Frederick Douglass Elementary School
Saving the World One Scholar at a Time…

Champions for Life!

Discipline Management Plan
2017-2018

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SCHOOL-WIDE DISCIPLINE MANAGEMENT PLAN

Mission statement

*Educating all students for academic and social success.*

Guiding Principles for Interactions with Students

- The key to great classroom management is great teaching.
- **All students should be responsible, respectful and make the right choices every day.**
- **Everyone should be treated with kindness, fairness and respect.**
- Students need to be thoroughly and repeatedly taught school rules and procedures.
- **All staff should enforce rules consistently and fairly.**
- The school will maintain positive communications with parents/guardians and will keep a “Parent Contact Log” to document communications.
- **Correcting a student’s behavior should be seen as an opportunity to teach students proper social skills.**
- Students are expected to be in uniform and follow the dress code.
- **School is a place where students, teachers and the entire school community should feel safe.**
- Have high expectations for your students.
- Actively listen to students.
- Build and promote a student’s self-esteem.
DOUGLASS MANAGEMENT STRATEGIES

The following management strategies will be implemented to encourage desired behaviors:

- Post classroom rules, rewards and consequences.
- Recognition/rewards for desire student behaviors such as verbal praise, written praise, additional privileges, prizes, Student of the Week, etc.
- School-wide reward system implemented to promote positive behavior.
- Periodic classroom rehearsals, discussions and information sessions concerning desirable behavior expectations.
- Assemblies conducted by the Assistant Principal and/or Counselor to define and reinforce behavior expectations.
- Behavioral expectations will be expressed to parents through notices, telephone contact and meetings.
School-wide Behavior Expectations

BEHAVIOR IN COMMON AREAS

Students will interact in a safe and orderly manner to ensure safety and order is maintained. Students will walk on the right hand side of the hallway. The expectations for hallways/movement:

- Students should be silent in the hallway and during transition times
- Follow directions the first time they are given
- Keep hands, feet and other objects to yourself
- Walk in a straight line

Teachers should be proactive in monitoring students in the hallway and during transition times. Encouragement and positive consequences should be used when students are behaving appropriately.

CELL PHONES

All student cell phones must be turned off during the school day. All confiscated phones must be turned into the main office immediately (no later than at the conclusion of the instructional day). Cell phones should be labeled with a post it note that includes the student’s name and class section. Once the cell phone has been turned into the main office, the following procedure will be used to return the device:

1. The first time a cell phone is confiscated, parents/guardians may pick it up with no fee.
2. The second time a cell phone is confiscated, parents/guardians may pick it up with a fee of $5.
3. The third time a cell phone is confiscated, parents/guardians may pick it up with a fee of $10.
4. The fourth time a cell phone is confiscated, parents/guardians may pick it up with a fee of $15.

*Any student refusing to give the device to school personnel will be subject to Level 1 offense.

DISCIPLINE COMMITTEE

The Discipline Committee will meet once a month to review and discuss campus behavior trends, interventions as well as proactive management practices that will be implemented to help school-wide discipline. Committee members will serve as a liaison between grade levels and the Assistant Principal as it relates to school-wide discipline.

FIGHTING

Fighting will not be tolerated on our campus. Conflict resolution and increased communication between students are the strategies that are recommended to establish a safe and peaceful learning environment. Fighting, hitting, hurting between students must be reported to the main office and documented on a discipline referral by the adults who witnessed the act.

LUNCHROOM MANAGEMENT

The classroom teacher will assist with setting appropriate lunchroom expectations and procedures with students during the first week of school. Students should know:
• Where to enter and exit cafeteria
• Where to sit
• What to do after they have finished eating
• How to talk at a moderate level
• The first 15 minutes are quiet time

The Assistant Principal will present the lunchroom expectations to students during the first week of school. Everyone is responsible for monitoring in the cafeteria during the first week of school. Following the first week of school, all cafeteria infractions should be reported to the assigned duty personnel and/or Assistant Principal.

