/or ESAP for review. Detentions and/or Suspensions may be enforced. A copy of the Discipline/Incident Card will be returned to the teacher with a description of the resolution.
5. Any subsequent minor offenses will be handled in the manner as stated in procedure #4.
6. A proper and accurate record of the offense and disciplinary actions will be maintained by the principal.
7. The principal has the option to choose more severe consequences which may include police notification and/or referral for possible expulsion.
8. The principal makes the final determination of disciplinary consequences once a student is referred to the office.
9. Please note that the list of examples given under "minor breaches of discipline" is not meant to be all-inclusive.

Major Breaches of Discipline

<u>Major Breaches include, but are not limited to:</u>	<u>Steps for a Major Breach of discipline:</u>
<ul style="list-style-type: none">• Insubordination• Abusive language or gestures directed at a student or staff member• Harassment in any form (bullying, cyber bullying, sexual, intimidation, disability, etc.)• Leaving class or school grounds without permission• Stealing• Fighting• Truancy• Vandalism of school property, personal property of students or school personnel• Possession of obscene literature or potentially harmful objects as well as drug/smoking paraphernalia• Smoking, use of tobacco products or substance abuse (Alcohol and other drug offenses are outlined in School Board Policy #510.)• Possession of weapons or potential weapons• Minor infractions after the third Discipline/Incident Card will be treated as a major breach of discipline• Misuse of the Computer	<ol style="list-style-type: none">1. Teacher completes discipline/incident card and refers student to the principal.

Principal procedures implemented after the teacher follows steps for Major Breach:

1. All major breaches (repeated offenses or student actions which are serious in nature) will go immediately to the principal.
2. For each major incident that occurs, the following disciplinary actions will be considered as warranted: Restrictions from school sponsored activities, In-School Suspensions, Out-Of-School Suspensions. Continued violations of major breaches of discipline will result in progressive days of suspension.
3. A proper and accurate record of the offense and disciplinary actions will be maintained by the principal.
4. The principal has the option to choose more severe consequences which may include police notification and/or referral for possible expulsion.
5. The principal makes the final determination of disciplinary consequences once a student is referred to the office.

Students may not be on or near school grounds during the term of any suspension unless attending a conference relating to the incident and accompanied by a parent or legal guardian. Violators will be cited with “criminal trespassing.” We suggest that parents/guardians plan a well-supervised day with students doing their regular school work while on suspension. Our work together will help teach students appropriate and acceptable behavior while attending Pearl S. Buck Elementary School.

Please help us in maintaining a safe and orderly environment for all of our students and staff at Pearl S. Buck Elementary School.