

Specifics on Discipline

1. Students are expected to observe K-12 school discipline guidelines at all times.
2. The substitute teacher is expected to maintain discipline in the classroom.
3. It is important to have sufficient material to keep the students actively involved as a step in preventing discipline problems.
4. In the event that discipline problems occur, the problem should be referred to the office.
5. Upon referral of a student, the substitute should complete a follow-up report stating the facts of the incident leading to the referral. Student Conduct report is attached.
6. Do not wait until the end of the day to report problems.
7. K-12 Discipline Policy is attached.

PRAIRIE VIEW UNIFIED SCHOOL DISTRICT 362 K - 12 DISCIPLINE POLICY

DEFINITION OF DISCIPLINE:

A process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

BELIEF STATEMENTS:

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
 - a) will not be allowed to interfere with the learning opportunities of another student.
 - b) will not be allowed to interfere with the teacher's responsibility to teach all students.
 - c) will not excuse the misbehaving student from successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine -- not a disruption of the daily routine.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

EXPECTATIONS:

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
 2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
 3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
 4. Students will be expected to be on task at all times while in the classroom and at other learning activities.
 5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
 6. Staff, students and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.
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LEVELS OF UNACCEPTABLE BEHAVIORS

LEVEL 1: Product Personal Environment -- Behaviors that occur in the classroom but affect only the misbehaving student. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework / failing to complete assignments
- Failing to dress out for Physical Education class

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Principal - teacher - parent conference

LEVEL 2: Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Examples are:

- Failing to follow reasonable request of the teacher
- Talking out
- Horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect / defiance
- Improper use of equipment

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

In school suspension

LEVEL 3: Orderly Environment -- Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment. Examples are:

- Disruptive behaviors in the hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors at a school activity
- Disruptive behaviors before or after school
- Absence / skipping / tardiness / truancy
- Bullying, cyber-bullying and hazing
- Being in the hallway without a pass
- Inappropriate use of a motor vehicle
- Solicitation (selling unauthorized items at school)
- Inappropriate literature
- Inappropriate display of affection
- Dress code violations

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Out of school suspension and/or alternative learning center

Level 4: Safe environment -- Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

- Weapons (possession or use of)
- Theft
- Fighting -- assault or battery of any kind
- Intimidation / extortion / threats
- Gross disrespect toward an adult (cursing, name calling)
- Defiance
- Alcohol / Drugs (possession, sale or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Destruction or defacement of property
- Tobacco (possession or use of)
- Gambling
- Filing false emergency reports

Minimum Consequence:

In School Suspension

Maximum Consequence:

Expulsion for 186 school days

**USD # 362 PRAIRIE VIEW
STUDENT CONDUCT REPORT**

STUDENT NAME _____ GRADE _____ DATE _____
TIME _____

CLASS/TEACHER _____ REFERRING STAFF'S SIGNATURE _____

LOCATION OF INCIDENT (CIRCLE ONE) bus, classroom, hall, restroom, cafeteria, recess,
music/band, p.e., extra -curricular

