

Desert West Elementary and Middle School Discipline Procedures for Staff

The following procedures are to be followed in matters of discipline throughout the school. The procedures are in place to ensure consistency throughout our school. At Desert West , we use the “Time to Teach” model. This is non-negotiable and it is expected that every teacher will use this model as adapted for his or her grade level.

We want teachers and other staff members to be empowered to successfully deal with most discipline problems on their own, without the aide of administration and/or academy leaders. Please refer to the following chart which lists possible infractions with the corresponding possible consequences. This will be helpful for you when dealing with behaviors in your classroom and deciding how to deal with specific behaviors you will encounter.

Infractions	Possible Consequences
<ul style="list-style-type: none">• yelling out, not raising hand• talking at inappropriate times• making disruptive noises• being out of seat without permission• running inside the school building• chewing gum• not walking in line properly• touching the wall, things that are on the wall in the hallway• using inappropriate voice levels (such as in the cafeteria, in the hallway, or at an assembly)• not following directions immediately• being off task during work time• bothering others during instruction/work time	<ul style="list-style-type: none">• verbal warning (just one)• refocus
<ul style="list-style-type: none">• not completing	<ul style="list-style-type: none">• logical consequence*

<p>assignments/homework</p> <ul style="list-style-type: none"> • leaving area without cleaning up • littering • using school equipment inappropriately • playing with or throwing food • writing on desks, books, bathroom walls, or other materials • using unkind words • swinging on bathroom stalls • carelessly using school/other people's property 	<p>*A consequence chosen by the teacher and/or staff member that it appropriate for the student's age level and "fits" the infraction. (For example, a student who writes on his/her desk may be asked to clean all the desks in his/her classroom during their recess time)</p> <ul style="list-style-type: none"> • loss of privileges
<ul style="list-style-type: none"> • intentionally ripping, tearing, or writing on anything that is on display • playing too rough on the playground or in P.E. • disrespect towards an adult through words, actions, or gestures • 3 Refocuses (in 1 day) • 3 Dress Code Violations (in 1 day) 	<ul style="list-style-type: none"> • detention
<ul style="list-style-type: none"> • Frequent violation of school rules with no change from other interventions. (Must be carefully documented) • Verbal threats, harassment, or intimidation, or profanity (oral, written, or gestured), or any discrimination based on race, religion, or ethnic background. • Severe physical abuse, which is defined as willfully inflicting 	<ul style="list-style-type: none"> • In-School Suspension • Out-of-School Suspension • Expulsion • In-School Suspension • Out-of-School Suspension

<p>bodily harm on another student through actions such as kicking, shoving, hitting, slapping, smacking, pinching, spitting, or wrestling.</p> <ul style="list-style-type: none">• Insubordination, or willful disobedience, which includes refusing to obey a teacher or staff member's directions, refusing to accept reasonable consequences for unacceptable behavior, or refusing to work on assignments.• Any behaviors that break the law, including, but not limited to, being in possession of a weapon or illegal substance.	<ul style="list-style-type: none">• Expulsion
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Procedures For Issuing Detention

Please note that you will only be able to issue detentions if you follow these procedures. It is important that we maintain consistency throughout the school.

When a Teacher or Staff Member May Issue a Detention:

1. For continuous low level behavior, as documented by 3 refocuses in 1 day.
2. For a behavior that warrants more than a Refocus. (Please see Infraction chart for guidelines)
3. Three dress code violations in one day or coming to school in non-uniform attire the 2nd time and every time thereafter. (The 1st time a warning is sent home)

How to Issue a Detention:

1. Fill out a detention slip. (If you are not the child's teacher, fill out the slip and then send the slip to the child's teacher. The teacher then completes the following steps.)
2. Send the child, with the detention slip to the academy leader.
*Important: If the child is being given a detention for low level behaviors, **you must send the 3 refocus forms with the child to the academy leader. Without this documentation, detentions **may not** be issued for low level behavior.***
3. The academy leader will review the slip, ensuring that the behavior warrants a detention. If it does, the academy leader will initial the slip and send it back to the teacher. If the academy leader feels detention is not the proper consequence, she will meet with the teacher to discuss other options. *Do not bypass this step. NO detention slips will be accepted without the initials of the academy leader.*
4. The teacher then sends one slip to the detention room, one slip gets sent home, and one slip gets placed in the child's behavior folder. The teacher must write or stamp on the slip that is going home, "please sign and return" to ensure parents are aware of the detention being issued.
5. After the assigned detention time, the detention teacher will check whether the detention was served or not on the detention slip and send the slip back to the teacher.
6. If the detention was served, the slip that was sent back is placed in the child's behavior folder, with the box checked that the child attended detention.
7. If the detention was not served by the child, the teacher fills out a new slip and staples it to the old slip (with the box "did not attend" checked) and sends it home again.
8. If a child misses two consecutive assigned detentions, a conference must be set up with the child's parents, teacher, and/or academy leader, and/or principal (as deemed necessary by the teacher).