Cafeteria Procedures:

• Students will enter using door closest to stage.
• Students will walk to the lunch line at the direction of the cafeteria duty personnel. (students bringing their lunches should report to their class’s assigned lunch tables)
• Upon receiving their lunches, students will walk to their assigned tables to eat.
• The first 15 minutes of each lunch period is quiet time.
• Students will get everything needed for their lunch while in the lunch serving line.
• If students need to get out of their seats, they will raise their hands to seek permission.
• At the direction of cafeteria duty personnel, students will begin throwing away their trash and will return to their seats.
• Students will remain seated until their teacher comes to pick them up.
• Teachers may assign students to assist with cleaning tables and trash pickup.

Cafeteria Consequences:

• Verbal warning / redirection
• Clean up duty
• Temporary reassignment of seating
• Permanent reassignment of seating
• Parent contact and/or conference regarding behavior

Cafeteria infractions should be reported to the assigned cafeteria duty personnel and/or Assistant Principal.

RESTROOMS

The “FLUSH” acronym will be used school wide to reinforce restroom expectations. All classes will practice during each class restroom visit. Please use teacher discretion when sending students to the restroom individually, and monitor times students are out of the room using the restroom. FLUSH posters will be located outside of all hallway restrooms and a copy will be provided for teachers who have restrooms in their classrooms.
SUPERVISION OF STUDENTS

When supervising, staff members are expected to actively monitor students by staying in close proximity with their class, as well as correcting any inappropriate misbehaviors immediately.

- Classroom teachers must never leave their students unattended.
- All staff members are responsible for ensuring that students follow the hallway rules and procedures.
- Teachers must pick up their students on or before 7:50a.m. and escort them quietly to the classroom.

VOICES

Our students will learn to distinguish between a whispering voice and an outside voice. Please model the difference often so that students can distinguish between them.

Level 0 Voice = No talking
Level 1 Voice = Whisper voice
Level 2 Voice = Interactive/Presentation Voice
Level 3 = Outside voice

WEAPONS

Students must not bring any object onto the school premises that can be used to injure anyone. Knives, guns (including toy guns), blades, and any other item considered as a weapon should be brought to the main office immediately.
School-wide Reward/Incentive System

REWARDS

Frederick Douglass Elementary School staff will implement a school-wide reward system for 2016-2017. All staff will issue *Douglass Dollars* to reinforce students for their appropriate behavior. The dollars clearly communicate that when students follow the Douglass expectations, their behavior will be positively acknowledged.

DOUGLASS DOLLARS

The overall goal is to find ways to reward students consistently and reinforce behavior expectations across the campus. All teachers will have Douglass Dollars to give to students, and all students will have opportunities to earn them.

GUIDELINES

-Douglass Dollars will be printed and provided by the office.
-Opportunities to exchange Douglass Dollars for privileges/rewards will be available on a weekly and monthly basis.
-Douglass Dollars should never be taken away from students once it has been earned.
-Students may not buy, sell, or give away dollars to other students.
-Teachers will write student’s first and last names on the back of Douglass Dollars to prevent them from being stolen or lost.
-Teachers will also write their first and last names (as well as sign them)
-If dollars are lost, they will not be replaced.
-Teachers may develop a classroom system of storing/managing Douglass Dollars.
-A parent letter will be sent home detailing our new reward system.

DOUGLASS DOLLARS REDEMPTION

There will be opportunities for students to spend their Douglass Dollars on activities and/or items. These activities will typically occur on Fridays (every 2-3 weeks).

Occasionally, a school-wide focus may be given to targeted problem areas (i.e. appropriate cafeteria behavior, restroom expectations).

REWARD SYSTEM

Rewards can include, but are not limited to: six weeks incentives, lunch with the teacher, positive calls home, stickers (tangible rewards), public recognition, student(s) of the month, class competitions.

