

MAKALAPA ELEMENTARY SCHOOL DISCIPLINE PLAN

INTRODUCTION

Discipline is essential to the educational process. All students have the responsibility to behave in a manner that allows learning to occur and does not violate the best interest of any person in the school community. In matters concerning discipline students always have the right to due process and we will always seek outcomes that will advance the purposes of education while remaining consistent with applicable state laws and established state Board of Education policies. Our goal is for all students to be able to consider the feelings of others, exercise good judgment and self control, and make wise decisions.

Teachers have the right to:

- * Have a classroom that provides the optimal learning environment.
- * Determine what is appropriate classroom behavior for students and expect compliance.
- * Ask for assistance from parents, administration, and other school personnel with the behavior of a student, when needed.

Students have the right to:

- * Be provided with a classroom atmosphere that is conducive to learning.
- * Have a teacher who will promote appropriate behavior by providing positive supports.
- * Have a teacher who will help a student limit inappropriate behavior by discouraging it while respecting the student's dignity.
- * Have a teacher who will be consistent in his/her approach to discipline.

All teachers will have a classroom discipline and management plan. The plan will be approved by the principal and is to be shared with the students and the parents. The plan will contain

- * Classroom rules
- * Consequences for inappropriate behavior
- * Rewards for acceptable behavior

PHILOSOPHY ON FIGHTING

It takes two to fight. If a student senses that a situation he/she is involved in might lead to a fight, he/she must decide whether to stay and fight or leave and get help. If he/she could have left but chose not to and a fight ensued, the student may be given the same consequences as the student who precipitated the fight. A student who precipitates a fight by making obnoxious or obscene gestures or statements is at fault as much as if he/she had hit the other person.

PHILOSOPHY ON DEFENDING ONESELF

A student has a right to defend himself/herself from a sustained physical attack and will not suffer the consequences unless he/she precipitated the attack. The student still has the obligation to try to leave the situation and get assistance from an adult instead of fighting.

GETTING HELP

When a student finds himself/herself in a confrontational or unpleasant situation, he/she should seek help from the nearest adult, such as a teacher or playground supervisor who is on duty. If the student does not get satisfaction, he/she should talk to his/her homeroom teacher. Failing resolution there, the student should seek help from a counselor, the vice principal or the principal.

CHAPTER 19

A set of disciplinary rules, adopted by the State of Hawaii Board of Education and approved by the governor, went into effect on September 1, 1982. The set of rules, commonly referred to as Chapter 19, specify four classes of offenses – Class A, Class B, Class C, and Class D – and the types of disciplinary actions that may be taken for each. The following is a summary of Chapter 19. A copy of a booklet describing Chapter 19 in detail may be obtained from the office.

Class A Offenses

Class A offenses are prohibited by State law. These include assault; burglary; possession or use of dangerous weapons or instruments; extortion; possession or use of firearms; possession, use or sale of illicit substances; murder; property damage; robbery; sexual offenses; and terroristic threatening.

The disciplinary actions that may be taken for Class A offenses include reprimand and warning; parent conference; referral to an alternative educational program; detention; suspension; disciplinary transfer; and dismissal. In addition, the Honolulu Police Department will be notified.

Class B Offenses

These offenses are also prohibited by State law. They include disorderly conduct; rendering of false alarm; gambling; harassment; theft; and trespassing.

The disciplinary actions that may be taken are the same as those for Class A offenses.

Class C Offenses

Class C offenses are those prohibited by the Department of Education (DOE) rules. They include class cutting; insubordination; leaving campus without consent; smoking or the use of tobacco substances; and truancy.

The disciplinary actions that may be taken for Class C offenses include reprimand and warning; parent conference, referral to an alternative educational program; detention; suspension; disciplinary transfer; and dismissal. Suspension, disciplinary transfer and dismissal do not apply to truancy.

Class D Offenses

These are offenses prohibited by rules set by the school. They include possession or use of contraband; any other conduct prescribed and prohibited by school rules (see below).

The disciplinary actions that may be taken for Class D offenses include reprimand and warning; parent conference, referral to an alternative educational program; detention; and suspension of 1-10 days. In addition a prohibited item will be confiscated and held until a parent comes by either before or after school and picks up the item.

