



Maple Hill Elementary School -Discipline Plan-



Your child's teacher will introduce the classroom and playground rules with your child. However, we would like parents to review the Discipline Plan with their child at home. Please sign below confirming that you have read the Discipline Plan with your child.

Student Name

Parent Name

Student Signature

Parent Signature

Maple Hill's Mission Statement:

At Maple Hill, it is our mission to establish a school environment where every student has the opportunity to receive a stellar education — one that meets their individual needs in a safe and loving environment where their hearts are ignited, their spirits are encouraged, and their minds are challenged. We strive to ensure that all students who walk through the Maple Hill doors are given the tools, skills, and support to discover their true self-worth, make the impossible possible, and are inspired to make the world a better place.

Objectives:

- Promote respect, responsibility, and safety with our students.
- Nurture and grow empathetic, ethically responsible and respectful students at school, at home, and in their communities.
- Guide and assist children to make decisions based on moral judgement, creating awareness of positive and negative consequences and accepting responsibility for actions.
- Utilize a school wide character education program aligned with English Language Arts textbook themes:
 - August-Citizenship
 - September-Perseverance
 - October-Respect
 - November-Empathy
 - December-Safety
 - January-Kindness
 - February-Gratitude
 - March-Fairness
 - April-Responsibility
 - May-Trustworthiness

PLEASE KEEP PAGES 2-6 FOR YOUR RECORDS

At Maple Hill, a school-wide Discipline Plan has been developed to further ensure student safety and compliance with school rules. This plan, which is detailed on the following pages, is supported by Board of Education Policy and the Education Code. Please refer to the "Signature Acknowledgement & Accountability" page (enclosed in summer packet) which includes the "California Education Code Annual Parental Notification Requirements" link that details districtwide discipline practices.

CLASSROOM DISCIPLINE

Classroom teachers develop individual classroom discipline plans that are age appropriate and effective in assisting students to develop individual responsibility. Rewards for good behavior and consequences for inappropriate behavior are included as part of each plan. We firmly believe that education is a partnership; therefore, teachers take a proactive approach in contacting and communicating with parents regarding discipline issues. Teacher/student conferences, time-outs, phone calls, requiring the parent to stay at school with the child, parent/teacher/principal conferences, in-house suspension, or suspension to home are interventions used to help the student learn responsibility.

DESIRED BEHAVIORS

General School Rules (Be Respectful, Be Responsible, Be Safe)

1. Be respectful of yourself, one another, and property.
2. Students will not use profanity or inappropriate language.
3. Listen carefully and follow directions.
4. Settle differences peacefully, talking out any problems. Think before acting.
5. Play safely – no rough play, tag, contact sports, or play fighting.
6. Walk in all areas except the playground grass area.
8. Follow school playground and game rules.
9. Keep hands, feet, and objects to yourself.

Playground Rules (Be Respectful, Be Responsible, Be Safe)

1. Include everyone.
2. Take turns, share.
3. Follow all playground equipment rules.
4. Freeze at the Freeze bell. Walk to your classroom line when whistle is blown.
5. Stay in designated play areas.
6. Walk on the blacktop.

Lunch Area Rules (Be Respectful, Be Responsible, Be Safe)

1. Be polite to others.
2. Eat your own food properly. Do not share food.
3. Use a soft voice.
4. Listen to adults.
5. Clean up your area, leave no trace.
6. Raise your hand and wait to be excused to leave.
7. Use walking feet to and from the lunch area.

DETAILED PLAYGROUND RULES AND OTHER RELATED SCHOOL-WIDE RULES

1. Students are not to arrive at school before 7:40 a.m. Supervision begins at 7:40 a.m. Students must either walk home promptly or be picked up promptly at their dismissal times. There is no after-school supervision.
2. All playing stops when the bell rings at the end of recess. Students are to stop playing and line up promptly. Drinks and visits to the restroom are to be done before the bell rings.
3. Balls should be hit, not kicked against the ball walls.
4. No students are to be in the hallways during recess or lunch unless they have a hall pass.
5. No loitering in restrooms or other areas of the school grounds at any time. During recesses, all students are expected to be safely and productively involved in an activity or game.
6. All games remain open until they exceed the maximum number for safe play as determined by the yard supervisors.
7. No games which involve tackling, wiping out, shoving, keep-away, riding on another's back or chasing are allowed.
8. No climbing on backstops, fences, or in trees. Students must remain where they can be seen by supervisors at all times.
9. Throwing of rocks, sticks, or other objects other than playground balls is not allowed.
10. No name calling or profanity.

BULLYING

The staff of Maple Hill Elementary School believes that all students have the right to a safe and healthy school environment. The school will promote mutual respect, tolerance, and acceptance.

The staff at Maple Hill Elementary will not tolerate behavior that infringes on the safety of any student. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils. Bullying is an aggressive behavior that is negative and intentional, carried out repeatedly over an extended period of time, and where the behavior occurs in a relationship where there is an imbalance of power between the parties involved.

