

St. Francis Elementary School Discipline Policy

General behavior/expectations at St. Francis Elementary School

At St. Francis Elementary School, we are proud of our students and school! We appreciate when our students conduct themselves in a respectful, appropriate manner, showing pride in themselves and their school.

As a staff, our major goal regarding student discipline is to accentuate the positive and to help students make good behavior choices. Our school rules and regulations are based on the following expectations for students:

- We are kind and respectful
- We keep our schools clean
- We are good listeners
- We are responsible
- We keep our hands and feet to self
- We are quiet in the hallways
- We walk in the hallways
- We always do our best!

Some general rules for anyone anywhere in the building, on the bus or on school grounds:

Respectful talk

- Use appropriate language by not swearing or being disrespectful to others
- Speak courteously to all and do not put down or tease others
- Talk quietly
- Be honest, tell the truth
- Verbal abuse (threat) to students, teachers or other staff members will result in immediate removal to the office for appropriate disciplinary action

Kindness to others (physical)

- Do not fight or wrestle around
- Do not shove, kick, slap, trip, bite, spit, pinch, etc.
- Physical incidents (as stated above) toward other students, teachers or other staff will result in immediate removal to the office for appropriate disciplinary action

Appropriate movement throughout the building, and to and from busses

- Walk in an orderly manner in the hallway and on the sidewalks
- Walk quietly from class to class

Cooperation

- Listen and follow directions the first time
- Show appropriate class behavior
- Complete homework and turn it in on time
- Follow school/classroom rules

Lunchtime

- Voices will be at a conversation level
- Walk in, around and out of the lunchroom
- Keep hands, feet and food to yourself
- Follow directions given by adults

Playground expectations

Students should:

- Go directly outside when dismissed for the playground
- Walk to and from the playground quietly
- Return directly to the classroom when activity or recess is over
- Remain outside for all of recess; a student will need permission from an adult to go back inside the school
- Keep hands, feet and objects to oneself
- Use and share playground equipment in a safe and fair manner
- Follow directions given by adults
- Use appropriate language
- Use respectful talk and demonstrate kindness to others
- Report injuries directly to supervisor
- Wear appropriate dress for the weather (refer to the student handbook for requirements)

School bus safety

Respectful, responsible, cooperative and safe behavior is expected during the ride to and from school; this will ensure safe transportation of students. Possible consequences for inappropriate bus behavior may include a warning, parent contact, loss of bus privileges and/or suspension.

Cell phones and electronics

While we respect a parent's decision to provide an electronic device for their child(ren), we do reserve the right to apply appropriate use should the device come to school. Cell phones, electronic toys, iPods, MP3 players, video games, headphones, etc., are not to be used during the school day (9:10 a.m.-3:40 p.m.) without permission from the teacher or adult in charge. These items should be put in a safe place during school hours. The school district is not responsible for safeguarding these items, and students do not have access to a locked space.

If a student is found to be using a device during the day without permission, the student will be directed to take the electronic to the office to turn in for safe-keeping. The electronic will be given back at the end of the day for the first offense. Any future offenses will result in parent(s)/guardian(s) being contacted to come and pick up the electronic device.

Students may not use their electronic device to take pictures or recordings of themselves or others after receiving permission to use the electronic device.

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Dress code

We encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students should wear clothes that are safe, do not disturb or distract other students and are appropriate for learning and participation in the school day.

Student attire should fit comfortably and move with the student as he/she will be active on a daily basis. Because of the active nature of an elementary child, student attire should not accidentally reveal more than what is appropriate in a public setting. Student footwear should allow for active participation while protecting the feet from injury. While we are not able to anticipate fashion trends, and certain articles of clothing are very appropriate in a non-school setting, we reserve the right to make determinations during the school day.

We ask for your support in having your child(ren) come to school appearing clean, neat and ready to learn. Students not complying will be offered the following options:

1. Correct the situation with additional/different clothing.
2. Contact parents or guardians to obtain appropriate clothing.

Consequences

Consequences for making poor choices

We understand that students aren't perfect all the time. Yet, when a student makes a poor choice, reacts in a negative manner or just doesn't follow these expectations, bad things can happen. We want everyone to be safe at school, and if the expectations aren't being followed, someone might get hurt.

We also understand that a poor decision by a student shouldn't carry a penalty that isn't appropriate to the poor decision. It should be dealt with in a fair and respectful manner. This is the philosophy on which we base our school discipline procedures. We want students to make good choices and be positive contributors to our school. This is why we have a tiered system, so that when a student makes a poor choice, it can be addressed as quickly as possible.

Please keep in mind the following goals when reviewing how we handle discipline:

1. To strengthen and clarify communication between home and school.
2. To more closely tie inappropriate behavior to appropriate consequences.
3. To be both proactive in teaching our children to make good choices (change student behavior) and dealing with inappropriate behavior consistently.

Discipline communication

The intent of notification involving discipline via an email, phone, call, meeting or other method is to inform you of the reported incident. This allows an open line of communication to discuss concerns in order to address specific needs as they arise.

Classroom/Incident level of discipline

Teachers establish a set of classroom rules so that students know how everybody will behave. These are fair and allow for all students to be successful in school. Our general expectations are also developed so that all students can be successful. When these rules/expectations are not followed, the student will be addressed immediately. This helps to ensure safety for all students and to stop the inappropriate behavior. This should be the extent of the discipline, but if not, then we go to the next level of discipline.

If your child has made an inappropriate choice at this level, he/she MAY receive a written form of notification. Please view this as both a consequence from the teacher AND a communication tool. Discuss the incident with your child, note what action you have taken at home, sign it and have your child return the form the next day.

Office/Incident level of discipline

If a student is not responding to the consequences administered by the teacher/adult, then the student will be sent to the office. The student will then speak to the principal, dean of students or school social worker. At this time a consequence will be determined and you will be notified via an email, a phone call or a notice sent home with your child. **Important Note:** Your child may be involved with another student who is making a poor choice. The goal is for the behavior/poor choice to stop. If a consequence is handed out to both children, you will only be notified of your child's consequence. Data privacy laws do not allow us to share what the other student may receive as a consequence. Stopping the behavior is the goal, not to find out if the other student received an adequate punishment. This is the school's decision, guided by board policy and administrative discretion.

Due to board policy, there are some types of student behavior which require specific discipline. It is the responsibility of the building administration to maintain a safe learning environment. The principal and dean of students will maintain board policies and apply them when necessary.

- * Please remember that Independent School District 15 has a zero tolerance approach to weapons and sexual harassment.



Elementary Discipline Policy

As a school staff, we are concerned about the safety and learning of all students who attend our school. It is our belief that each student has the right to attend school in a safe, relaxed, educationally sound environment, where consideration and respect are shown to all within that school setting. We realize that this goal can only be met if all of us, students, parents and teachers alike, cooperate and work together. We, at school, will do our best to be consistent, fair and honest when dealing with students.

We are striving to help our students develop self-discipline and we will give recognition to the students for their positive behavior. At times, students will have difficulty with self-discipline skills and may need some assistance in acquiring these skills. Consequences for inappropriate behavior may include a verbal reminder, a written reminder, attendance in the detention room or suspension from school depending in the severity of the infraction.

Please review this policy with your child. Explain it in terms your child can understand. Both you and your child should sign this form indicating your awareness of this policy and your support in this endeavor. If you have any questions regarding this policy or your child's behavior, please speak to your classroom teacher, social worker, dean of students or principal.

I have read and understand the elementary discipline policy.

Student Name _____ Grade _____

Classroom Teacher _____ School _____

Signature of Student _____

Signature of Parent _____ Date _____