MAKALAPA SCHOOL RULES (CLASS D OFFENSES)

- * Students are not allowed to bring pets, iPods or MP3 players, Game Boys or other video game players, valuables, weapons, or toys (including balls, sling shots, tops, yoyos, skateboards, scooters, razors, stereos or radios, roller skates or roller blades, marbles, cards, firecrackers, knives or sharp implements, water or cap pistols, or matches). Students are not allowed to ride around on Wheelies, shoes with a wheel in the heel. Wheelies should not be worn to school. Exceptions are items for class activities, with teacher permission.
- * Students are not to use cell phones when school is in session. The telephones in the classrooms may be used when necessary and with teacher permission. Parents who want to communicate with his/her child should call the school office and have an office personnel deliver the message to the student.
- * All students should be on the playground during recess unless directed by a teacher, a counselor or an administrator.
- * To avoid injury to self and others, students are expected to walk everywhere on campus. Running is allowed only on the playground during recess or physical education.
- * Upon arrival at school, a student should report directly to his/her classroom area as directed by his/her teacher, and remain there. An exception is a student reporting to the

cafeteria for breakfast. After eating his/her breakfast the student should report to his/her assigned classroom area.

- * When school is over a student should leave the campus as soon as his/her school duties are completed. If a student is to remain on campus, permission must be obtained from his/her parents.
- * The use of profanity, name-calling, derogatory language; spitting; gum chewing; pencil fighting; karate blows and kicks; and wrestling holds are prohibited.
- * The following pertain to pedestrian safety. Students should
 - > obey all traffic rules
 - > obey the crossing guards and the JPO on duty at the Salt Lake Blvd. intersection.
 - > refuse rides from strangers.
- * The following pertain to bicycle safety.
 - > Bicycle riding on the school campus is prohibited at all times.
 - > Walk the bicycle in a crosswalk and on campus.
 - > At school, park the bicycle in the bicycle rack and secure it with a lock.
 - > For safety reasons, bicycle riding to and from school by students in grades K-2 is discouraged.
- * The following pertain to bus safety. Students should
 - > walk to and from the bus in an orderly manner. No running.
 - > stand in a single file while waiting to get on the bus or while waiting to get off the bus.
 - > not yell, push, shove, hit, use profane or derogatory language, or fight while on the bus.
 - > keep hands and head in the bus.
 - > remain seated unless getting off the bus.
 - > obey Bus Company rules.
 - > show the bus pass to the driver when boarding the bus.

A student's bus riding privilege may be suspended or revoked by the principal or vice principal if he/she continues to violate bus safety rules after being counseled.
- * The following pertain to playground safety.
 - > Students should stay within the fenced area and within designated boundaries as explained by the teacher.
 - > Students should wear shoes on the playground. Shoes must be worn when playing on the playground equipment and on the basketball courts.
 - > Students should not climb or hang on trees.
 - > Students should not throw stones, sand, berries or twigs at people.
 - > The only organized sports allowed are kickball, tetherball, soccer, volleyball and basketball. These must be played in their designated areas and by the designated grade levels, as explained by the teacher.

- > Students should not play “chicken fight,” kick fighting, wrestling, “Power Rangers,” or other games of body contact. Also, no piggyback carrying.
 - > When a ball goes over the fence, inform a supervising adult.
 - > Ball playing is prohibited everywhere on campus except on the playground.
 - > If a problem occurs, get help from a supervising adult.
 - > Snacks can be eaten only during recess and in a quiet area.
 - > Obtain permission from a supervising adult to use the restroom.
- * The following pertain to quiet areas and snack areas.
- > These areas are for sit-down activities only, such as reading or eating snacks.
 - > No games or toys are allowed.
 - > Put litter in the trashcans.
- * The following pertain to the basketball court.
- > Basketball shoes or sneakers must be worn.
 - > Do not climb on the basketball standards or hang on the poles attached to the standards.
 - > Do not hang on the basketball nets or rims.
 - > Play fair.
 - > Take turns; let others play.
- * The following pertain to soccer.
- > Basketball, tennis shoes, or sneakers must be worn.
 - > Do not walk or run through the area where a game is being played.
 - > Play fair.
 - > Take turns; let others play.
- * The following pertain to the classroom.
- > The teacher’s classroom rules must be obeyed.
 - > Respect school property. Use textbooks, tables, chairs, etc., with care.
 - > Go to class on time.
 - > Do not mark on the walls or the desks.
- * The following pertain to the restrooms.
- > Obtain permission from a teacher or supervising adult before using the restroom.
 - > Do not deface restroom facilities or misuse the supplies.
 - > Do not loiter or play in or near the restrooms.
 - > Do not eat in the restrooms.
- * The following pertain to the cafeteria.
- > When lining up for lunch, line up in a single file. Do not cut in line, run, or disturb others.
 - > Dispose of meal trays and utensils properly
 - > After eating wait quietly at the table to be dismissed by a lunch supervisor.
 - > Use proper table manners.

