

Dear Parents,

Creating a positive school culture and climate in which teaching and learning can safely take place requires a partnership between parents, teachers, and the community. At McKinley Elementary, we want every student to have a clear understanding regarding acceptable/appropriate behavior. Our school rules and expectations are clearly posted in classrooms and throughout the building. Students are expected to adhere to school rules and guidelines as well as display leadership qualities on a daily basis. If school rules are broken and disciplinary action must be taken, the disciplinary action will serve as a learning experience through which a student can grow in terms of character, values, self-control, self-understanding, and respect and appreciation of others.

Parents will be notified either by phone, notice sent home, or email of the student's misbehavior or consequence. Students cannot participate or attend any school practice or activity the day they serve detention, administrative detention, or suspension. This includes athletic or non-athletic, extra-curricular activities. Please consult our SCEC Elementary School Student/Parent Handbook for our Code of Responsible Behavior and McKinley School-wide Progressive Discipline Plan.

***Interventions:*** Behavior Interventions are steps teachers and administrative staff take to stop problem behavior at school. The strategies are designed to increase student engagement, build better relationships with staff and peers, and provide ways to assist student with reflecting and changing their behavior. Some of our school-wide interventions are:

- Character-Plus lessons
- Badge Celebrations
- Classroom Rewards
- Lunchtime Incentives
- Open Gym
- Positive Praise Notes
- Check-In Check Out
- Mentoring Clubs
- Shout Out Tickets
- Dress Down Tickets
- Free time
- PBIS Events

Parental involvement in this process will play an integral part in our students' overall success. Please take time to discuss the components of this plan with your child. Teachers will keep parents abreast of students' inappropriate behaviors. Parents may be required to meet with teacher and administrators to develop a plan for a child's behavioral success.

# McKinley Elementary School wide Progressive Discipline Plan 2019-2020

McKinley Elementary School wide Progressive Discipline plan provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. McKinley Elementary will maintain a firm, fair, and consistent system for handling behavioral issues.

## Cardinal Badge

This school wide program reinforces positive behavior in common areas (lunch room, hallways, etc.). this program provides the students an opportunity to earn badges for their class on a daily basis. All staff members will be able to give Cardinal Badges to classes they witness displaying positive behavior in the following locations: specials, the cafeteria, walking in the hallways, assemblies, and on-task behavior in the classroom. (Classroom teachers are only allowed to give Cardinal Badges to other classes). Each staff member should give a maximum of one badge per day per class. Individual students will also have the opportunity to earn stickers for demonstrating positive behaviors throughout the school day including: helping a classmate or staff member, sharing, resolving a conflict between peers, etc. All Cardinal Badges will be displayed outside of the classroom door. Teachers will notify administration when their class reaches their goal of 20 Badges for a classroom celebration.

## Behavioral Interventions

To ensure a safe, positive classroom environment, classroom teachers will use a variety of behavioral interventions including:

- Clearly posting and defining classroom and school-wide behavioral expectations.
  - Teaching, role-playing, and regularly practicing all classroom procedures and routines.
  - Quietly redirecting and holding private conversations with students away from others.
  - Refraining from engaging in power struggles or arguments with students.
  - Analyzing the reason why a student is not complying with behavioral expectations including: determining the motivation, evaluating environmental factors, and documenting patterns.
  - Utilizing a variety of consequences including: timeouts, buddy teacher, and loss of privileges.
- Classroom Consequences** are assigned by the classroom teacher. These actions include, but not limited to:

- Warnings/Redirection
- Teacher-Student Conference
- Time Out
- Reflection Time
- Loss of a Privilege
- Phone Call Home

- Referral to Counselor/Social Worker
- Parent-Teacher Conference
- Disciplinary Referral (3 Referrals will move from Minor infractions to Major Infractions)

## Positive Behavior Interventions and Supports

McKinley Elementary faculty and staff will implement the following incentives as its positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning. Our behavior Interventions are steps teachers and administrative staff take to stop problem behavior at school. The strategies are designed to increase student engagement, build better relationships with staff and peers, and provide ways to assist student with reflecting and changing their behavior. Some of our school-wide interventions are:

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## Code of Conduct Infractions

