

# Discipline Policy

Principal: Michael L. Gibbons

The **Swartz Creek Community Schools Parent-Student Handbook**, which is available to parents at the district's website, [www.swcrk.org](http://www.swcrk.org), or available in hard copy upon request, outlines the district's policies and practices as they relate to student behavior and discipline. Gaines Elementary School follows the district policy.

## What is the goal of the Gaines discipline policy?

It is the goal of Gaines Elementary School to provide our students with the means to become responsible, productive, and confident citizens. We want to foster a respect for authority and the established rules of our school, community, and society.

## Why do we have rules?

Rules and their enforcement help provide a safe and orderly environment in which our students and staff can learn and work, and that values both personal safety and a respect for property. The staff and principal of Gaines Elementary School establish building rules.

## What happens when a student violates a rule?

The Classroom Teacher Each teacher develops his/her own classroom rules and is encouraged to develop the rules in collaboration with his/her students. Consequences of rule violations in the classroom are explained to students and parents at the beginning of each school year. Classroom rules and consequences are reviewed by the principal. Referral of a student to the principal by the classroom teacher may be a consequence in any given classroom. Good behavior is reinforced by the teacher.

The Principal Students may be referred to the principal by a teacher or any staff member, including bus drivers.

The principal believes that disciplinary action should be progressive. That is, the severity of punishment increases as the severity of infractions and the frequency of infractions increases. For example, a student who is in violation of school rules for the fifth time is more likely to receive more severe punishment than a student who has violated a rule for the first time. However, some infractions require that more severe discipline be taken initially.

Disciplinary action taken by the principal may include:

- **Verbal reprimand:** meeting with the student and issuing an verbal warning.
- **Written reprimand:** meeting with the student and issuing a written reprimand which is forwarded to parents for their information and for their signature to confirm receipt.
- **Loss of privileges:** loss of recess privileges for a day or more; additional assignments or written work; supervised work to clean up an area (if related to the infraction); loss of field trip privileges; loss of the privilege to attend an assembly; or loss of similar privileges. Whenever possible, the disciplinary action will be directly related to the infraction (e.g. bad behavior in an assembly would result in the loss of assembly privileges).
- **Detention:** (1) the student loses his or her recess and the privilege of eating lunch with his or her peers in the cafeteria (the student is required to eat lunch and remain in the office during the lunch and recess break), or (2) the student is required to stay at school for an additional time before or after the regular school day.
- **In-School Suspension:** the student is removed from the student body and is restricted to the office for the entire school day. The student is required to work quietly and in an orderly fashion throughout the school day. This discipline depends largely on the cooperation of the student. If he or she will not comply with the ISS procedures, he or she will be suspended from school for an equal amount of time. Class work completed during ISS will be accepted for credit.

- **Out-of-School Suspension:** the student is not allowed to be on any Swartz Creek School property during the day of his or her suspension from school. Class work completed during OSS will be accepted for credit under most circumstances. As with the attendance policy, the student will have one day to make up work for every day he or she was suspended.
- **Long-Term Suspension or Expulsion:** these circumstances are outlined in the Student Handbook.

### **What types of behavior are violations of school rules?**

(The following list is meant to be descriptive but cannot be considered to be all-inclusive.)

- Pushing, kicking, tripping, or rough play
- Unsafe behavior that endangers the student and/or others
- Fighting or other violent actions directed at others
- Improper use of school equipment
- Disobedience or defiance toward an adult
- Being uncooperative with an adult
- Cheating or lying
- Disrespectful behavior toward a student: putdowns, teasing, bullying, etc.
- Disrespectful behavior toward an adult: being argumentative or sassy.
- Running in the halls
- Disruptive behavior in classroom; interruption of the educational process
- Stealing
- Damaging school property
- Breaking cafeteria rules
- Breaking playground rules
- Inappropriate language
- Breaking bus rules
- Possessing, using, threatening to use, or transferring a weapon
- Possessing, using, or transferring tobacco products, drugs or alcohol

### **What about bus rules and violations of those rules?**

Bus rules can be found in the online Student Handbook (or the booklet version if you have one). Bus drivers often remind students of the rules.