<p>LEVEL 1 - PRODUCTIVE PERSONAL ENVIRONMENT In class behaviors that only affect the misbehaving student CONSEQUENCES: minimum - proximity to student maximum - before/after school detention</p> <p><input type="checkbox"/> WITHOUT APPROPRIATE EQUIPMENT AND MATERIALS <input type="checkbox"/> SLEEPING <input type="checkbox"/> BEING OFF TASK, DISTURBING OTHERS <input type="checkbox"/> FAILING TO TURN IN/COMPLETE SCHOOLWORK <input type="checkbox"/> FAILING TO DRESS OUT FOR P.E.</p>	<p>LEVEL 2 - PRODUCTIVE CLASSROOM ENVIRONMENT In-class behaviors that interfere with other's learning CONSEQUENCES: minimum - proximity to student maximum - in school suspension</p> <p><input type="checkbox"/> TALKING OUT <input type="checkbox"/> HORSEPLAY <input type="checkbox"/> DISTURBING ANOTHER STUDENT IN ANY WAY <input type="checkbox"/> BEING OUT OF SEAT WITHOUT PERMISSION <input type="checkbox"/> SHOWING DISRESPECT TO ANOTHER <input type="checkbox"/> IMPROPER USE OF EQUIPMENT</p>
<p>LEVEL 3 - ORDERLY ENVIRONMENT Behaviors outside of class that negatively affect orderliness CONSEQUENCES: minimum - proximity to the student maximum - out of school suspension</p> <p><input type="checkbox"/> DISRUPTIVE BEHAVIOR IN THE HALL <input type="checkbox"/> DISRUPTIVE BEHAVIORS IN THE CAFETERIA <input type="checkbox"/> DISRUPTIVE BEHAVIORS AT A SCHOOL ACTIVITY <input type="checkbox"/> DISRUPTIVE BEHAVIORS BEFORE OR AFTER SCHOOL <input type="checkbox"/> ABSENCE/SKIPPING/TARDINESS/TRUANCY <input type="checkbox"/> BULLYING, CYBER-BULLYING AND HAZING <input type="checkbox"/> LEAVING CLASS WITHOUT PERMISSION/PASS <input type="checkbox"/> INAPPROPRIATE USE OF A VEHICLE/BICYCLE <input type="checkbox"/> SOLICITATION (SELLING UNAUTHORIZED ITEMS AT SCHOOL) <input type="checkbox"/> INAPPROPRIATE LITERATURE/USE OF INTERNET <input type="checkbox"/> INAPPROPRIATE DISPLAY OF AFFECTION <input type="checkbox"/> DRESS CODE VIOLATION <input type="checkbox"/> SHOWING DISRESPECT TO ANOTHER <input type="checkbox"/> USE OF PROFANITY</p>	<p>LEVEL 4 - SAFE ENVIRONMENT Behavior intended to mentally or physically harm &/or illegal CONSEQUENCES: minimum - in school suspension maximum - 186 days expulsion</p> <p><input type="checkbox"/> WEAPONS (POSSESSION OR USE OF) <input type="checkbox"/> THEFT <input type="checkbox"/> FIGHTING - ASSAULT OR BATTERY OF ANY KIND <input type="checkbox"/> INTIMIDATION/EXTORTION/THREATS <input type="checkbox"/> GROSS DISRESPECT TOWARD AN ADULT (CURSING, NAME CALLING, ETC.) <input type="checkbox"/> DEFIANCE OF AUTHORITY <input type="checkbox"/> ALCOHOL/DRUGS (POSSESSION, SALE OR USE OF) <input type="checkbox"/> SEXUAL HARASSMENT OF ANY KIND <input type="checkbox"/> ARSON <input type="checkbox"/> EXPLOSIVE DEVICES (POSSESSION OR USE OF) <input type="checkbox"/> DESTRUCTION OR DEFACEMENT OF PROPERTY <input type="checkbox"/> TOBACCO (POSSESSION OR USE OF) <input type="checkbox"/> GAMBLING <input type="checkbox"/> FILING FALSE EMERGENCY REPORTS <input type="checkbox"/> SEXUAL MISCONDUCT</p>

CONSEQUENCES

- | | | |
|--|---|--|
| <p>1. IN SCHOOL CONF. W/ STUDENT</p> <p>2. ISOLATION</p> <p>3. REFERRAL TO COUNSELOR/SOCIAL WKR.</p> <p>4. BEHAVIOR CONTRACT</p> <p>5. PARENT CONFERENCE</p> | <p>7. REFERRAL TO PRINCIPAL</p> <p>8. RESTITUTION/REPAIR</p> <p>9. ISS (1 HR.) + PLAN</p> <p>10. ISS (1/2 DAY) + PLAN</p> <p>11. ISS (1 DAY) W/ P/T CONF.</p> <p>12. REMOVAL FROM</p> | <p>13. SUSPENSION FROM ACTIVITIES</p> <p>14. OUT OF SCHOOL SUSPENSION</p> <p>15. REFERRAL TO LOCAL AGENCIES</p> <p>16. RECOMMEND LONG TERM SUSPENSION</p> <p>17. RECOMMEND EXPULSION (END OF</p> |
|--|---|--|

6. BEFORE/AFTER SCHOOL
DETENTION

SCHOOL BUS

YEAR)

18. RECOMMEND EXPULSION (186
DAYS)

19. RECOMMEND ALTERNATIVE
PROGRAM

PARENT'S SIGNATURE & DATE
SIGNATURE & DATE

PRINCIPAL'S