Procedures for Office Referrals

Please note that office referrals are for extreme cases only. Please see the infractions chart as a guide for when it is appropriate to use an office referral. If an office referral is filled out for the child, it is assumed that the behavior warrants either in-school suspension (P.A.D.) or out of school suspension. The consequence will be appropriate for the

behavior and the individual child, as determined by the teacher, academy leader, and ultimately the vice principal.

When a Teacher May Issue an Office Referral:

1. When there has been an absolute infraction. (Please see list of Desert West Absolute Behaviors)
2. When 3 detentions have been issued.
3. When the child is frequently violating Desert West behavior expectations, with no change from other interventions. (These interventions must be ongoing, involve the parents, and be carefully documented.)

How to Issue an Office Referral:

1. Fill out a Student Behavior Referral (SBR) slip. (If you are not the child's teacher, fill out the slip and then send the slip to the child's teacher. The teacher then completes the following steps.)
2. Send the child, with the SBR slip, and the student behavior folder, to the academy leader. *Important: You must send the student folder with the student. No office referrals will be accepted without the folder.*
3. The academy leader will review the slip, ensuring that the behavior warrants an office referral. If it does, the academy leader will initial the slip and send the child directly to the vice principal. If the academy leader feels an office referral is not the proper consequence, she will meet with the teacher to discuss other options. *Do not bypass this step. NO office referrals will be accepted without the initials of the academy leader.*
4. The vice principal will review the referral and the student's behavior folder to determine the most appropriate consequence. The vice principal will attempt to contact the parents of the child, and make a note on the SBR slip if parents were notified. The principal will make a note of the consequence, and keep one copy of the SBR for her records.
5. The child will then be sent back to his/her classroom with the remaining 2 copies of the SBR slip and his/her behavior folder.
6. The teacher keeps one copy of the SBR slip for the student's behavior folder and sends the other slip home.

Procedures for Record Keeping using Student Behavior Folders

All disciplinary action, however big or small, must be carefully documented. This will ensure consistency and continuity throughout the school and help with parent communication when a child's behavior is in question. Each student will have a Behavior Folder and a Behavior Sheet (on the outside of the folder). These will be used for tracking student behavior throughout the year, so accuracy is imperative.

How To Document Refocuses Given:

1. When a Refocus is given, the student fills out a standard Refocus form. (If it is a verbal Refocus, the teacher needs to fill out a form at a later time within the same day the verbal Refocus is given.)
2. The teacher should have a place in his/her classroom for all Refocuses to be placed during any given day.
3. At the end of each day or week, the teacher is responsible for filing the Refocus forms in the students' Behavior Folders and filling in the boxes on the Student Behavior Sheet.
4. It is not necessary to communicate with parents every time a Refocus is given, but teachers may have their own system of parent communication if desired.

How to Document When “Other” Consequences are Given:

1. Anytime a consequence is given for an undesirable behavior, it needs to be documented (loss of recess, extra homework, etc.). A Consequence Form needs to be filled out by the teacher or student (if age-appropriate).
2. All Consequence forms need to be filed by the teacher in the students' Behavior Folders and teachers must fill in the boxes on the Student Behavior Sheet.

How to Document When Detention or Office Referral is Given:

1. Detention procedures must be followed, and then the Detention slip or SBR slip is to be placed in the student's behavior folder.
2. Boxes must be filled in by the teacher on the student's Behavior Sheet.

Desert West Elementary and Middle School Reward Program

Every student will have a Behavior Folder this year. The front of the Behavior Folder will be a monthly Student Behavior Sheet. The goal is for the students to keep a “clean sheet”. If the students do *not* fill up all ten boxes on the behavior sheet, the child is eligible to participate in our monthly reward day.

Information on our Monthly Reward Day:

1. It will take place once a month, starting in September, on the 3rd Friday of the month.

2. On that same Friday, we will have a Character Assembly, during which time students who are eligible to participate will be announced, as well as Students of the Month announced.
3. The reward day will be approximately two hours in the afternoon.
4. The rewards will be split up by academy, in order to ensure age-appropriate rewards.
5. Students who are not eligible for the monthly reward day will be assigned to study hall. (One teacher per grade level will be responsible for supervising the study hall, on a rotating basis)
6. Academies are responsible for planning their reward day as an academy. (Please see ideas sheet for some possible ideas.)

Ideas for Monthly Reward Day

It is our hope that teachers will use their creativity, as well as student input, to create a truly special reward day for the students who work so hard to follow school rules and concentrate on their academics. A variety of different activities can be planned for each academy to give students a choice. Here are some ideas to help get those creative juices flowing--this list is certainly not exhaustive! The most important thing is that we think of ideas that the children will *like* and be *motivated* by. We encourage teachers to elicit the help of parent volunteers when it is appropriate, as well as for help with gathering supplies that may be needed. Remember that planning well in advance will ensure a great experience for the children!

1. A variety of fun arts and crafts

2. Movie in the cafeteria with popcorn
3. Bingo
4. Board Games or other games
5. Water activities during the hot months (outside)
6. talent show
7. have a dance in the gym
8. Karaoke
9. a game of kickball at the park
10. 3-on-3 basketball tournament