

3.0 DISCIPLINE

District: Covington Public Schools School: Sixth District School

Date Adopted: 5-13-08

Date Reviewed:

POLICY STATEMENT

The faculty and principal shall implement the school district's Code of Student Conduct. Copies of the Code of Student Conduct shall be distributed to each staff member at the beginning of the school year and to all parents/guardians upon the enrollment of their children each school year. The school council shall automatically adopt any amendments to the code by the board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicators from the Standards and Indicators for School Improvement.

In addition to the implementation of the Code of Student Conduct, the faculty and principal shall also implement the rules, consequences, and procedures included in the addendum to this policy.

Signature of SBDM Council Chairperson: _____

Levels of Infractions

Level 1 Classroom Infractions

Level 1 infractions are those discipline issues that the classroom teacher will handle without the assistance of the administrators. By using classroom rules, consequences, and positive recognition, Level 1 infractions will normally not escalate to a higher level.

Level 1 categories:

- Disruption – calling out, off task, out of seat, fidgeting, restroom problem, throwing object.
- Disrespect – rolling eyes, teasing, cursing, cheating.
- Preparedness – missing assignment/materials, planner.

Level 2 Discipline Referral

Level 2 referrals do not require the immediate attention of the administrative staff. At the time of the Level 2 discipline infraction, the teacher will maintain the child in the classroom to continue with the educational process. A discipline slip will be sent to the administrator as to the nature of the infraction at which time the administrator will make every effort to see the student in a timely manner.

Level 2 categories:

- Disruption – outburst, excessive teasing
- Disrespect - vulgar language, extremely defiant behavior
- Preparedness – chronic missing work/lack of materials
- The administration will attempt to see all Level 2 referrals before the end of the day they occurred; if not, the following morning. After the disciplinary consequences have been administered, the student will be returned to class with the discipline slip and record of consequences. There will be mutual acknowledgment by the student/teacher/administrator and the student will return to normal classroom procedures.

Level 3 Discipline Referral

Level 3 referrals require the immediate attention of the administrative staff. When making a Level 3 referral, the student involved will be sent or escorted to the office by the referring staff member or taken to the office by an administrator. A completed discipline slip will accompany the student or be sent to the office immediately after the incident/infraction.

Level 3 categories:

- Illegal – weapons, drugs, sexual harassment, fire alarm
- Physical – assault, fighting, throwing objects, bullying
- Defiance – defiant (three interventions), vandalism, theft

After consequences have been administered, the student will be returned to class with the discipline slip and record of consequences. There will be mutual acknowledgment by the student/teacher/administrator and the student will return to normal classroom procedures.

Office Referral Process

Office Referral #1: (Moderate infractions begin here.)

- ✚ Discipline report filed with Principal for STI.
- ✚ Copy sent home to with student.
- ✚ Teacher contacts parent. (If parent cannot be contacted, ISS person mails referral).
- ✚ ISS: Time served (Principal & teacher consultation).

Office Referral #2:

- ✚ Discipline report filed with Principal for STI.
- ✚ Copy sent home with student.
- ✚ Principal contacts parent. (If parent cannot be contacted, ISS person makes home visit.)
- ✚ ISS: Time served – Principal & teacher consultation.

Office Referral #3: (Severe infractions begin here.)

- ✚ Discipline report filed with Principal for STI.
- ✚ Copy sent home with student.
- ✚ Principal contacts parent: Sets up immediate conference with teacher, parent, and administrator.
- ✚ ISS: Full day (7 hours).

Office Referral #4:

- ✚ Discipline report filed with Principal for STI.
- ✚ Copy sent home with student.
- ✚ Principal, teacher, administrator discuss in-school suspension, out-of-school suspension, parent participation during school day (scheduled immediately) and other options.
- ✚ Behavior plan written and signed by parent, student, teacher, and administrator. (Will also address consequences for possible future incidents).

Office Referral #5:

- ✚ Discipline report filed with Principal for STI.
- ✚ Addressed in behavior plan written during office referral #4.

General School Rules:

1. Follow directions of all teachers quickly and quietly.
2. Keep hands, feet, and objects to yourself.
3. Walk on the right side of the halls, stairs, etc.
4. No inappropriate language, teasing, or tattling.
5. No gum or candy brought to school.
6. Keep cell phones in **OFF** mode until student is dismissed by teacher.
7. Hats may not be worn in the building.

Grade Level Rules & Consequences:

For questions concerning specific grade level rules and consequences, please contact the grade level representative listed below:

Grade K:	Katie Bird
Grade 1:	Patti Nelson
Grade 2:	Bobbi Millson
Grade 3:	Kristy Cucchiara
Grade 4:	Molly Walter
Grade 5:	Dyanne Coates

Hallways & Restroom Rules:

1. Always speak in a whisper and only if necessary.
2. Do not litter or damage school property.
3. Do not disturb other classes.
4. Take the stairs one at a time.

Playground Rules:

1. Play only in designated areas where easily seen by teachers.
2. Areas behind the building, trees, etc. are off limits.
3. Appropriate play only: no wrestling, pushing, karate kicks, tackle football, etc.
4. Do not disturb other classes (stay away from windows).
5. Line up quickly and quietly when the whistle blows/bell rings.
6. Do not leave playground without adult permission (restroom, to retrieve a ball, etc.).

Cafeteria Rules:

1. Speak softly.
2. Stay seated. Raise hand if in need of something (napkin, straw, etc.).
3. Use good manners.
4. Wait for class to be dismissed.
5. Clean up after self; throw all trash away.
6. Walk to the line.
7. No sharing food.

Sixth District Transfer Behavior Plan

In accordance with the conditions listed on the application for transfer I understand that if my child _____ breaks any of the following conditions he or she may be sent back to his or her home school.

1. Student will not have any more than three unexcused absences or three unexcused tardies.
2. Student will follow the rules and regulations contained in the Student Code of Conduct. Therefore, student will not have any more than 3 office referrals (class 3 offense).
3. Student will not display behavior deemed by an administrator to be a severe infraction, such as abuse to a teacher, student to student fight, illegal behavior, etc.
4. Legal guardian(s) are cooperative and supportive in their working relationship with the school.

I agree to the above conditions and understand that if my child breaks any or all of the conditions he or she may be sent back to his or her home school.

_____ Parent/Guardian Name
Print

_____ Parent/Guardian
Signature

_____ Date

_____ Principal Name Print

_____ Principal Signature

_____ Date