**. DISCIPLINE**

1. Discipline is the **responsibility of the classroom teacher**. It is up to the teacher to set the policy and tone

for the room. Based on **Positive Behavioral Interventions & Supports (PBIS) guidelines**, the office is to be

used as the **last intervention.** If you must send a child to the office, **do not send a child to the office**

**without a fully completed PowerSchool anecdotal form being submitted**. Place a strong emphasis on

 **parental contact**. It is too late in November and December to inform a parent about a disruptive or

 academically struggling child. Start from the beginning of school to notify parents for both negative

 and positive behaviors.

1. You may want to begin the new school year by sending a **Welcome Letter** to parents introducing

yourself and what the academic and behavioral expectations are for the students as well as, any specific

school supplies that students class may need. ***No products which are intended to clean, deodorize,***

***sanitize or disinfect should be brought in by staff, students, or parents***.

1. Always seek the support of parents. Student success depends on parental support. If you demand

and set high expectations for your students, it will be yours. **Discipline should be based on fairness,**

**firmness, and consistency.** This is a team/cluster effort. If everyone works together, incidents will be

minimal.

**Please implement the following:**

* Contact parents immediately about your concerns.
* Let students know your concerns and how they can improve.
* If it is a continual problem, refer to support personnel (i.e. guidance, social workers, etc.)
* Students **suspended 3 or more times** should have an SRBI referral.

**XIX. Positive Behavioral Interventions & Supports (PBIS) – *The goal of PBIS is create a proactive not***

 ***reactive school environment. PBIS expectations are:***

 **BE RESPONSIBLE - BE RESPECTFUL - BE SAFE – BE PROUD.**

 Listed below are the procedures suggested for disciplinary actions outlined in the PBIS action plan:

**a. For minor offense:** see PBIS matrix for procedures

**b. For major offenses:** see PBIS matrix for procedures

**c. For district policy offenses:** see PBIS matrix for procedures

**PBIS Minor Offenses – To Be Handled in the Classroom**

101- Pranks endangering persons

102- Throw objects

104- Refuse to ID

105- Turn off lights

106- In class without permission

107- Vulgar Language

108- Obstruct flow in corridors

109- Disrupt class

110- Inappropriate affection

111- Dress code violation

112- Obscene behavior

113- Obscene gestures

114- Obscene written messages

116- Attendance policy

117- Forgery

118- Truancy

119- Verbal altercation

202- Defy request

204- Force unwilling

205- Disrupt educational process

208- Emergency evacuation violation

214- Pager/cell phone violation

216- Deface

218- Insubordination

402- Excessive Tardiness

404- Cheating

**Procedure: See PBIS action plan for procedures**

**XX. Listed below are the procedures for disciplinary action, after you have followed the guidelines of**

 **PBIS within the confines of your room.**

1. You have informed the home of this problem (If this has been an ongoing problem).
2. You have informed the office that the child is coming to the office.
3. You have FULLY COMPLETED an anecdotal behavior form on POWERSCHOOL explaining the

 problem. **Any child who doesn’t have a completed PowerSchool anecdotal will be sent back to**

 **the teacher, unless it is an emergency or a major offense.**

**4.** An administrator will speak to the child and take appropriate action. The child may be referred to the

 appropriate student support services. The child may be returned to the classroom if the administrator

 deems it appropriate.

**XXI. DETENTIONS-**

Students may be kept for detention any time you wish as long as these rules are followed:

A student can be kept no more than thirty minutes (can go to 60 minutes if parent is informed) before

school or after dismissal. In grades K-8 parents must be notified 24 hours prior to the detention.

* The parent must be notified in writing or by telephone.
* Detention assignments should be meaningful and content area related, not

 busy work.