**Minors** (Pink Forms): these behaviors are handled initially by the classroom teacher or supervising teacher, but are referred to administration if they become chronic (3 referrals). Teachers should use carbon copy infraction form –provide one to the student to take home and retain one copy for the teachers’ record. Please note that this is not an exhaustive list of infractions and only identifies frequent infractions at McKinley Elementary. Please refer to the SCEC Elementary Parent Student Handbook for additional infractions not listed. ***The school administrator reserves the right of expediting the disciplinary process.***

| Infraction               | Consequence #1                                | Consequence #2                                 | Consequence #3                                 |
|--------------------------|---|--|--|
| Defacing school property | Verbal reprimand<br>Parent Contact/Conference | Detention<br>Restitution<br>Loss of Privileges | Detention<br>Restitution<br>Loss of Privileges |

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|--|---|--|--|
|  |   | Out of School Suspension (1-2 days)  | Out of School Suspension (3-5 Days)  |
| Excessive talking/classroom disturbance                          | Verbal reprimand<br>Parent Contact  | Parent Contact<br>Detention  | Detention<br>Loss of Privilege<br>Out of School Suspension                       |
| Failure to complete assignments                                  | Verbal reprimand  | Parent Contact   | Detention<br>Loss of Privileges  |
| Inappropriate behavior during assemblies/school sponsored events | Verbal reprimand/Parent Contact   | Detention  | Loss of Priviledges<br>Out of School Suspension (1-2 days)                       |
| Dress Code Violation (inappropriate clothing)                    | Parent Contact-change of clothing brought to school; student will remain in class | Parent Contact-change of clothing brought to school; student will remain in class<br>Detention |  |
| Inappropriate hallway behavior                                   | Verbal Reprimand  | Lunch Detention  | Detention<br>Loss of Priviledges   |
| Inappropriate language/Non-directive profanity                   | Verbal Reprimand<br>Parent Contact  | Lunch Detention<br>Loss of Priviledges   | Detention<br>Out of School Suspension  |
| Insubordination and/or disrespect                                | Parent Contact<br>Verbal Reprimand<br>Detention                                   | Parent Conference<br>Out of School Suspension (1-3 days)                                       | Parent Conference<br>Social Work Referral<br>Out of School Suspension (1-5 Days) |
| Lying/Dishonesty   | Verbal Reprimand<br>Parent Contact  | Lunch Detention<br>Loss of Privileges  | Detention  |
| Defiance/non-compliance  | Verbal Reprimand  | Detention<br>Loss of Privilege   | Detention<br>Loss of Privileges  |

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|   | Parent Contact/Conference   | Removal from Group   | Out of School Suspension (1-2 days)   |
| Pushing, Running, and Shoving                   | Parent Contact<br>Verbal Reprimand<br>Detention   | Parent Contact<br>Out of School Suspension (1-2 days)  | Parent Contact<br>Out of School Suspension (3-5 days)<br>Expulsion                                    |
| Use of unapproved electronic devices/Cell phone | Verbal Reprimand<br>Parent Contact<br>Confiscate device return to student at end of day | Detention<br>Loss of Privileges<br>Confiscate device for Parent Retrieval                          | Detention<br>Loss of Privileges<br>Confiscate device for Parent Retrieval<br>Out of School Suspension |
| Inappropriate Use of Technology                 | Parent Contact<br>Verbal Reprimand<br>Detention   | Parent Conference<br>Verbal Reprimand<br>Loss of Privileges<br>Out of school suspension (1-3 days) | Parent Conference<br>Loss of Privileges<br>Out of School Suspension (3-5 Days)                        |
| Cheating/Academic Dishonesty                    | Parent Contact/Parent Conference<br>Verbal Reprimand                                    | Parent Contact/Parent Conference<br>Detention<br>Loss of Privileges                                | Detention<br>Loss of Privilege<br>Out of School Suspension (1-2 days)                                 |
| Stealing  | Parent Contact/Parent Conference<br>Detention   | Parent Contact/Parent Conference<br>Detention<br>Loss of Privileges<br>Restitution                 | Parent Contact<br>Detention<br>Restitution<br>Out of School Suspension (1-2 days)                     |

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| Forgery/Deception | Parent Contact<br>Loss of Privileges | Parent Contact<br>Detention<br>Out of School Suspension (1-2 days) | Parent Contact<br>Detention<br>Out of School Suspension (3-5 days) |
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**Majors: These behaviors are immediately referred to administration.**

