



**Schoolwide Progressive
Discipline Plan
2014-15**

The H. P. Fitzgerald ES Schoolwide Progressive Discipline Plan provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. Fitzgerald ES will maintain a firm, fair, and consistent system for handling behavioral infractions.

Students at Fitzgerald ES will abide by the following **School-wide Behavioral Expectations:**

1. I will treat everyone with kindness and respect.
2. I will keep my hands and feet to myself.
3. I will not use inappropriate language toward anyone.
4. I will never tease, cause harm, name-call or bully another student.
5. I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Level 1 Behavior Infraction Procedures

Level 1 Behavior Infractions include:

Inappropriate language (cursing)

Physical contact (minor pushing, shoving, horseplay)

Non-compliance

Dress code violation

Minor class disruption (excessive talking)

Lying/cheating

Inappropriate use of school property or materials (computer misuse)

Cell phone violations (Students must have cell phones turned off during school hours)

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. (Each individual classroom teacher will send their classroom discipline plan home to parents). To ensure Students demonstrate appropriate behaviors in the classroom, procedures and routines must be frequently modeled and practiced.

If the behavior persists, the classroom teacher must:

1. Conference with the student
2. Document the behavior by completing a discipline referral form
3. Contact the parent and send home the referral form. (Parents must sign and return the referral form)

Other behavioral consequences and interventions could include:

1. Meeting with the parent
2. Lunch detention (Only administrators can assign lunch detention.)
3. Time out in another classroom
4. Student behavioral intervention plan

Once a student accumulates three level 1 infractions in a three month period, the classroom teacher can send the student to the office with a discipline referral to conference an administrator or Ms. Clark.

Level 2 Behavior Infraction Procedures

Level 2 behavior infractions or students reaching a habitual discipline level will receive an **immediate** referral to the office to conference with an administrator. An administrator will contact the parent to discuss the incident.

Level 2 infractions include:

Abusive/ Inappropriate language toward a staff member

Fighting

Major pushing and shoving

Major disrespect/insubordination

Major classroom disruption/Tantrums

Major verbal altercation between students

Theft

Habitual discipline

Possible consequences and interventions could include:

Loss of Privileges

Required Parent Conference (RPC)

Restitution

In-class behavioral supports

Out of School suspension

Level 3 Behavior Infraction Procedures

Students committing Level 3 behavior infractions will be immediately sent to the office with a referral and their parent will be contacted by administration. **Level 3 infractions will receive an immediate RPC/Suspension for a specific period of time and possible expulsion:**

Level 3 infractions include:

Bullying/Threats

Alcohol/drugs/tobacco

Immoral conduct

Vandalism/Tagging

Arson

Weapons

Other possible consequences and interventions could include:

Loss of Privileges

Restitution

Behavior Intervention Plan

AB521 Process

Under AB521, a pupil **must be removed** from the class *“if, in the judgement of the teacher, the pupil has engaged in behavior that seriously interferes with the ability of the teacher to teach the other pupils in the classroom and the ability of the other pupils to learn.”* Once the teacher has made this decision, the pupil must be assigned to a temporary alternative placement in which his studies will continue but he is separated from other pupils. **The student will not be sent back into the teacher’s classroom after a meeting with the principal.**

Once the pupil has been placed in this alternative setting, within three days there will be a conference with the pupil, the parent, the teacher and the principal. During the conference, the teacher will provide the pupil and the parent with an explanation of the reason for removal. After the conference, the principal will decide whether to return the pupil to the classroom or to continue the alternative placement. If the decision is to return the pupil to the classroom, **and the teacher does not agree**, a committee will review the situation and decide if the pupil should be returned to the classroom, be assigned to another classroom, be placed in an alternative program of education, be suspended or expelled, or take another appropriate action against the pupil.

