



# **PIOCHE ELEMENTARY SCHOOL**

**Discipline Plan and Procedure**

**2014-2015**

# DISCIPLINE POLICY

## PIOCHE ELEMENTARY SCHOOL

### 2014-2015

At Pioche Elementary School we believe that discipline is to be positive, proactive, and progressive. We have incorporated several programs including the Jim Fay program “Discipline with Love and Logic”, *Discipline with Dignity for Challenging Youth* Program, Fill a Bucket Philosophy, and Rachel’s Challenge. Parent training is offered to encourage continuity throughout all school programs.

In forming the Pioche Elementary School Discipline Policy, the following input, procedures, and laws were considered:

- Pioche Elementary Staff
- Parent Advisory Board
- School Safety Team
- District Discipline Policy and Procedure
- Nevada Revised Statutes regarding schools

Our policy is available to all interested parties upon request. We review and revise our policy yearly prior to September 15<sup>th</sup>.

Our policy also reflects and considers the District and School Mission Statements. Our hope is that all students will experience an environment that will help them in their adult life, as well as creating a “safe school”.

A brief version of our policy is included in our handbook and reference is made to the policy available in the front office. (Reference NRS 392.4644)

(Revised 7-17-14)

Pioche Elementary School's goal is to help all students be responsible, respectful, successful members of our society. Students must be taught the expectations, then given the responsibility, and then be held accountable for their choices.

### Our Positive strategies include:

- A sense of pride, belonging, and school spirit promoted school wide
- Kindness and Bucket Filling
- Class and School wide celebrations for student achievements
- Award assemblies for academic achievement, positive character traits, and citizenship
- Terrific Tiger Goal trip for grade specific goal attainment
- School wide "Responsibility Drop in the Bucket Tickets" given to students for random acts of responsibility and bucket filling
- Student-Teacher-Parent Compacts that allow for parent communication and individual student goal setting (NRS 392.4644:392.4645)

### Our Proactive strategies include:

- School and Classroom expectations are taught and re-taught
- Lessons on making good choices and how to fill a bucket (*Have You Filled a Bucket Today?* By Carol McCloud)
- Lessons on Kindness with Rachel's Challenge materials
- Bucket Assemblies to reinforce monthly theme of Positive Traits
- "Paws for Success" plans to help those who need extra assistance (NRS 392.4644:392.4645)
- Monthly Bucket Filling activities for those who make good choices
- Involvement with Parents including: Advisory Board, Discipline Team, Truancy Board (NRS 392.4645;392.4646;392.4647;392.4648)
- Love and Logic Parent training

- Use of Law Enforcement officers as positive tools in the schools as well as for truancy, tardy, bullying, and drug prevention

### Our Progressive strategies include:

- Classroom management systems
- Time out or loss of privileges
- In class Bucket DIP (Discipline Incident Paper) written documentation and reasons why behaviors will not occur again.
- Bucket DIPPER (Discipline Incident Paper) written documentation for multiple offenses or violation of NRS laws.
- Parent contact and conferences
- In and/or out of school suspensions

### FOUR LEVELS OF DISCIPLINE

Note: In the event of extreme behavior, progressive discipline will automatically be suspended. At the discretion of the Principal, Administrative Assistant, or 2 or more assigned staff, a decision will be made concerning the appropriate placement of the offending student. (NRS 392.4655; 392.466; 392.467)

Alternate placement might include but not be limited to: relocation, in-school suspension, suspension, alternative school setting, etc... (NRS 392.4644; 392.4645; 392.4646)

Note: Per NRS388.122/388.123,388.1345-139, 392.661-467- Safe and Respectful Learning Environments will be maintained and expected. Policy is in Handbook.

#### Level One: Discipline begins with Parents and Students

The first level of discipline begins with parents and students themselves. Please remember the Honor Code and Educational Accord parents and student sign at the beginning of the year!! It includes the positive strategies and the proactive strategies listed on previous page.

Appropriate language, dress, attendance, and actions are the first step towards avoiding the

discipline processes that the school must provide. In this setting discipline would largely remain in the parent's hands.

### Level Two: Teachers and Staff

Teachers and staff are responsible for discipline in their respective classrooms, in the halls and generally on school property or at all school functions. This level includes the positive strategies and proactive strategies listed on previous page. Teachers have a clearly thought out discipline philosophy and classroom rules that reflect their philosophy as well as the schools. Individual classrooms write their own classroom rules. A variety of techniques should be used in order to meet the needs of differing students and classroom situations. Modeling of appropriate behavior, altering seating arrangements, time out, one-to-one visits, and progressive discipline are just a few of the tools that staff may use to establish and maintain good classroom discipline.

- If positive and proactive strategies fail to work and a student makes poor choices or violates a Classroom Rule a Bucket DIP (Discipline Incident Paper-written documentation of students' offense which allows the student to communicate and take ownership of problem) will be given. If DIP is corrected and same offense or multiply other offenses do not occur in the same month the DIP has corrected the problem and no further action is taken. On a monthly basis all DIPs will be turned into the office.
- If the student chooses to have multiple offences or violates a NRS law a DIPPER (Discipline Incident Paper -written documentation of students' offense and allows the student to communicate and take ownership of problem) is given and turned into the principal and handled following discipline plan. Student will not be allowed to join the Bucket Filling Activity held at the end of the month.