Acts of bullying include, but are not limited to:

- Name calling
- Rumor spreading
- Verbal abuse
- Non-verbal acts (e.g., social isolation)
- Physical acts
- Inappropriate online communication (e.g., cyber bullying)

Maple Hill Elementary School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. Maple Hill feels strongly about its responsibility to nurture students and will immediately intervene when a bullying incident occurs.

Maple Hill will promptly follow up with incidents of name-calling in order to prevent ongoing bullying at the school. This policy applies to students on school grounds, while traveling to and from school on a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Parents will be notified by the teacher and/or administrator regarding the incident(s).

Maple Hill Elementary School will participate in ongoing staff development training in bullying prevention and maintaining a positive school culture. The school will cultivate acceptance and understanding in all students and staff to build its capacity to maintain a safe and healthy learning environment. If needed, students will receive additional support from the school counselor.

NO NAME CALLING & PROFANITY POLICY

Name calling and profanity are hurtful and disrespectful. Students must think about the following consequences and catch themselves before they name call and/or use profanity toward others.

First Offense: Parents of students using name calling or bad language will be contacted. Student will lose a recess.

Second Offense: Students will lose recess from 1-5 days. Parents will be contacted.

Third Offense: Students will be given an extended time out in the office or in another classroom. Parents will be contacted.

Fourth Offense: Students will be officially suspended from school for 1 to 5 days. Reason for suspension will go on the student's record. Parents will be contacted.

POSITIVE CONSEQUENCES FOR STUDENTS WHO FOLLOW SCHOOL RULES

- Verbal Praise
- PBIS tokens for school wide celebration
- REACH awards
- Monthly Principal's Awards Assemblies
- Classroom rewards

CONSEQUENCES FOR STUDENTS WHO CHOOSE NOT TO FOLLOW SCHOOL RULES

As indicated above, each student is responsible for his/her own actions. Parents and teachers both have an important part in helping a student develop responsibility. Discipline is necessary in any group if the goals of the group are to be realized. Orderly conduct is both a necessary condition and an important goal of learning. Since all individuals are unique, no one procedure or method for a given situation is appropriate in every case. In light of this, listed below are steps that are typically taken as interventions to assist students in behaving more responsibly at school.

INTERVENTION

When a student chooses to break a school rule, and a staff member has observed or has concrete proof of a student breaking a rule, a conference will be held between the student(s) and the staff member who observed the infraction. This may or may not be the child's classroom teacher and it may be a noon aide, custodian, office staff member, instructional aide, principal, or any other staff member. Parents who are visiting or volunteering on campus are not to intervene in disciplinary matters. The staff member will then decide to: 1) consider the matter as handled, 2) refer the matter to the student's teacher, or 3) refer the matter to the Principal or Elementary Learning Specialist (ELS).

POSITIVE DISCIPLINE

Following an intervention as described above, one or more of the following positive discipline steps may be taken:

- The teacher may decide to conduct a class meeting for the purposes of airing problems and brainstorming problem solutions.
- The teacher may decide to assign an appropriate consequence or school service to be performed.
- The teacher may decide to make a referral to the Principal or ELS for further action.

OTHER POSSIBLE INTERVENTIONS

Recognizing that the aforementioned strategies may not be an effective deterrent to misbehavior for all students, the following options may be used as needed:

- Provide a service to the teacher or to the school
- Behavior Contract
- Time-out in the office or an alternate classroom
- In-house suspension
- Suspension to Home
- Expulsion

REFERRAL TO THE PRINCIPAL'S OR ELS' OFFICE

Students may be sent to the Principal's Office for disciplinary reasons when sent as a consequence of the classroom teacher's established discipline plan or in the event of a severe infraction (e.g., intentionally harming another student, foul language, stealing, destroying property, defiance, etc.). The Principal or ELS will contact the parent by phone or in writing when a student has been counseled by the Principal more than once or in the case of a severe infraction.

The first time a student is referred to the Principal or ELS, except in the event of a severe infraction, he/she will be counseled by the Principal or ELS and will receive a warning. If a student must visit the Principal again within a short period of time, parents will be contacted and the student will face the appropriate consequence(s) of his/her actions. If a student must visit the Principal or ELS a third time within a short period of time, other more effective interventions will be considered.

In the case of suspension, the parent will be notified in writing, indicating the offense and length of suspension. A telephone conference with the parent will be conducted and a personal conference may also be requested.

EXPECTATIONS

People tend to work best when they understand what is expected of them. This is especially true in a school setting. The development of self-discipline is essential to the building of a good self-image and successful school experiences. At the elementary school level, students are expected to understand the importance of following school and classroom rules and procedures in order to help themselves and others to become responsible citizens. Good sportsmanship, manners, and proper respect for fellow students and those in authority will be insisted upon at all times. All students are expected to follow the school rules. At the beginning of each school year, teachers review and discuss the rules with all students. The rules will also be reviewed periodically as needed. New students to the school will immediately be informed of the rules through use of this Parent & Student Handbook and through interaction with the teacher and classmates.