Fitzgerald ES - AB521 Committee

Fred Watson, Acting Principal

Judith Barnes, Resource Teacher

Michael Steele, Humanities Teacher

Cafeteria Expectations

Students will:

- Enter the cafeteria quietly
- Use the restroom only during recess time (Students must get permission to go through the cafeteria door only to use the restroom)
- Listen and be respectful to all cafeteria staff members
- Wait in line quietly and wait their turn when getting lunch.
- Keep hands, feet and objects to themselves
- Eat their own food
- Not throw food
- Always walk in the cafeteria
- Clean up after themselves
- Respect others personal space
- Raise hand for assistance
- Talk using an inside voice (no screaming)

Hallway Expectations

Students will:

- Walk on the right side of the hallway
- Look straight ahead and keep arms folded when walking with their class
- Be quiet while walking in the hallway
- Make sure they always stay with their class
- Always be in pairs and have a pass when walking in the hallway (Send three students when taking one student to the nurse)

Restroom Expectations

Students will:

- Always be sent in pairs when using the bathroom pass.
- Use restroom facility appropriately and keep restroom clean.
- Always flush the toilet after use.
- Wash their hands with one squirt of soap, dry their hands with no more than two paper towels, and throw the paper towels into the garbage can, after using the restroom.
- Not talk or horseplay in the restroom
- Return immediately to their class after using the restroom

Note: There will be no whole class restroom breaks.

Playground Expectations

Students will:

- Use equipment properly
- Get on and off equipment carefully
- Only go up the ladder and down the slide
- Not run when lining up on their classroom dot
- Not play tag or any form of the game tag during recess
- Not bring food onto the playground
- Return all equipment to the cart at the end of recess.
- Share space on the field with other students when playing
- Always follow the rules of the game and wait for their turn to play
- Receive a squirt of hand sanitizer from a staff member when lined up before going into the cafeteria to eat. (Students will not be allowed to use the restroom once recess is over.)

Arrival Expectations

Students will:

- Not be allowed to come through the front gate until 8:30am
- Walk on the sidewalks and not on the landscaping.
- Not climb on any trees on the school campus
- Follow school-wide behavior rules when waiting for the gate to open.
- Walk their bikes once on campus.
- Park & lock their bikes in the bike rack.
- Not bring skateboards on campus.

Dismissal Expectations

All Students will:

- Be dismissed through the door by the library. Teachers must escort their entire class all the way to the front of the school. (Only students retrieving bicycles can go through the courtyard.)
- Leave the school campus immediately, unless they are participating in an after-school activity.
- Walk on the sidewalk and stay off the landscaping
- Not climb on any trees on the school campus
- Walk around and go through the front doors if participating in an after-school activity.

Dress Code Policy

Students are expected to adhere to the Dress Code Policy in accordance with CCSD Regulation 5131.

Student are not allowed to wear:

- Sagging pants
- Jeans with large rips or holes above the knee regardless of whether leggings are worn underneath
- Hats, hoods, caps, or any other head gear.
- Any type of gloves in the building
- Shirts with inappropriate words, pictures, or logos
- Flip flops on PE days
- Sleeveless shirts that don't cover at least **three inches** across the shoulder.
- Leggings unless the dress or shirt worn over the leggings is fingertip length. Pants without useable pockets are considered leggings.
- Tight form-fitting dresses
- Off the shoulder tops, spaghetti straps, crop tops, tank tops, strapless, low cut, sheer or lace tops, or any style top that provides minimum coverage.

In addition, any clothing that does not fit the student appropriately and/or distracts from the educational environment is prohibited.

Consequences for dress code violations:

Students will not be allowed to sit in class with dress code violations. Students with dress code violations that are **not** fixable will be sent with a campus monitor to the office to correct their clothing. Parents will be contacted to bring appropriate clothing.

Anti-Bullying Policy

It is the responsibility all staff, students, and community members of Fitzgerald ES to ensure our school is a safe, caring place where everyone is respected and no one is bullied.

Bullying occurs when someone is repeatedly, with words or actions, hurts, frightens, threatens, or leaves someone out on purpose. Some examples of bullying include the following incidences that are repeated over time:

- Pushing, hitting, kicking, or throwing things at someone
- Constant name calling or teasing
- Threatening to hurt someone
- Always leaving someone out on purpose
- Spreading rumors about someone, including cyber-bullying on social media

Students who believe that they have been bullied, or have seen another student being bullied, should immediately report the problem to a teacher or another staff member. Any parent who becomes aware of a bullying incident, should report it to a teacher or school administration.

Consequences for Violating Anti-Bullying Policy

After an investigation, Fitzgerald administration will take the following steps when a student is found to have violated the Anti-Bullying Policy:

Meeting with student

School administration will meet with the student to discuss the incident and reinforce to the student that bullying will not be tolerated on campus. The student will also be reminded of the Fitzgerald ES Behavior Expectations.

Notification and meeting with parents

School administration will notify the parents of all students involved in the bullying incident. The parents may also be asked to meet with other staff members, including the behavior mentor, student's teacher or psychologist.

