

# GWA Discipline Procedures

## **GOAL:**

The goal of GWA is to promote a wholesome school environment where each child will develop self-discipline. To attain self-discipline, we believe children must understand the importance of choices and the results of those choices. Children who chose to demonstrate acceptable behaviors will be rewarded. Children who choose inappropriate behaviors will be choosing negative consequences.

## **CLASSROOM:**

1. A classroom discipline plan with classroom rules is developed and posted in the classroom by the teacher and/or grade level where students change classes.
2. The Classroom Discipline Plan includes focus on the following student behaviors:
  - Respecting adults/authority.
  - Respecting the rights of others.
  - Respecting your own property and the property of others.
  - Keeping yourself and others safe.
3. All students will conduct themselves properly by following four basic School Rules (from Social & Personal Responsibility Rubric)
  - Follow All Classroom, Playground, and School Rules (Adherence to GWA Rules -1st category of GWA SPR Rubric)
  - Be Well Prepared. (2nd Category of SPR Rubric) take personal responsibility! “Be Proactive”
  - Take Personal Responsibility (Participation - 3rd Category of SPR Rubric) “Put First Things First”
  - Respect for Self, Others, and School (Behavior - 4th category of SPR Rubric) “Think Win-Win”

## **OUTSIDE OF CLASSROOM:**

When students are not under the direct supervision of their classroom teachers and are in the cafeteria or on the playground, those who do not follow school rules will be redirected by the adult staff or supervisors. The first warning will serve as a reminder to redirect the student to make better choices.

- Clarify for the child your behavioral expectations.
- Clarify for the child the problem generated by his/her actions.
- Communicate to the child the importance of refraining from the unacceptable behavior.

If students receive a third warning the adult supervisor will send a referral to the Assistant Director who will call them out of class to discuss at a time that is convenient and relevant.

## **TEACHERS:**

1. Follow classroom discipline plan.
2. Counsel students as necessary.
3. Contact parents.
4. Keep log/notes of warnings

Teacher Interaction Procedure for each of the Levels 1-4: in a quiet voice, follows these six steps:

1. Says something positive
2. Briefly describes the problem behavior
3. Describes the desired alternative behavior
4. Gives a reason why the new behavior is more desirable
5. Practices the desired behavior
6. Provides positive feedback.

## **LEVELS:**

Discipline Procedures (Levels): Below are the discipline levels under which we will operate. Most problems will be handled in the following manner:

### **Level 1-4: Violation of Classroom**

#### **Level I Acts of Misconduct MAY include such behavior as the following listed below:**

- Violations of rules or procedures established by the teacher
- Failure to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school

## **Teacher Interventions**

### **LEVEL ONE - VERBAL WARNING**

- Clarify for the child your behavioral expectations.
- Clarify for the child the problem generated by his/her actions.
- Communicate to the child the importance of refraining from the unacceptable behavior.
- Optional: Parent contact: note or telephone call to parent

### **LEVEL TWO - VERBAL WARNING WITH CONSEQUENCE**

- Clarify for the child your behavioral expectations.
- Clarify for the child the problem generated by his/her actions.
- Communicate to the child the importance of refraining from the unacceptable behavior.
- Teacher disciplinary consequence options/responses:
  - Oral correction
  - Other appropriate in-class disciplinary actions
  - 1-2 min teacher–student conference in quiet location (student desk, hallway)
  - Parent contact: note or telephone call to parent

### **LEVEL THREE - VERBAL WARNING WITH MORE SERIOUS CONSEQUENCE**

- Clarify for the child your behavioral expectations.
- Clarify for the child the problem generated by his/her actions.
- Communicate to the child the importance of refraining from the unacceptable behavior.
- Teacher disciplinary consequences are more serious.
- Teachers need to document what is happening with student discipline from this point on (Submit Log Entry using Powerschool).
  - Options/responses:
    - Oral correction
    - Other appropriate in-class disciplinary actions
    - Think Sheet (documentation for teacher)
    - Teacher–student conference during recess time (5-6 minutes)
    - Alternate location (another teacher’s room)
    - Parent contact: note or telephone call to parent
    - Detention (maintained by teacher) during recess time

#### LEVEL FOUR - TEACHER, PARENT, CHILD CONFERENCE

- Teacher meets with child and parent apart from class (Recess, lunch, before/after school) to do the following:
  - Clarify for the child your behavioral expectations.
  - Clarify for the child the problem generated by his/her actions.
  - Communicate to the child the importance of refraining from the unacceptable behavior.
  - Teacher disciplinary consequences are more serious.
  - Teachers need to continue to document what is happening with student discipline (Submit Log Entry using Powerschool).
    - Think Sheet sent home to be signed by parent (from previous level)
    - Parent emailed to let them know that the Think Sheet has been sent and for them to go over it with their child.
    - Set up an appointment for the parent to come in and discuss strategies on how to help their child make better choices.
      - If you want Administration to attend, send an email invite to the scheduled meeting

#### LEVEL FIVE - STUDENT REFERRAL TO THE OFFICE

##### **Level 5: Administrator Intervention**

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level 5 acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or within the school. A teacher who observes a student engaged in Level 5 or higher misconduct will fill out a discipline/referral form for administration. The administration will document the behavior in PowerSchool and will forward an oral or written report to the parents.

##### **Level 5 Acts of Misconduct Include such behavior as:**

- Repeated violation of classroom rules under Levels 1-4
- Cheating, plagiarism, or copying the work of other students
- Leaving the classroom or school grounds without the permission of school personnel
- Inappropriate display of affection
- Failure to abide by rules and regulations at extracurricular activities such as field trips
- Use of electronic devices during school hours (In addition to disciplinary action, the devices will result in confiscation and the parents notified that they can pick it up in the office.
- Cafeteria disturbance
- Violation of a school's mandatory school-uniform policy
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Accessing materials and sites on the Internet that are deemed to be inappropriate by GWA
- Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes

##### **Level 5 Teacher Procedures:**

- Send student to the office with completed school disciplinary referral form and any other available documentation.
- When student returns to class, collect the Action Plan form and complete the teacher area and return to Administration at your convenience.

- After Administration has sent an email to parent and teacher, reply all (at your convenience) with a more detailed description of the behavior/issue.

**Level 5 Administrator Procedures:**

- Referral to administrator by way of written report.
- Administrator confers with student and/or teacher to establish appropriate action.
- Parent contacted by email or phone call of the incident (teacher included in the email)
- Behavior and Discipline Action is documented in PowerSchool
- Discipline Referral Form is returned to teacher with the student after the discipline actions have been completed.

**Disciplinary Options/Responses**

- Parental contact by phone or email
- Referral to SWAT
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips
- "Behavior," "behavioral," and/or "conduct" contracts
- Any other appropriate disciplinary actions determined by the administration