### Level Three: School Level-Referral to the Principal

When positive and proactive strategies as well as DIPs have been tried and fail, the student is to be referred to the Principal. It is at this level that more stringent consequences may be assigned. The hope is that students will solve the problems with

the teacher or staff within the positive and proactive strategies and not need to be referred to the office. The principal, depending upon the offense, has several levels of discipline that can be utilized. These levels generally proceed in the following order:

- Strong warning
- May involve other assignments for student
- Principal meets with teacher involved (Parents may or may not be notified)
- In-School-School - One day (Parents notified)
- In-School-School - Three days (Parents notified)
- In-School-School - Five days (Parents notified)
- In-School-School - two weeks (Parents notified)

#### **Level Four: School Suspension or Expulsion**

In the event of an extreme behavior (NRS 392.4655; 392.466; 392.467) or all above fails the principal, depending upon the offense, has several levels of discipline that can be utilized. These levels generally proceed in the following order but not required:

##### **School Suspension - One day**

- School Suspension - Three days
- School Suspension - Ten days
- Alternative School Setting –
  - half day attendance
  - restricted lunch times
  - restriction to the school site
  - Home School
  - Alternative school setting

##### **Expulsion (NRS 392.4657)--Examples:**

- Extreme vulgarity towards other students or staff
- Insubordination/Disrespect to staff
- Vandalism to school properties
- Fights with intent to do harm
- Threatening other student(s)

- Other grounds listed specifically in NRS 392
- According to NRS 392.4655, any student who shows habitual discipline problems can be referred for permanent expulsion or home schooling.

*Note : Age/developmental level will be considered when involving the ladder of disciplines. (NRS 392.466(2b))*

## Pioche Elementary School Expectations

### **Hallways-**

- Walk in hallway.
- Walk quietly.
- Talk quietly in hallway.
- Be respectful to others in hallway.
- Hold all balls in hallway.

### **Cafeteria-**

- Be respectful to others during eating times.
- Use good manners.
- You may return unopened school purchased food to cart to share. All other food for safety reason will not be shared.
- Remain seated while eating.

### **Gym during recess or after eating-**

- Be respectful of others.
- Balls may be thrown direction opposite of food table.
- Use equipment as it is intended to be used.

### **Be kind!**

Expectations are for all students and staff. Procedures will be taught and are expected to be followed. DIPS- yellow sheets will be given out after correct modeling has been taught. DIPPERS- red sheets will apply for all major violations of school rules.

Stop and Think!!  
Be Kind!!



# DIP

Pioche Elementary Student  
**Discipline Incident Paper**  
2014-2015

**Respect Our School**  
**Respect Others**  
**Respect Yourself**  
**No Dipping!**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Describe-** What did I do to dip from other people's buckets?  
Please explain:

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What happened when I dipped from other people's buckets?

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What is wrong with what I did?

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What will I CHANGE so that I do not do this again?

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Student Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_

# DIPPER

Pioche Elementary  
Student **Discipline Incident Paper**  
Multiple violations or violation of NRS law  
2014-2015

**Respect Our School**  
**Respect Others**  
**Respect Yourself**  
**No Dipping!**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Describe-** What did I do to dip from other people's buckets?  
Please explain:

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What happened when I dipped from other people's buckets?

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What is wrong with what I did?

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What will I **CHANGE** so that I do not do this again?

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Student Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_

## **\*CORRECTIVE DISCIPLINE PLAN\***

Pioche Elementary School

### **GOVERNING PRINCIPLES!!**

- 1. Respect yourself, Respect others and Respect Our School**
- 2. REMEMBER Jim Fay Principles of Discipline and Drop in the Bucket!**
- 3. Prevent problems - teach expectations so that learning can occur.**
- 4. Only natural consequences teach.**

### **ACTION PLAN!!**

**First line of Defense: Be positive, proactive, and progressive!**

**School wide Plan:**

- 1. Request Behavior Change (Be Specific)**
- 2. In-room time-out**
- 3. Set and Model Expectations**
- 4. Move out of classroom (Still within supervision)**
- 5. Remove to Recovery Room (10-15 min. maximum, supervised)**
- 6. Refer to Principal (It is then principal's responsibility)**

### **STUDENT RESPONSIBILITY!! Student Think and Documentation sheet! DIP (Discipline Incident Paper)**

- 1. Each month DIP's are turned into the office if more than one on same offense then DIPPER is given and student will not be allowed to Bucket activity as a consequence of not correcting the DIP.**
- 2. 3 DIPPER's in one month or other stated time frame for the same related behavior = 1 day 'in-school-school (Parents notified)**
- 3. Follow "Level Three" of Discipline Procedure (Parents notified)**
- 4. Follow "Level Four" of Discipline Procedure (Parents notified)**
- 5. Follow District Discipline Plan/Policy (Parents notified)**

**REMEMBER...WE ARE ALL LEARNING AND GROWING TOGETHER!**

**Bucket Filling for a POSITIVE SCHOOL CLIMATE!!**

# THE School RULES Pioche

## Elementary

### **!RESPECT!**

Respect Yourself, Respect Others, and Respect Our School



### **No Bucket Dipping**

1. NO Fighting-Physical Contact!!
2. If It's Not Yours, DON'T TOUCH IT!!
3. Please Use Equipment Properly!!
4. Please Use Appropriate Language!!
5. Throw only those Objects that are Designed and Intended to be Thrown and Caught!!
6. Stay in Assigned Areas Only!!
7. Please WALK in Halls, On Patios, and in Lunchroom!!!