

# Copeland Elementary Classroom Management Procedure Guide



## Consistently Teacher and Reteach School Wide Expectations

We Achieve by Showing our P.A.W.

We are: Pricipled and Balanced, Always Caring and Reflective, Willful  
Risk-Takers and Knowledgeable, Strong Communicators that are Open-

### Teacher-Managed

### Admin -Managed

Redirect student/ Reteach Expected Behaviors

Observe and Identify problem behavior

Can the referral wait until after class?

Conference with student on inappropriate behavior in this situation and of the potential +/- consequences. Enter the minor referral in Spotlight in Infinite Campus

Use classroom management strategy (Class Dojo, Spotlight.) that includes positive reinforcement. Notify parents if behavior continues. Document in contact log in Infinite Campus

Did the behavior change?

YES

NO

Sincerely praise and reward correct behaviors (spotlight points/Copeland Cash)

Send to the Peace Corner

Is the behavior resolved?

NO

Resume normal activities

Is the behavior Teacher or Admin- Managed?

Teacher/ Staff Managed	Administration Managed
<b>Disrespect</b> – talking back, walking away, challenging authority	<b>Bullying</b> – Unwanted aggressive, repeated behavior that involves a real or perceived power imbalance <b>Harassment</b> – Unwelcomed conduct based on race, color, religion, sex, national origin, age, disability, or genetic info.
<b>Failure to be in one's assigned place</b>	<b>Aggressive Physical Behavior/Fighting (repeatedly)</b> - kicking, punching, biting, spitting, throwing, breaking others' property, throwing large objects
<b>Inappropriate Language</b> – cursing, talking about inappropriate things, making inappropriate innuendoes	<b>Weapons</b> – Real or fake guns, knives, explosive devices, any object made with the intent of hurting someone else
<b>Teasing/Calling students names</b>	<b>Major property destruction</b>
<b>Non-compliance</b> – Refusing to follow directions, ignores instructions, selective hearing, making excuses of not getting things done	<b>Leaving school property</b>
<b>Invading Personal Space</b> – physically too close to others making them feel uncomfortable	<b>Cheating</b> – Repeatedly copying work from another student, unauthorized collaboration
<b>Cheating</b> - giving false information, copying someone's work or allowing work to be copied	<b>Dress Code</b> – Repeated violation of wearing clothes that exposes underwear or body parts in an indecent manner that disrupts the learning environment
<b>Minor disruptions</b> – Excessive talking, inappropriate noises, repeatedly interrupting, monopolizing discussion, verbal abuse of others	<b>Cheating</b> – Repeatedly giving false information, copying someone's work or allowing work to be copied
<b>Minor aggression</b> – Instances of kicking, punching, biting, spitting, and throwing small objects	<b>Major/ chronic refusal to follow rules</b> – Unwilling to follow directions, does the opposite of what is being asked, become aggressive when asked to do something, continually challenging authority
<b>Dress Code</b> – Wearing clothes that exposes underwear or body parts in an indecent manner that disrupts the learning environment	<b>Theft</b> – Taking property that does not belong to them
<b>Unsafe or rough play</b> – Play fighting, kicking, chasing, climbing over each other, wrestling	<b>Racial/ Ethnic discrimination</b> – behaviors of prejudice, hostility, or negative feelings as a result of stereotyping, prejudice, and bias
<b>Misuse of property</b> – Defacing, vandalizing, destroying, not taking care of classroom and school property	<b>Pattern of Aggressive Behavior/Threatening Behavior</b> – Physically threatening a student or teacher, being confrontational to a teacher or student, threats of violence, breaking school property
<b>Patterns of not completing work</b>	<b>Profane language</b> -Continual using swear words, obscene gestures, and naughty jokes
<b>Computer Trespass</b> – Gets on someone else computer	<b>Inappropriate use of the internet</b> – Repeated inappropriate content or pictures, harassment of other users, content promoting violence or sexually explicit info or pictures
<b>Calling Out/Talking during inappropriate times</b>	

Call for assistance on Radio

Referring teacher/ Staff member completes an ODR in Infinite Campus. Place information in Infinite Campus Contact Log

Administration investigates and follows up with Teacher/ Staff member as needed.

Administrative Action

1-3 days to process is possible.

Administration closes ODR in Infinite Campus & ARS for state reportable consequences. Re-entry conference will occur.

Is the behavior occurring because of sadness, changes in family life, anxiety, resolving conflicts, understanding social cues, social development skills, lacking motivation, test anxiety, bullying, trauma, or serious personal issues?

Complete a counseling referral form. The counselor will meet with student & contact parents and decide on next step(s). Possibly initiate behavior RTI Tier 2 or 3

Is the behavior occurring because of bad choices, not following directions? See Mr. Thomas