

KYROCK ELEMENTARY SCHOOL-WIDE DISCIPLINE PLAN

Mission:

The purpose of the Kyrock Elementary School discipline plan is to encourage all students to take responsibility for his/her own behavior and to teach him/her to choose appropriate behaviors.

Objectives:

Our objective is to provide a safe environment conducive to learning.

DISCIPLINE PLAN

No student has the right to interfere with any other student's education or jeopardize the safety of the school. School rules apply in all areas of the campus and at any event in which our elementary school is represented, regardless of location. The entire faculty is responsible for the handling of disciplinary problems observed anywhere throughout the building or on the school grounds. When pupils know that all of us are insisting, without exception, on good behavior at all times and places, we can hope to more clearly attain a high level of satisfactory conduct throughout the school.

At the beginning of the school year, classroom teachers will review the discipline plan with students and provide parents/guardians a written copy of the plan.

Please sign below and return this page to your child's homeroom teacher. The attached discipline plan is for you to keep.

I have received a copy of the discipline policy for Kyrock Elementary School that my child, _____ will be expected to follow.

Student's Name:

Parent/Guardian's Signature:

_____/_____/_____

Date:

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Office Referral Procedures (Level II or Level III offenses)

- Teacher will fill out an office referral form for student misbehavior. **The referral entry will notify the principal/designee.** (In case of emergency or extreme misbehavior, referral form may be filled out at a later time that day.)
- The principal/designee will address the situation in a timely manner.**
- The principal or designee will conference with student concerning the misbehavior and decide on an action to be taken.
- **The action taken will be documented on the form and/or in infinite campus. Parents will be notified at the discretion of the principal/designee.**
- Teachers should refer students who have repeat Level II or Level III offenses to the counselor for RTI interventions. The principal may determine an offense warrants counselor RTI interventions after the first offense.

GENERAL SCHOOL RULES

1. Obey school personnel promptly.
2. Do not litter anywhere in or around the school.
3. Respect other people's rights and personal property.
4. Do not call each other names, tease, threaten, bully or harass.
5. Walk in the building as well as to and from the buses.
6. Do not have gum at school.
7. Always ask permission before leaving your class or building.
8. No fighting or rough/dangerous play.
9. Do not purposefully damage school property.
10. Do not use offensive language.

11. Do not bring toys/games to school.

HALL

1. Stay in single file on the right side of the hall.
2. Give the right of way to the line already moving down the hall.
3. Be quiet in the hallways. (Level 0)
4. Keep hands and feet to yourself. (Don't touch anyone or anything)

RESTROOMS

1. Do not play in the restroom.
2. Remain quiet in the bathroom. (Level 0)
3. Respect other people's privacy. (No touching or looking at other people using the restroom)
4. Use sinks, urinals, commodes, and dryers properly.

PLAYGROUND

1. Use playground equipment properly (slide down slides on bottom with feet first, swing from front to back with bottom on seat)
2. Do not litter.
3. No rough/dangerous play.
4. Do not play in the area between the building and the playground or around the storage building.

LUNCHROOM

1. Do not throw or play with food or utensils.
2. Keep hands, feet, and objects to yourselves when waiting in line and eating.
3. Be quiet in the lunchroom. (Level 1)
4. Do not get up without permission.
5. Use good manners. (chew with mouth closed, use utensils, clean up own trash)

CLASSROOM

Each classroom teacher and special area teacher (library, art/music, P.E., counseling) is responsible for acceptable behavior being exhibited in his/her classroom and should take care of discipline issues including rewards/consequences in accordance to the guidelines and procedures of the discipline plan. If the special area teacher feels a parent note or discipline referral is warranted, **the special area teacher will be responsible for submitting a referral form.**

Rewards/Positive Reinforcement

Students who exhibit positive/appropriate behavior (above and beyond) may be recognized by any of the following:

Classroom:

- Verbal compliments
- Special reward time
- Small prizes (stickers, bookmarks, etc.)
- Class parties

School-wide:

Each **classroom teacher/adult may use Blackhawk Bucks** that they can give students who are exhibiting exceptional behavior. Teachers **may use their own discretion for handing out blackhawk bucks.** Teachers can cash out blackhawk bucks for classroom rewards.