Removal from school

Students found to have violated the Anti-Bullying Policy will receive an immediate RPC/Suspension for a specified number of days.

Resolution & Behavioral Intervention Plan

Upon the student's return, the student will be asked to write an apology letter to the student who was bullied. The previously signed Student Behavior Contract will also be reviewed with the student. A behavioral intervention plan may also be developed by school staff to ensure the incident does not happen again.

Behavioral Interventions

To ensure a safe, positive classroom environment, classroom teachers will use a variety of behavioral interventions including:

- Clearly posting and defining classroom and school-wide behavioral expectations.
- **Teaching, role-playing, and regularly practicing all classroom procedures and routines.**
- Quietly redirecting students and holding private conversations away from others.
- Refraining from engaging in an argument or power struggle with students.
- Acknowledging students who are demonstrating appropriate behaviors.
- Analyzing the reasons why a student is not complying with behavioral expectations, including: determining the motivation, evaluating environmental factors, and documenting behavior patterns.
- Collaborating with administration, **Ms. Clark (Behavior Mentor)**, colleagues and parents to develop behavioral intervention plans. These plans will be regularly monitored and evaluated for effectiveness.
- Utilizing a variety of consequences including: timeouts in classroom or other classrooms, and loss of privileges.

Recognition for Positive Student Behavior

Students and classes demonstrating appropriate behaviors throughout the day will be recognized through:

FALCON FLYERS

This schoolwide program provides students with the opportunity to earn **FALCON FLYER** tickets for their class on a daily basis. All staff members will be able to give **FALCON FLYER** tickets to classes they witness displaying positive behavior in the following locations: specials, the cafeteria, walking in the hallway, assemblies, and on-task behavior in their classroom (Classroom teachers are only allowed to give **FALCON FLYER** tickets to other classes). Each staff member should only give a maximum of one ticket per day, per class. Individual students will also have the opportunity to earn tickets for their class if they are seen demonstrating positive student behavior throughout the school day including: helping a classmate or staff member, sharing, resolving a conflict between peers, etc. All signed **FALCON FLYER** tickets will be given to the classroom teacher to collect and maintain. Teachers should notify administration when their class reaches a goal.

Once classes reach specific goals, the entire class will receive the following rewards and celebrations:

25 FALCON FLYER tickets – Extra recess

50 FALCON FLYER tickets – An Otter Pop party and dog tags for the entire class

75 FALCON FLYER tickets – Pizza party

Trimester winner – The class with the most tickets at the end of the trimester will receive happy meals for the entire class.

Schoolwide Discipline Referral Flowchart

All classroom teachers implement a classroom discipline plan.
Classroom procedures and routines are consistently modeled and practiced.

- Level 1 Infractions**
- Inappropriate language (cursing)
 - Physical contact (minor pushing, horseplay)
 - Non-compliance
 - Dress code violation
 - Minor class disruption (excessive talking)
 - Lying/cheating
 - Inappropriate use of school property or materials (computer misuse)
 - Cell phone violation

- Teacher handles behavior infraction
- Student conference
 - Contact parent
 - Time out in another classroom
 - Student behavior plan

Student accumulates three Level 1 infractions within three months
Teacher discretion to send discipline referral

- Level 2 Infractions**
- Abusive/ Inappropriate language toward a staff member
 - Fighting
 - Major disrespect/ insubordination
 - Major classroom disruption/Tantrums
 - Major verbal altercation
 - Theft

Send immediate discipline referral

- Required Parent Conference (RPC)
- Out of School suspension
- Lunch detention
- In-class behavioral supports
- Loss of Privileges

- Level 3 Infractions**
- Bullying/Threats
 - Alcohol/drugs/tobacco
 - Immoral conduct
 - Vandalism/Tagging
 - Arson
 - Weapons

Send immediate discipline referral

- RPC
- Out of School Suspension
- Expulsion

Note: Consequences and interventions for students receiving multiple referrals will be handled by administration, the classroom teacher, and behavior mentor on a case by case basis.

H. P. Fitzgerald Elementary School

Student Behavior Contract

2014-15

I, _____, promise that I will do my best to keep our school a safe and caring place.

1. I will treat everyone with kindness and respect.
2. I will keep my hands and feet to myself.
3. I will not use inappropriate language toward anyone.
4. I will never tease, cause harm, name-call or bully another student.
5. I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Student signature

Date

Parent signature

Date