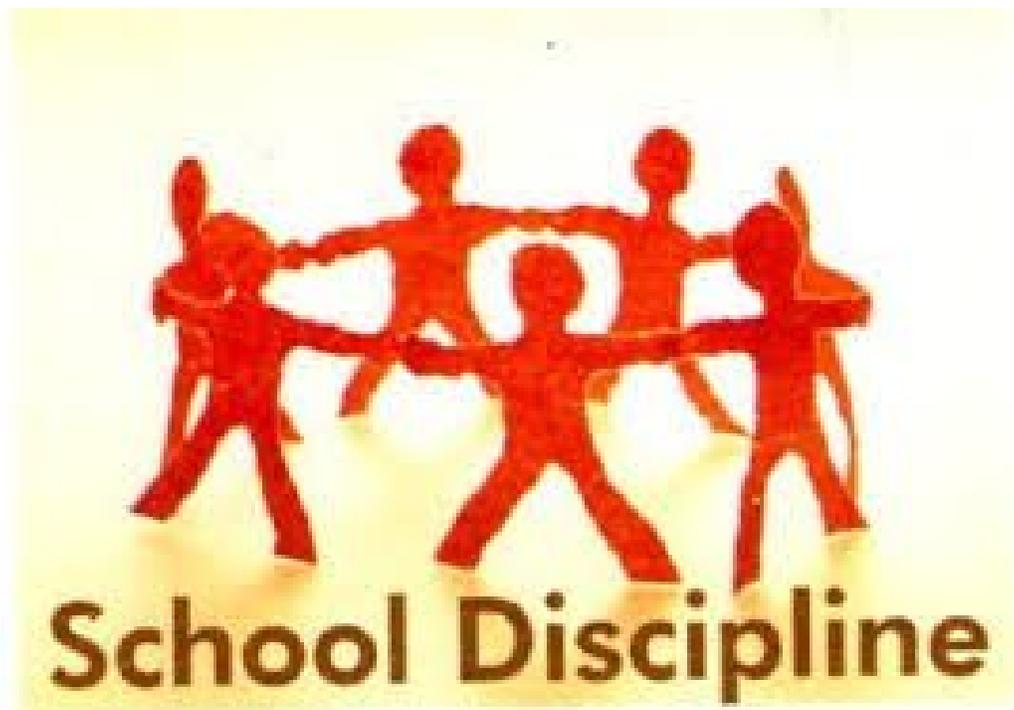


Wonewoc-Center School

4K-12

Progressive Discipline

Procedures



Adopted by: Wonewoc-Center School Board
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Overview of Progressive Discipline

A safe and accepting learning environment is essential for student achievement and well-being.

Positive School Climate

A positive school climate means everyone; students, parents/guardians, staff and community members feel safe, welcome and respected. Everyone has a role to play in promoting healthy relationships and a school climate which encourages appropriate student behavior.

“Whole School Approach”

Wonewoc-Center’s approach to making schools safe and accepting, involves the whole schools focus on:

- Collaboratively promoting positive student behavior through a code of conduct.
- Building healthy and respectful relations throughout the whole school community.
- Preventing inappropriate behavior through initiatives like bullying prevention programs.
- Assessing inappropriate behavior through progressive discipline.

What is Progressive Discipline?

The Wonewoc-Center School Discipline Policy can be found on the district website: www.wc.k12.wi.us under Board of Education Link, School Board Policies. Policy No. 5600.

Through progressive discipline, principals/dean of students determine appropriate consequences and/or support to help students improve their behavior, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behavior from happening again.

When schools use progressive discipline, the following should be taken into consideration:

- The student’s stage of growth and development.
- The nature and severity of the behavior.
- The impact of the behavior on the school climate.

Within this context, more serious consequences may be considered for inappropriate behavior that escalates or is repeated. Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning.

What does this mean in Practice?

Principals/dean of students will consider a range of options to determine the most appropriate way to respond to each situation and help the student learn from his or her choices. This will include different support and consequences.

Support should include:

- A conversation with student,
- A review of expectations for student's behavior,
- Counselling from a school counselor.

Consequences could include:

- An assignment,
- A detention,
- A consequence that fits the student's misbehavior,
- A suspension or an expulsion.