Offenses/Consequences

Students at Kyrock Elementary School are required to abide by the District Code of Conduct; furthermore, the principal has the option as described in the District Code of Conduct for dealing with behavior violations. **Although incidents will be considered on a case-by-case occurrence, at the discretion of the principal, the following is a general guideline consisting of various levels of possible offenses and consequences that the principal, faculty and staff have deemed appropriate for our students at Kyrock Elementary School.**

Level I: Minor Offenses

1. Breaking general school-wide rules (cafeteria, hallway, playground, restroom, etc.)
2. Disrespectful of others' property and/or privacy (mild privacy issues)
3. Talking during quiet time
4. Being on the floor during teaching/learning time
5. Running in classroom.
6. Not completing assignments
7. Bringing toys, games, cards, and other unnecessary objects
8. Minor classroom disturbances
9. Minor horseplaying
10. Minor altercations/disagreements with other students
11. Throwing objects such as paper wads or airplanes (no harm to others)

Level I Consequences

1. Verbal reprimand
2. Written documentation/notation
3. Flip a card
4. Pull a clothespin
5. Loss of Recess
6. Parental Contact
7. Extra Work

Level II: Moderate Offenses

1. Repetition of Level I offenses
2. Stealing
3. Habitual Lying
4. Blatant disrespect (verbal and/or physical gestures)
5. Physical Contact
6. Horseplaying (safety concern)
7. Inappropriate language
8. Destruction of property
9. Disrespectful to others' property or privacy (more serious privacy issues)
10. Throwing objects that may present a danger to others
11. Failure to follow directions (defiance or insubordination)

Level II Consequences

1. Parent/Guardian Contact
2. Counselor Referral
3. Principal Referral
4. Flipping card(s)
5. Pulling clothespin(s)
6. In-School Detention
7. Loss of Recess
8. Loss of Rewards/Privileges/Special Activities/Free Time

Level III: Serious/Severe Offenses

1. Instigating a fight
2. Fighting
3. Spitting
4. Biting
5. Throwing objects that may present a severe injury to others
6. Bullying
7. Harassment (verbal, written, or physical)
8. Possession/use of weapons, drugs, dangerous materials, and/or unauthorized substances
9. Threatening
10. Vandalism

Level III Consequences

1. Parent/Guardian Contact
2. Counselor Referral
3. Principal Referral
4. In-School Detention
5. Loss of Recess
6. Loss of privileges/rewards/free time/special activities
7. Suspension
8. Expulsion (by the board of education)

Guidelines for Bus Disciplinary Actions

Minor Offenses – (Noisy, Chewing Gum, Out of Seat, Littering, Throwing Articles from Bus, Eating/Drinking, Use of Electronic Devices without Permission, etc.)

- | | |
|-------------------------|--|
| 1 st Report: | Student Conference |
| 2 nd Report: | Recess Detention – Contact Parent/Guardian |
| 3 rd Report: | In-School Detention – Contact Parent/Guardian |
| 4 th Report: | One Day Bus Suspension – Contact Parent/Guardian |
| 5 th Report: | Three Day Bus Suspension and Parent/Guardian Conference |
| 6 th Report: | Indefinite Bus Suspension and Parent/Guardian Conference |

