

Copeland Elementary Classroom Management Procedure Guide



Consistently Teach and Reteach School Wide Expectations
We Achieve by Showing OUR P.A.W.S.
We are: Pricipled and Balanced, Always Caring and Reflective, Willful Risk-Takers and Knowledgeable Inquirers, Strong Communicators that are Open-Minded Thinkers

Teacher-Managed

Admin -Managed

Redirect student/ Reteach Expected Behaviors

Observe and Identify problem behavior

Can the referral wait until after class?

Is the behavior Teacher or Admin- Managed?

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?

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

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.

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

YES

NO

Resume normal activities

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

Below is a motto for students to write as a reminder of daily expectations. The teacher can designate the number of times it should be written. This can be done when students are in time-out in another team members classroom or when a loss of privilege is given.

I will act in such a way that I will be proud of myself, and others will be proud of me too. I came to school to learn, and I will learn. I will have a good day.

Discipline Plan Flow Chart

Teacher-Managed Behaviors

Remember, each day is a NEW DAY!

If student behavior improves, praise the student & resume normal activities. If behavior doesn't change go to the next step.