- > Excessive noise making is prohibited. Speak in a conversational tone.
 - > Do not throw food.
 - > Do not exchange food with others. This is a Department of Health regulation.
 - > Respect and heed the adult supervisors.
 - > All food must be eaten in the cafeteria.
 - > Bring a note or a Lunch Pass from a teacher or counselor to be released from the cafeteria or playground, except to go to the Health Room or the restroom.
 - > Ask a supervising adult for permission to use the restroom.
- * Students are expected to follow the provisions of Makalapa's Clothing Policy, as described in the Parent Handbook.

DISCIPLINARY ACTIONS

When a student violates a rule the consequence or disciplinary action that results will be in accordance with Chapter 19. The following will be considered.

- * Students will be counseled in addition to any other consequences.
- * The severity of the infraction will be taken into consideration in determining the consequence. For example, a mild infraction may be handled with a reprimand or warning. The second offense may warrant detention, and repeated offenses may result in suspension.
- * The classroom teacher will refer a student to the administration when efforts to help the student have not altered the offending behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
- * Whenever possible, the consequences of misbehavior will include natural or logical consequences, e.g., loss of privileges, picking up litter on campus, etc.
- * Lunch will not be revoked for disciplinary reasons. Field trip privileges may be revoked if a student's behavior restricts the rights of others to enjoy the activity or poses a safety risk when special supervision cannot be provided.
- * School personnel may take reasonable action if it is necessary to restrain a student from hurting himself/herself or another person, or from destroying property.

Specific consequences include the following.

- * Reprimand or warning.
- * Parent notification or conference.

* Detention:

- > Loss of privileges, such as recess or field trip.
- > Time out.
- > After-school detention, but only after informing parents.
- > Wiping the cafeteria tables and/or sweeping the cafeteria floor.
- > Eating lunch in an alternate setting.
- > Cleaning graffiti.
- > Picking up litter.
- > Other chores, as appropriate.

* Suspension:

When intervention plans fail and the student's problem behavior persists, it may become necessary to suspend him/her from school. Suspension is considered a last resort. When any suspension is put into effect, parents/guardians will be notified as soon as possible.

- > In-school suspension.
Whenever possible, in-school suspension will be utilized over out-of-school suspension. During in-school suspension the student will be separated from his/her class and not have recess or be allowed to participate in class activities, but may work on class assignments under supervision.
- > Out-of-school suspension.
There may be instances when a student's behavior can be severely disruptive or a clear threat to other students. In such cases, the student will be suspended and sent home with a parent or guardian. If a student is given an out-of-school suspension for 10 or more days, substitute educational activities will be provided.

* Others:

- > Behavior contract.
- > Financial restitution.
- > Confiscation of contraband.

GENERAL LEARNER OUTCOMES

The State of Hawaii Department of Education has developed and implemented General Learner Outcomes (GLO), overarching goals for all public school students. We would like all of our students to inculcate these Outcomes, for they will sustain the student long after leaving school and help him/her lead a full and productive life. The GLO are an integral part of the school culture as demonstrated daily in our classrooms. They are

- **Self-Directed Learner.** This is the ability to be responsible for one's own learning.
- **Community Contributor.** This is the understanding that it is essential for human beings to work together.

- **Complex Thinker.** This is the ability to demonstrate critical thinking and problem solving.
- **Quality Producer.** This is the ability to recognize and produce quality performance and quality products.
- **Effective Communicator.** This is the ability to communicate effectively.
- **Effective and Ethical User of Technology.** This is the ability to use a variety of technologies effectively and ethically.

Most behavioral problems are covered by one or more of these GLO and teachers and administrators use the GLO as a “common language” when discussing behaviors with students.

ENCOURAGING POSITIVE BEHAVIOR

Makalapa has a school-wide Positive Behavior Support System to encourage desirable student behaviors. The System includes the Random Acts of Kindness Program and Awards Assemblies.

Positive Behavior Support (PBS) System

The PBS is based on the idea that students usually gain the attention of adults when they behave improperly and are ignored when they behave properly. This is counterproductive because it tends to reward improper behavior. The intent of PBS is to systematically recognize all students to behave properly, thereby encouraging such behavior.

Random Acts of Kindness (RAK) Program

The RAK program is designed to systematically recognize those students who do an act of kindness from the goodness of their heart. The intent of RAK is to encourage all students to show kindness to everyone on our campus and to be helpful to one another. All adults who work at Makalapa are involved in nominating Makalapa students for a RAK recognition. The students who have been nominated for a RAK award are listed monthly in the Parent Bulletin.

Awards Assemblies

Awards Assemblies are held several times during the school year to recognize student achievements. Achievements that are recognized include perfect attendance, being exemplars of the GLO, and being selected by the students in the classroom as the person who best exemplifies the ideals of the GLO. This person is designated the Junior Ram.