The underlying rule from which others are developed is: students on the bus must act in a manner that will allow for the safe and orderly operation of the school bus. The driver is responsible to operate the bus in a safe manner that will protect the well-being of each rider. Actions by students that interfere with the safe operation of the bus will be addressed by the bus driver, transportation supervisor, and/or the building principal.

Bus drivers will attempt to contact parents with regard to violations of safe bus-riding behavior. Principals will also be notified by the drivers if bus rules and procedures are violated. The principal will handle these in a manner similar to those used in handling classroom or other school infractions.

However, please be aware that a student who does not obey the bus rules may have his or her bus riding privileges suspended by the building principal or transportation supervisor. Parents and students, as is the case with other disciplinary actions, have the right of appeal. Please see the Handbook for more details.

Michael Gibbons,  
Principal  
September 16, 2009

## **Noteworthy items from the Student and Parent Handbook**

It would be an excellent idea to go over these things and discuss them with your child.

### **Medications: page 17**

Students MAY NOT bring medications to school. Prescribed or over-the-counter medications must be brought to the office by a parent. A form must be completed prior to the administration of medication to your child by office personnel.

Asthma inhalers are the exception and may be carried by students. We prefer that the inhaler be kept in the office and that the administration of the inhalant is observed by school personnel. If this is not the case, then the student must come to the office and tell us that he or she has self-medicated using the inhaler.

### **Communicable Diseases: page 18**

Please report it to our office when your child has contracted a communicable disease such as diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, MRSA, influenza, Fifth disease, impetigo (pink eye), ringworm, and scabies. Head lice must also be reported to the office.

### **Dress and Grooming: page 57**

“All students and parents are reminded that the dress and grooming practices in Swartz Creek Community Schools will be based on common sense, good judgment, and good taste.”

Here are a few of the things mentioned on page 57:

- Hats may not be worn in the building.
- Straps on shirts must be at least three inches wide (spaghetti straps are not allowed).
- Student’s bellies may not be exposed (short shirts, bare midriff shirts, etc.) Fishnet shirts are not to be worn unless other clothing is worn underneath.
- Short shorts may not be worn. Shorts must be fingertip length when the student hangs his/her arms beside the body.
- Inappropriate messages on shirts are not allowed (drugs, alcohol, “sexually connotative”, etc.).

### **Aiding or abetting violation of school rules: page 59**

If a student assists another student in violating any school rule, that student will also be disciplined.

### **Disobedience: page 59**

If a student is given a reasonable direction (order) by a staff member, the student is expected to obey.

### **Disruption of the educational process: page 59**

Any actions or manner of dress that interferes with school activities or disrupts the learning process is unacceptable.

### **Falsification of school work, identification, forgery: page 60**

Forgery is a form of lying and will not be allowed. Cheating is a form of falsification and is subject to academic penalties as well as disciplinary action.

### **Fighting: page 60**

Fighting is strictly forbidden. Claiming self-defense will not excuse a student who has engaged in a fight. Both children who engage in a fight will be given appropriate consequences by the principal.

### **Harassment: page 61**

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Harassment of another student is not allowed and will result in disciplinary action.

This includes electronically transmitted methods (Internet and phones are two examples).

**Bullying: page 63**

Gestures, comments, threats, or actions which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation (putdowns) to a student will not be tolerated.

Examples:

- Threatened or actual physical harm
- Unwelcomed physical contact
- Verbal, written or electronic threats or taunts
- Taking or extorting money or property
- Damaging or destroying property
- Blocking or impeding a student's movement

**Knowledge of dangerous weapons or threats of violence: page 64**

"Because the Board of Education believes that students, staff members and visitors are entitled to function in a safe school environment, students are REQUIRED to report knowledge of dangerous weapons or threats of violence to the principal or other school personnel. Failure to report such knowledge may subject the student to discipline."

**Possession of electronic equipment: page 65**

During school hours, these devices must be turned off and stored out of sight (cell phones are included in this category).

**Possession of a weapon: page 65**

(please read the definition of a weapon and the consequences for the possession of a weapon)

**Toys: page 67**

Toys may represent hazards and/or disruptions of the learning environment and are not permitted at school.

**Theft: page 69**

Students will be disciplined for stealing someone else's property and may be reported to law enforcement officials.

Students are encouraged NOT to bring anything of value to school that is not needed for learning unless prior authorization is obtained. The school is not responsible for personal property and time will not be spent in lengthy investigations.