

# Colony Oak Elementary School Wide Discipline Plan

## PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

## SCHOOL RULES

### Be Respectful

### Make Good Decisions

### Solve Problems

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will put people up, not down.
- I will always be in the proper place.
- I will walk in the building always.
- I will use all materials and equipment properly.

## DISCIPLINE PLAN

Inappropriate behaviors at Colony Oak fall into 3 categories or levels of offenses.

Each level is addressed either by the classroom teacher or the school administration.

### Examples of Level 1 Offenses

- Handled by the teacher - documentation of behavior and action highly suggested.

Level 1 Offenses	
Not following directions	Gum
Running in hallways	Eye rolling
Excessive talking	Interrupting
Inappropriate laughing/sneering	Consistent tardiness
Derogatory notes/pictures	Name calling
Teasing/put downs	Misuse of materials
Inappropriate language	Wandering
	Mocking

Examples of Level 2 Offenses

- Handled by the teacher with documentation of behavior and action.
- Parent contact highly suggested.

Level 2 Offenses	
Back talking/arguing Inappropriate gestures/language Taunting Refusing to work	Open defiance Cheating/lying Throwing objects Inappropriate Clothing Hitting

Level 1 & 2 Consequence Options:

- Warning
- Counseled
- Loss of privileges
- Loss of recess
- Time-out
- Lunch Detention
- 30 minute, 45 minute, or one hour after school detention

The fifth offense for a level 1 or 2 offense will be an immediate referral.

Examples of Level 3 Offenses

- Handled by the administration. Direct office referral with accompanying referral form.
- Parent contact.

Level 3 Offenses	
Fighting Ethnic slurs Obscene gestures Inappropriate touching Damaging property Direct and willful disobedience of school rules and policies Disrespect for authority	Bullying Threatening/taunting Threatening bodily harm Stealing Use of profanity Pulling fire alarm Excessive truancy Harassment, including sexual harassment
Zero Tolerance	
Drugs Weapons/facsimile of a weapon/dangerous instrument Leaving school without permission Assault with intent to fight with another student	

### Level 3 Consequence Options:

1<sup>st</sup> Referral- One, one hour after School Detention

2<sup>nd</sup> Referral - Two, one hour after School Detentions/ Citation Letter Sent Home

3<sup>rd</sup> Referral- In House Suspension/ Behavioral SST and/or plan if needed

4<sup>th</sup> Referral- Home Suspension - 1 day Principal-Parent Conference

5<sup>th</sup> Referral - Home Suspension 2-3 days Behavioral SST and/or plan

6<sup>th</sup> Referral - Home suspension 3-5 days- Possible Alternative Placement

\*\*The consequences for any offense is under administrative discretion, determined by the severity of the incident.

## DISCIPLINE PROCEDURES

### Classroom

**Level 1 and Level 2 behaviors handled by the teacher.**

- The teacher will follow individual classroom hierarchies of behavior management.
- At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made.
- Documentation and data collection are strongly recommended for records and possible Local Case Management referral.

### School Administration

**Level 3 behaviors handled by the administration.**

- Results in a direct office referral.
- An administrator will contact student's parent.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

### Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teachers' discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.
4. All Level 3/Safe School Violations warrant an immediate office referral.

A completed office referral form must accompany the student to the office.

### Suspension/Expulsion Protocol

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to Ripon Unified Student Services.

Students facing expulsion will be provided due process as outlined in the Ripon Unified School District Policy.

### Playground

The playground supervisors will also follow the level system of behaviors. Level 1 and 2 behaviors will be reported to the teacher on a Behavior Slip. The teacher will then address the behaviors according to the classroom discipline plan. Level 3 behaviors will result in a direct office referral.

### Character Education

Each month, we will focus on one of the character education traits:

Responsibility, Respect, Fairness, Integrity, Compassion, Perseverance, Honesty, Courage, Trustworthiness, and Citizenship

### Cougar Pride

Students will be given "Cougar Pride" tickets by teachers and other school personnel when they are "caught being good." Students will put their "Cougar" tickets in a container in their classroom. Each Friday, tickets will be drawn and the students will come to the office to receive a prize. In addition tickets will be drawn monthly at each assembly for grades K-2, 3-5, 6-8.

### Classroom Incentives

Each individual classroom has incentives and rewards for appropriate behavior.

### Extra-curricular participation for 7<sup>th</sup> & 8<sup>th</sup> grade activities

At any time during the school year when a 7<sup>th</sup> or 8<sup>th</sup> grade student demonstrates poor citizenship, has accumulated one or more full day suspensions, and/or if he/she falls below 90% attendance (162 days) of minimum attendance during the school year, the student will lose the privilege to participate in extra-curricular activities such as school dances, field day, the end of the year field trip, etc.. Participation in extra-curricular activities is a privilege and the eligibility of students to participate shall be determined by the principal or designee.

Please sign and return that you have read the  
2016-2017 Colony Oak Student Discipline Plan.

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Student signature and date

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Parent signature and date