Please note that this is not an exhaustive list of infractions and only identifies frequent infractions at McKinley Elementary. Please refer to the SCEC Elementary Parent Student Handbook for additional infractions not listed. ***The school administrator reserves the right of expediting the disciplinary process.***

| Infraction(s)  | Consequence #1  | Consequence #2   |   |
|--|---|--|---|
| Bullying (Please refer to SCEC Parent Student Handbook- District Policy) | Parent Conference<br>Social Work Referral<br>Detention<br>Out of School Suspension (1-2 Days)                           | Parent Conference<br>Out of School Suspension (3-5 days)   | Parent Conference<br>Expulsion                      |
| Chronic Disruptive Behavior in Classroom/Defiance                        | Parent Conference<br>Social Work Referral<br>Out of School Suspension (2 – 3 Days)                                      | Parent Conference<br>Out of School Suspensions (4-5 Days)  | Parent Conference<br>Adjusted Schedule<br>Expulsion |
| Endangerment of Self/others  | Contact Hospital<br>Parent Conference<br>Social Work Referral<br>Out of School Suspension (1-2 days) pending evaluation | Contact Hospital<br>Parent conference<br>Out of School Suspension (3-5 days) pending medical reinstatement |   |

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| Verbal Aggression/Profanity Towards Staff Member | Parent Contact<br>Social Work Referral<br>Out of School Suspension (1-2 Days)                                 | Parent Conference<br>Out of School Suspension (3-5 Days)  | Parent Conference<br>Out of School Suspension (3-5 Days)                           |
| Fighting (Bruising/Assault/Battery)              | Parent Contact/Parent conference<br>Verbal Reprimand<br>Out of School Suspension (1-2 Days)                   | Parent Contact/Parent Conference<br>Out of School Suspension (3-5 Days)                                 | Parent Conference<br>Out of School Suspension (10 days)<br>Expulsion               |
| False Alarms (fire)                              | Police Contact<br>Parent Conference<br>Out of School Suspensions (3-5 Days)<br>Restitution<br>Expulsion       | Police Contact<br>Parent Conference<br>Out of School Suspension (5-10 Days)<br>Restitution<br>Expulsion |  |
| Vandalism  | Police Contact<br>Parent Contact<br>Restitution<br>Out of School Suspension (1-3 Days)                        | Police Contact<br>Parent Conference<br>Restitution<br>Out of School Suspension (3-5 Days)               | Police Contact<br>Restitution<br>Out of School Suspension (6-10 days)<br>Expulsion |
| Possession of Weapons/Drugs/Alcohol              | Parent Contact<br>Police Contact<br>Out of School Suspension (3-10 Days)<br>Social Work Referral<br>Expulsion | Parent Contact<br>Police Contact<br>Out of School Suspension (10 days)<br>Expulsion                     |  |

**After school Detention** is assigned to students who commit minor infractions of established procedures that disrupts the learning environment. After school detention occurs Monday, Tuesday, and Thursday (3:15 pm to 4:15 pm). Students are expected to do schoolwork during the entire hour. All needed materials (books, paper, pencil, etc.) should be brought to detention. Students are responsible for bringing enough school work or reading material to keep him/her busy for the entire hour.

**Administrative Detention** (7:00 am to 7:50 am in Principal's Office) is assigned to those students who have committed very serious infractions, whose consequences may have a lasting effect on the individual or may pose a threat to the health or safety of others in school. This detention will be assigned by an Administrative with parent consent.

**Suspension** is assigned to those students who have substantially interfered with the learning environment or removal is necessary to protect the student's physical safety or emotional well-being. The length or location of the suspension will be dependent on the severity of the offense.

**Restricted list**: Students will be placed on the restricted list when they do not attend their assigned detention. They will remain on this restricted list until the detention is served. Students who are placed on this list will not be eligible for any extra-curricular activities that occur before, during, or after the school day. This may include parties, field trips, pep rallies, dances, games, practices, field days, etc.

## Students Identified as Having Chronic Behavioral Issues

- A student who has been to the office more than three times in one month or have accumulated 5 total office referrals will be monitored through the MTSS process, mechanism for identifying and addressing those behaviors and environmental influences that promote the positive social, emotional, mental, and physical health needs of students.
  1. A team will begin developing individual plans to address behavioral issues.
  2. The tea will meet bi-weekly to discuss the effectiveness of changes in the program for each child.
- A student who has over five office referrals will be considered to have chronic behavioral issues.
  1. The student, parents and teachers will meet to complete a contract for behavioral improvement.
- A disciplinary and behavioral correction plan should include the following:
  1. An assessment of the student's competencies and needs,
  2. Interventions to promote positive school behaviors,
  3. Contingencies for dealing with student misbehavior; and
  4. An approach for periodic monitoring of the effectiveness of the plan.