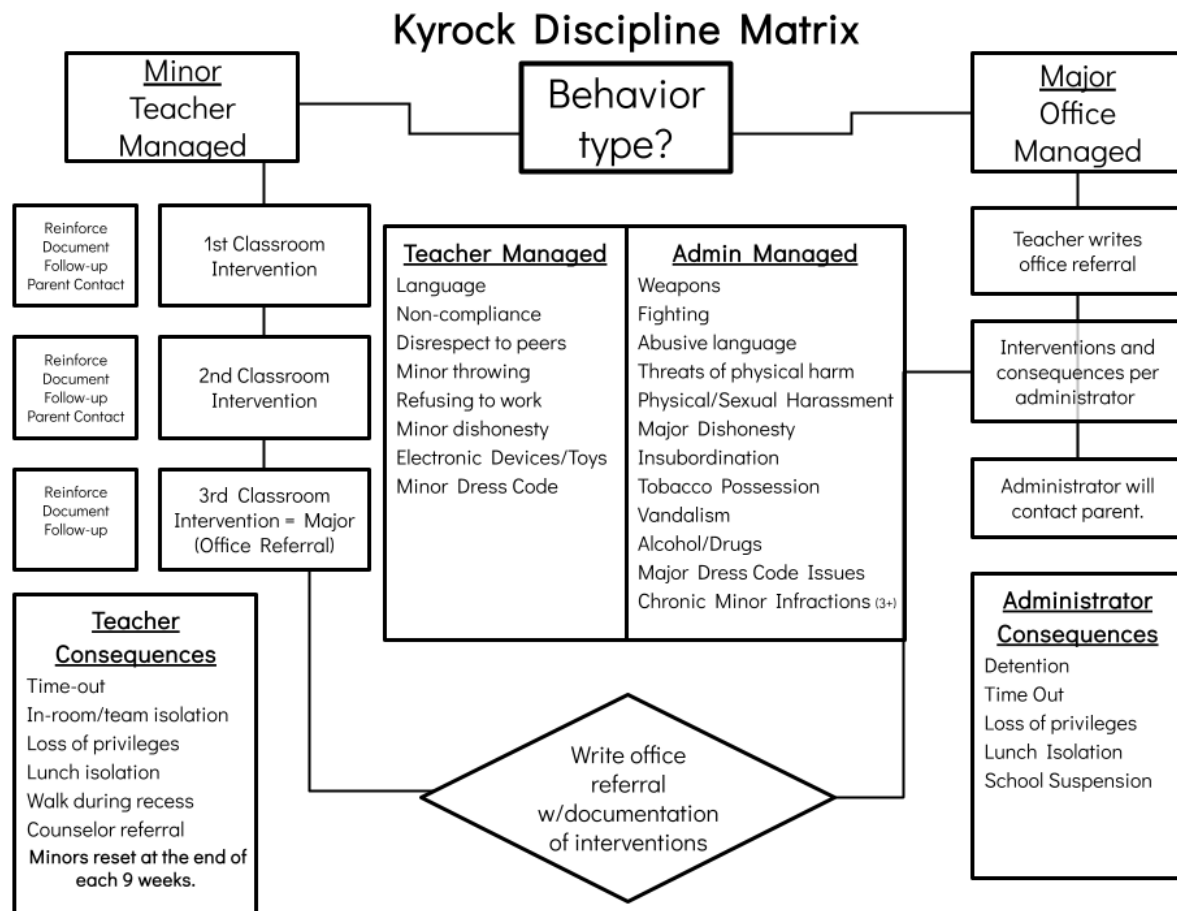
Major Offenses – (Disrespectful to Driver/Students, Disrespectful to Persons Passed on Route, Vandalism of Bus, Hitting or Bothering of Other Students, etc.)

- 1st Report: One Day Bus Suspension – Contact Parent/Guardian
 2nd Report: Three Day Bus Suspension and Parent/Guardian Conference
 3rd Report: Five Day Bus Suspension and Parent/Guardian Conference
 4th Report: Indefinite Bus Suspension and Parent/Guardian Conference

Serious Offenses – (Fighting, Sexual Harassment, Weapon, Illegal Substances, Bullying, Vulgarity, Foul Language, etc.)

- 1st Report: Five Day Bus Suspension and Parent/Guardian Conference
 2nd Report: Indefinite Bus Suspension and Parent/Guardian Conference

*It will be at the Principal's discretion to modify any of the above consequences.



SBDM (approve changes)

1st reading: June 19, 2025
 2nd reading: July 17, 2025