CRESTVIEW ELEMENTARY SCHOOL WIDE DISCIPLINE PLAN

A school-wide discipline plan must be consistent school wide. A school-wide discipline plan empowers every staff member in the building to know exactly how to respond to inappropriate behavior and be confident the same actions are taking place in other classrooms. It helps us present a united front to both students and parents. To achieve the uniformity needed in a school-wide discipline plan, Crestview will use the following consequences for students who do not follow the school rules:

* Offense **(within one day)**:
  + 1st Offense – Student will receive a warning.
  + 2nd Offense – Student will be entered in Educators Handbook at teacher discretion as an FYI (FYI is now an option under offenses).
  + 3rd Offense and beyond or serious infraction – Student will be entered in Educators Handbook with referral to the office as an FYI or seeking help from administration.
    - When seeking assistance for behavior from administration, parent will be notified by teacher via phone call home or email at time of referral. Email must be entered into the referral (copy and paste to description) or documented that a phone call to parent has been attempted/made.
    - If parent replies to the email, teacher will reopen referral and copy and paste the reply at the end of the description.

DO NOT send the student down to the office. If the situation needs immediate attention, contact the office (call button, classroom phone, Skype) for assistance.

* + **Students brought to the office without documentation in Educators Handbook will be sent back to class.**
  + The teacher witnessing the incident will be the teacher that enters the discipline in Educators Handbook.
* In-School Suspension (ISS) – The principal assigns half-day and full-day in-school suspensions as necessary to students for repeated inappropriate behavior. **Students serve in-school suspension in partner teacher’s classrooms.** Classroom teacher must provide class work for student to work on during the ISS.
* School Conference – The school social worker or psychologist contacts parents for a school conference to design a behavioral intervention plan. Teacher(s), principal, social worker, psychologist, student, and the parents attend.
* Out-of-school Suspension – The principal may suspend a student from attending school for up to three days for serious violations of school or district policies.
* Referral to Alternative School Placement – If a student is involved in repeated serious violent behaviors that endanger the safety of others, the student may be referred to the district on a Safe-School Violation and be considered for placement in a different, more suitable school setting.

**It is imperative that current documentation on student behavior be kept using the Educators Handbook tool. This documentation is helpful when there is a conflict or questions arise as to student behavior. “If it isn’t documented, it didn’t happen!”**

To maintain as many positive reinforcements as possible, Crestview will use the following rewards for students who do follow the rules:

* Trip to the Principal– Certificates given to teachers to reward students for **going above and beyond the normal**. I am always wanting to praise and reward kids for just being good kids. Pass out certificates for any reason you feel the student needs a recognition. When you give the certificate to the student be sure to put their first and last name on it, tell the reason for the certificate, date it, and sign it. Then, have your student come visit me in the office at your convenience. I will personally recognize them for a job well done, sign the certificate, and they will get to choose a reward from my prize box. If for some reason I am not in the office the secretaries send them back to class and you may send them again at another time.
* 200 Club – Cougar Paws will be given to students by the teacher to have a chance to be entered in the 200 Club. Be sure students write their first and last name, grade level, and teacher on each Cougar Paw they receive.
  + Once students have collected 8 Cougar Paws, they turn them in to the office during either their morning or afternoon recess time for a token to the Treasure Tower. They then place their tickets in their grade level bin for a chance to earn a spot on the 200 Club board.
  + Each week on CBS News, one student from each grade level will have a chance to win a spots on the 200 Club board.
  + Once a “bingo” has been won on the board, all students whose names are included in that “bingo” will win a fun activity or prize.
  + **Please limit the number of Cougar Paws given to students. Students should not be receiving more than 2-3 per week.**
* Classroom and Grade Level Recognition and Activities – Teachers and grade-level teams design recognition programs for their students within the school-wide framework of positive behavior management. These vary by teacher and grade level.

Time Away Assignments

Each teacher should coordinate a time away classroom. Help your students learn which classroom will be their time away room. Create an area in your room that is away from distractions where students can sit and think about their behaviors. If students are sent to another classroom for a “Time Away”, this should be documented in Educators Handbook.

Office Referral

An office referral should come as a result of (but not limited to) bullying, sexual harassment, racial harassment, physical threats, verbal threats, bringing weapons, using items as weapons, bringing/using illegal substances, vandalizing, showing severe defiance/assaulting adults, using obscenities, stealing, or fighting (causing bodily harm to another student).

Teachers referring students to the office should inform the administration of the infraction details through Educators Handbook. Filling out the office discipline referral is meant only to communicate the details to the principal. The principal will then issue consequences as appropriate.

Classroom Discipline/Reward Plan

In addition to the steps in the plan listed above, I also enforce behavior in my classroom using a behavior clip chart. Students who reach “Super Student” at the end of the day will earn a Cougar Paw. Students who clip down will go to “Think Time.”

Students who are demonstrating positive behavior (on task, helping another classmate, etc) may also earn their table a “Table Point.” At the end of each week, the table with the most Table Points may chose a prize from the prize basket. In a similar matter, students who are off task or talking in class may lose points for their table.

Students showing kindness to other students will be invited to weekly “Lunch Bunch” with the teacher.