Principals/dean of students will make these decisions after looking at individual circumstances and mitigating factors like the student's age, stage of social development, special education needs, history and the circumstances of the behavior.

Behaviors occurs in a broader context and can be changed over time. Each decision on discipline is unique for each student, as it will depend upon the strengths and challenges of the student.

How do schools address inappropriate behavior?

Intervention can come through different support (such as counseling) and consequences (such as detention). Ongoing discussion with students and their parents/guardians will inform the principal/dean of students choice of the support and/or consequences that will help the student improve their behavior and make good choices. For a student with special education needs, the interventions, support and consequences must be consistent with the information in the student's Individual Education Plan (IEP).

In some cases, a suspension or an expulsion may be necessary. Students who are suspended for more than five school days, or who are expelled from school by the school board, may be given opportunities to keep learning. For students who are suspended one to five school days, the school is expected give them a homework package to allow them to continue their education.

How are parents/guardians involved in a Progressive Discipline approach?

Parents/guardians have a primary role to play in their children's education. Wonec-Center will actively engage parents/guardians in the Progressive Discipline approach by involving them in ongoing conversations about their children's achievement, well-being and behavior. When schools and parents/guardians are partners, there are many positive results. These include improved student well-being, reduced absenteeism, positive student behavior, improved student achievement and increased confidence among parents/guardians in their children's schooling. The approach behind Progressive Discipline is the result of listening to the feedback and advice of parents/guardians, students and educators and incorporating their perspectives.

Teachers Role in Progressive Discipline

Each teacher at the Wonewoc-Center School District shall have a Progressive Discipline Plan within the classroom. There should be at least four steps within the classroom prior to being sent to the office. These plans should be posted so all students know what they are and should be followed consistently with all students. The classroom discipline plan should include expectations of behavior in the areas of:

- Being prepared for class,
- Acceptable behavior when it comes to classmates, (talking out of turn, interrupting others, etc.)
- Acceptable behavior when it comes to teachers and support staff, (speaking disrespectfully)
- Homework,
- Other.

It would be best if teachers at the same level have the same rules.

Some procedures to be used in the classroom when breaking rules are:

- Writing apologies,
- Missing out on fun activity,
- Missing 5 minutes of recess,
- Being last in line,
- Informing the parent.

Progressive Discipline Plan

Step system

Most routine discipline problems at the Wonewoc-Center School System will be dealt with using four steps.

Classroom Misbehavior

1. The first time a student breaks a rule, the staff member will give the student a verbal reprimand or take other appropriate action.
2. The second time the student misbehaves, the staff member may decide to take away a privilege.
3. For the third offense, the staff member will contact the parents/guardians telling them of their child's unacceptable behavior. The staff member may also administer a consequence. Students will be required to complete a "Think It Out Sheet". A child will receive one demerit every time they have to fill out a "Think It Out Sheet" for misbehavior.
4. On the fourth offense, the student will be referred to the principal/dean of students. The principal/dean of students will also administer a consequence ranging from detention, to in-school or out-of-school suspension, etc. If the student is kept after school, the parents/guardian will be notified in advance. These routine steps will take care of most problems with misbehavior; however, steps have been determined for more serious or continued behavior. Students sent to the principal/dean of students will receive two demerits and a major offense for continued misbehavior in the classroom.

The purpose of a discipline system is to:

- Improve the education environment for students, teachers, parents/guardians and staff,
- Inform students and parents/guardians of rules and policies,
- Record discipline violations in a systematic way,
- Predetermine disposition for violations, when possible.

Parents/guardians and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools, on buses, etc. Progressive Discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement the discipline system is a demerit/merit system. All demerits/merits will be assessed by the principal/dean of students or designee, as the result of a behavioral referral. Teachers will try to resolve problems prior to referring a student to the office.

Students wishing to appeal demerits assigned may do so by following the district’s policy on grievances.