The following are rewards and their prices. The Discipline Committee will revisit rewards, soliciting input from staff for changes throughout the year.
School-wide rewards will include:

<table>
<thead>
<tr>
<th>Activity/Item</th>
<th>Number of Douglass Dollars</th>
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<tbody>
<tr>
<td>Freeze Pop / Snow Cone/ Popcorn Fridays</td>
<td>$10</td>
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<tr>
<td>Video Game Room</td>
<td>$25</td>
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<tr>
<td>Lunch with the Principal/Asst. Principal</td>
<td>$20</td>
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<tr>
<td>Grade Level Drawings (raffles)</td>
<td>$2 / $5</td>
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<tr>
<td>Free Dress Day</td>
<td>$20</td>
</tr>
<tr>
<td>Movie Night</td>
<td>$15</td>
</tr>
<tr>
<td>Office Help during Specials</td>
<td>$20</td>
</tr>
<tr>
<td>School Store</td>
<td>$2 / $5 (depending on items)</td>
</tr>
</tbody>
</table>

**REMINDERS**

- Douglass Dollars are earned for exhibiting appropriate behavior consistently or above and beyond!
- Douglass Dollars are not intended to reward classes as a whole.
- Douglass Dollars are not to be used as academic rewards.
- Parent letter will be sent home on Wednesday, September 7th detailing our new reward system.
- Teachers may begin giving out Douglass Dollars on Thursday, September 8th.
- Teachers are encouraged to develop systems to help students with storing/managing Douglass Dollars.
- If you need additional Douglass Dollars, please email Ms. Frazier.
**School-wide Detention System**

Frederick Douglass Elementary School staff has implemented a detention program for the purpose of helping students displaying repeated misbehavior. The expectation is that parents will assist the school in enforcing school rules and appropriate student behavior.

**DETENTION DAYS AND TIMES**

Wednesday – Friday; 3:15p.m. – 4:30p.m.

**ELIGIBILITY**

All students in 2nd through 5th grades that display disruptive behavior that interferes with school purposes or educational processes may result in an assigned detention.

Under normal circumstances, a student will be given a warning, receive a consequence in the classroom, be assigned cooling-off, or possible other in-school consequences before being assigned a detention due to poor behavior. However, if the behavior is severe enough or a pattern of poor behavior has been established, the student may be assigned a detention without a prior warning.

**DETENTION REPORTING PROCEDURES**

Teachers should contact parents regarding detention assignments. A confirmed parent contact is required for a student attending detention. A Detention Notice may also be sent home to inform the parent of the problem. Parents are to sign the notice and send it back to school the next day.

Once parent confirmation of detention, teachers should:

- Complete the “After-School Detention Form”, make a copy for your records and turn in a copy to the designated detention personnel.

Students will be assigned to detention from 3:15p.m. – 4:30p.m.

Detention will be held in Room 113.

If a student misses an assigned detention period for any reason other than illness, an additional detention will be assigned. After two skipped detentions, additional consequences may be assigned. Additional skipped days may result in out of school suspension.

- Parent contact and confirmation of detention is required (should be documented in your parent contact log).
- All students must pre-arrange transportation home.
- Students are to report to detention.
- Students are to be quiet and on task during the entire time.
- Students are not allowed to go to their classrooms during detention.
✓ Misbehaving during detention may result in additional consequences.
✓ A staff member will pick up detention students from their classroom prior to dismissal.

**DETENTION PERSONNEL**

Teacher volunteers will run weekly detention sessions. Teacher volunteers may sign up to work afternoon detention in exchange for their week of assigned morning duty. Volunteers can sign up for weekly slots on calendar located in the front office or with Ms. Frazier.

Detention Personnel will be responsible for:

- Supervising detention session
- Picking up the Detention binder from the front office (binder will include attendance)
- Taking attendance
- Returning Detention binder to the office

**School-wide Prevention and Intervention Strategies**

- Weekly behavior logs/charts
- Mentoring programs
- Monthly restorative justice circles
- Parent outreach
- Behavior intervention plans
- Student Support Team referral
Classroom Discipline Plan of Action

The following procedures will be used for maintaining the discipline of students at Frederick Douglass Elementary School.

**Teacher Responsibilities**

1. Create Classroom Rules (3-5)
2. Create Classroom Procedures for daily routines (sharpening pencils, walking around the classroom, asking questions, etc)
3. Review classroom rules and classroom procedures with students the first week of school. (as needed)
4. Post Classroom Rules, Consequences and Rewards in your classroom

**Classroom Discipline Consequences**

**First Action Step:** Verbal Warning.

**Second Action Step:** Teacher Student Conference. PARENTS should be contacted. Document this in your parent contact log and/or the discipline folder.

