

Roy E. Rollins
Roy E. Rollins
Elementary School



School-wide Discipline Plan

Parent Handbook
2017-2018

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Parent/guardian and student, you are responsible for knowing the contents of this document. Please read and discuss the information together. Thank you!!

This handbook provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill; children will rely on as they become active members of their community. Our students deserve the most positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.

Roy E. Rollins Elementary School
School-wide Discipline Plan

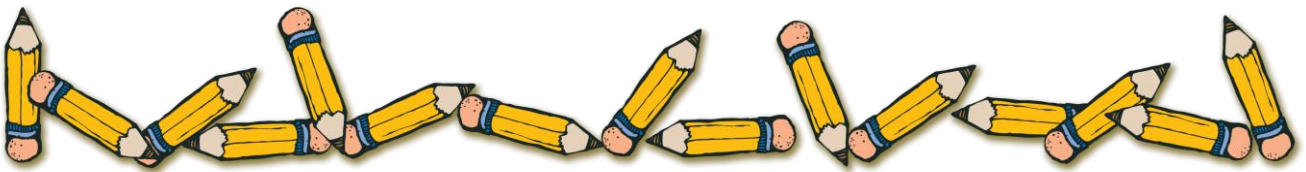
What is a School-wide Discipline Plan?

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

What are the benefits of a School-wide Discipline Plan?

Defining Discipline:

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.



Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. Each day is a new day and conduct will start over each day. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Mission Statement

The mission of Roy E. Rollins Elementary is all students will learn curriculum standards to the depth of understanding that allows them to apply learned skills in multiple ways to performance and real life tasks.

Vision Statement

We envision a school with a safe and disciplined environment where staff, parents and students are working together toward the common goal of excellence. As a result, students and faculty are achieving academic excellence.

Roy E. Rollins Bullpups have **P.R.I.D.E** in **P.A.W.S!**

Polite

Responsible

In Control

Do Your Best

Earn and Give Respect

Beliefs Related to Discipline at Roy E. Rollins Elementary School:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

Offenses

The following charts are examples of offenses but are not limited to only these offenses.

Examples of Level 1 Offenses

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

Level 1 Offenses	
Not following directions	Eye rolling
Running in hallways	Interrupting
Excessive talking	Consistent tardiness
Inappropriate laughing/sneering	Name calling
Derogatory notes/pictures	Misuse of materials
Teasing/put downs	Wandering
Inappropriate language	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	Open defiance
Inappropriate gestures/language taunting	Cheating/lying
Refusing to work	Throwing objects
	Hitting

Examples of Level 3 Offenses

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

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

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(s).
- 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. If an administrator is unable to remove the student, a public safety office will be contacted for additional support.

Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's 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 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 Response to Intervention.

Positive Support System

This component of the school-wide discipline plan is to recognize students for meeting school behavioral expectations. Four incentive programs will be in place to acknowledge students who meet our expectations. The incentive programs are:

Student of the Month Award

The student will receive a certificate and a small token from the office.
Lunch with an administrator.

AVID Student of the Month

The student will have breakfast with an administrator, a certificate, and the student's picture will be posted on the AVID WALL.

Perfect Attendance

At the end of each month, all students with perfect attendance for that month will have their name submitted for a drawing. They will receive a certificate and a book of their choice. At the end of the year, students who have had perfect attendance for the entire year will enjoy an ice cream party.

Star Student Celebrations

Our goal is that all students follow school-wide behavior expectations. When we observe them being safe, treating others with kindness, trying their best and being respectful, we acknowledge them by giving positive verbal feedback and a "PAW". "PAW" rewards can be spent monthly at the "PAW" store.

Classroom Incentives

Each individual classroom has incentives and rewards for appropriate behavior.

Notice of Receipt of School-wide Discipline Plan

The School-wide Discipline Plan has been written so that students and family members know what behavior is expected. It is helpful when parents are aware of

school rules so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the Roy E. Rollins Elementary School-wide Discipline Plan.

I have read the Roy E. Rollins Elementary School-wide Discipline Plan and discussed with my family.

I understand my child is responsible for abiding by the Richmond County Board School System Code of Student Conduct as well as the Roy E. Rollins Elementary School-wide Discipline Plan.

Parent/Guardian

Signature Date

Student

Signature Date