##### Discipline Procedures

##### DISCOURAGING INAPPROPRIATE BEHAVIORS

##### (Promoting Consistency)

##### *PHASES OF BEHAVIOR*

###### Phase I Behaviors (Green) – Violations of school and bus rules to be managed in classroom, on the bus, or at the place the incident occurred.

**Phase I** behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence. These are minor offenses that can be corrected by staff members or bus drivers.

School Misconducts:

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| Running in the building | Disruptive transition |
| Unsafe/Rough play | Play fighting |
| Uncooperative behavior / Refusal to follow a reasonable request (insubordination) | Non-directed profanity  Disorderly Conduct |
| Electronic equipment at school | Out of assigned area |
| Failure to come to class prepared | Chewing gum |
| Failure to follow rules | Put-downs |
| Failure to stay in seat | Calling out |
| Refusing to work | Inappropriate tone / attitude |
| Inappropriate comments | Minor classroom disruptions |
| Minor dress code infractions  Bus Misconducts:  Eating or drinking on the bus  Using unassigned bus stop | Food or drink  Riding or attempting to ride unassigned bus |

Phase I Disciplinary Options/Responses/Consequences

Students who engage in Phase I behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. Consequences for Phase I behaviors may include but are not limited to:

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| Verbal correction | Loss of privileges |
| Time out  Teacher-student conference | Apology  Student-counselor conference |
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###### Phase II Behaviors (Yellow) – Violations of school and bus rules to be managed in classroom on the bus, or at the place the incident occurred.

**Phase II** behaviors are more serious in nature. Phase II behaviors will result in an immediate verbal correction, a logical consequence, and a written minor form that is signed by and shared with the student’s parent.

School Misconducts:

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| Chronic Phase I Behavior | Academic Dishonesty / Cheating / Plagiarism |
| Chronic Dress Code Infractions  Bus Misconducts:  Chronic Phase I Behavior  Too loud; too boisterous  Heads, arms, and/or legs out of bus windows | Spitting  Standing when seats are available or when bus is in motion |

##### Phase II Disciplinary Options/Responses/Consequences

Students who engage in Phase II behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a *Minor Incident Report*, which will be signed by the teacher and parent. Consequences for Phase II behaviors may include but are not limited to:

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| Verbal correction | Time Out |
| Loss of privileges  Peer Mediation  Reflective essay (topic to be selected by teacher or administrator) | Apology  Lunch and/or recess detention  Referral to the Pupil Personnel Worker  School Instructional Team (SIT) referral |
| Behavior/Academic contract  Teacher/student conference  Teacher/Parent conference  Counselor/Student conference  Counselor/Teacher conference  Academic Dishonesty / Cheating / Plagiarism– Student receives failing grade. If students are collaborating then both receive the same consequence. | Monday Letter with copy of *Minor Incident Report* attached  Administrative Referral for persistent or severe, three *Minor Incident Reports*, Phase I misbehavior |

###### Phase III Behaviors (Red)- Violations of school and bus rules to be managed by an administrator.

Serious fighting, harassment, and verbal abuse violate the dignity, well-being, and safety of another person. These behaviors will not be tolerated and will require administrative intervention. Phase III behaviors may result in suspension but may also be corrected using a variety of logical consequences. **Phase III behaviors correspond with Level II of Prince George’s County Administrative Procedure 10101, Sections IV – VII of the *Code of Student Conduct.***

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| School Misconducts:  Chronic Phase II behavior | Intimidation/Verbal threats |
| Stealing | Harassment |
| Vandalism | Verbal abuse/directed profanity |
| Possession of weapons | Fighting or aggressive physical contact |
| Leaving School Grounds  Bus Misconducts:  Using foul or abusive language | Possession or under the influence of illegal substance  Throwing objects from the bus |

##### Phase III Disciplinary Options/Responses/Consequences

Students who engage in **Phase III** behaviors will be referred to the principal or assistant principal for immediate corrective action. After consulting with the parents and appropriate school personnel, the administrator will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior.

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| Verbal correction | Time Out |
| Loss of privileges  Exclusion from extracurricular activities  Confiscation | Behavior contract  Mediation  In-School suspension |
| Detention | Suspension from school |
| Administrator/teacher/ student conference  Monetary restitution for damaged items | Suspension of transportation privileges  Parent escort at school/events |
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**Serious or repeated Phase III/Level II misbehavior may result in a more serious consequence or treated as a Level III or IV offense.**