**Third Action Step:** Isolate student in the classroom. Students should never be placed in the hall unattended as means of dealing with inappropriate behavior. A student should not be “sent” to the office. The teacher or escort should accompany the student to the office. (Office Referrals: Fighting, Serious Threats, Sexual Harassment, Gang Activity). Corporal punishment is not used at Frederick Douglass.

**Fourth Action Step:** Send student to Grade Level discipline designee.

**Fifth Action Step:** Schedule and Have a Face to Face Parent Conference.

**Sixth Action Step:** Assign Detention (must contact parent).

**Seventh Action Step:** Refer to counselor for Peer Mediation. If unsuccessful, refer to SST Committee for Discipline RTI strategies/interventions.

**Final Action Step: Office Referral**
Only students who have a discipline referral form (filled out completely) will be seen by an administrator or adm. designee. (Fighting, Drugs, Gang Activity & Sexual Harassment require an immediate referral).
Discipline Reminders:

- Weekly folders (ex: Thursday folders) will be sent home to provide parent communication.
- Teachers **CANNOT** eliminate students from extracurricular activities or field trips without **prior approval** from the Principal or Assistant Principal.
- Do **NOT** place students in the hallway for any type of consequence. Send student(s) to your neighboring teacher for redirection.

*Positive Celebrations*

*At the end of each six weeks period Grade levels are to plan celebrations for students who have demonstrated good behavior.*
## Referral Criteria

<table>
<thead>
<tr>
<th>Don’ts</th>
<th>Do</th>
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<tbody>
<tr>
<td>Don not send incomplete referrals.</td>
<td>Set and Communicate Clear Rules and Expectations.</td>
</tr>
<tr>
<td>Do not send a referral for:</td>
<td>Do write referrals for serious infractions: fighting, harassment, drugs, gang activity, etc.</td>
</tr>
<tr>
<td>-Excessive talking</td>
<td>Complete all parts of the referral.</td>
</tr>
<tr>
<td>-Playing in the classroom</td>
<td>List previous actions taken on referral and attach documentation log.</td>
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<tr>
<td>-Inappropriate language to another student</td>
<td><strong>Follow the steps of the discipline management plan.</strong></td>
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<td>-No homework</td>
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<td>-Shirts not tucked in appropriately</td>
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<td>-Inappropriate Behavior in the hallway</td>
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<tr>
<td>-Cell Phone use/ visible</td>
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<tr>
<td>Do not send a referral if you have not contacted the child’s parents.</td>
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<tr>
<td><em>(unless it is a mandatory removal offense)</em></td>
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</tbody>
</table>
Referral Protocol

* Send the student to the main office. (Student must be accompanied by an escort with the referral)

* Office personnel in the main office will contact the Assistant Principal or other designee (in the absence of the Assistant Principal) to pick up the student(s) along with the behavior documentation.

* The Discipline Management Team members will serve as cooling off stations for students who may need a 5 or 10 minute cool off period instead of a referral.
When sending students to the office, please follow the reporting procedures listed below. This details who the student should be referred to in the event the administrators are not available.

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Assistant Principal</strong></td>
<td>Discipline referrals for fighting serious threats, drugs, gang activity, sexual harassment, and other serious offenses noted in the Student Code of Conduct.</td>
</tr>
<tr>
<td><strong>Counselor</strong></td>
<td>In the absence of the Assistant Principal discipline referrals should be forwarded to the counselor.</td>
</tr>
<tr>
<td><strong>Principal</strong></td>
<td>In the absence of the Assistant Principal and the Counselor discipline referrals should be forwarded to the Principal.</td>
</tr>
<tr>
<td><strong>Instructional Coaches</strong></td>
<td>In the absence of the Assistant Principal, Counselor and Principal discipline referrals should be forwarded to the Reading/Math/Science Coaches.</td>
</tr>
<tr>
<td><strong>Discipline Management Team</strong></td>
<td>In the absence of the Admin. Team discipline referrals should be forwarded to the designated member of the Discipline Team.</td>
</tr>
</tbody>
</table>