Demerits

Event	Demerits	Comments
Behavior that infringes on the rights of others	1 to 3 demerits	
Coming to class ill prepared	1 to 3 demerits	
In hallway without a pass	1 to 3 demerits	
Running in the hallways	1 to 3 demerits	
Tardy to class without an excuse	1 to 3 demerits	
Skipping a class	1 to 3 demerits	
Possession of toy guns, water balloons, spit wads and other non-weapon items when used to create minor disruptions	1 to 3 demerits	
Disorderly conduct (throwing snowballs, physically pushing someone)	1 to 3 demerits	
Cheating on classroom assignment	1 to 3 demerits	
Failure to follow school rules	1 to 3 demerits	
Failure to comply with classroom rules after being warned	1 to 3 demerits	
Three or more tardies to a single class	1 to 3 demerits	
Violations of the school dress code	1 to 3 demerits	
Displays of affection	1 to 3 demerits	
Loitering in any area for other than intended purposes (bathroom, parking lot, lockers)	1 to 3 demerits	
Behavior that infringes on the rights and/or safety of others	1 to 3 demerits	
Obscene and/or lewd behavior and/or language-using profanity, the act of cursing or swearing	1 to 3 demerits	
Destruction of school property valued at less than \$100.00	1 to 3 demerits	
Running in the halls	1 to 3 demerits	
Copying or tampering with another person’s computer file or a school owned program/system or any school record	1 to 3 demerits	
Persistent misbehavior in the classroom	1 to 3 demerits	

Theft of school property under \$100.00	1 to 3 demerits	
<p>Elementary: Phones to be stored with Dean of Students in the morning and may be picked up at the end of the school day.</p> <p>Middle and High School: Failure to store cell phones in cell phone holders, or using phone during class or study hall time without permission</p>	1 to 3 demerits	<p>First offense: phone will be taken from student and parent/guardian can pick it up in the office.</p> <p>Second offense: phone will be taken from student, parent/guardian can pick up in the office, student not allowed to bring phone to school for a week.</p> <p>Third offense: phone will be taken from student, parent/guardian can pick up in the office, student not allowed to bring phone to school for a month.</p> <p>Fourth offense: phone taken from student, parent/guardian can pick up in the office, student not allowed to bring phone to school for 1 calendar year.</p>
Disrespect to school official, teacher or staff employee	1 to 3 demerits	
Possession of a pocket knife, less than 3"	1 to 3 demerits	Police may be called
Refuse to follow instructions Insubordination	1 to 3 demerits	
Use or possession of tobacco	5 demerits	Police called
Failure to report directly to the office for disciplinary action	5 demerits	
Misbehavior in the lunchroom; throwing food, intimidating others, taking/eating food off someone's tray	5 demerits	
Fighting or provoking a fight	3 to 6 demerits	Police may be called
Offensive or abusive language	3 to 6 demerits	
Improper use of a motor vehicle on school property	3 to 6 demerits	Possible police referral
Physical attack or assault	3 to 6 demerits	Police may be called
Forgery	3 to 6 demerits	Police may be called
Making prank phone calls	3 to 6 demerits	Police may be called
Unauthorized sale of items	3 to 6 demerits	
Persistent disobedience	3 to 6 demerits	
Willful destruction, defacement of school property over \$100.00	12 demerits	Make restitution Police called
Theft of school property over \$100.00	12 demerits	Make restitution Police may be called
Possession of firecracker or explosives of any nature	12 demerits	Police may be called

False fire alarm	12 demerits	Police may be called
Extortion or physical threats for favor or money	12 demerits	Police may be called
Arson	12 demerits	Police may be called
Bomb threats	12 demerits	Police may be called
Unprovoked assault on a teacher, student, school employee/personnel or school property at school sponsored events	12 demerits	Police may be called
Distributing a controlled substances	12 demerits	Police may be called
Possession or use of pepper spray, tear gas, smoke bombs or similar devices	12 demerits	Police may be called
Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, bombs, incendiary devices or any object which can cause bodily harm)	12 demerits	Police may be called
Sexual harassment (consistent with board policy)	15 demerits	Police may be called
Verbal intimidating harassment directed at another person and witnessed	15 demerits	Police may be called
Hazing/harassment	15 demerits	Police may be called
Indecent exposure (flashing or mooning)	15 demerits	Police may be called
Use of, under the influence of, or in possession of alcohol, illegal, or non-prescribed drugs, inhalants, look-alike drugs, or paraphernalia on school property or at any school sponsored activity	15 demerits	Police may be called
Tampering with fire safety equipment	15 demerits	Police may be called

Consequences

At all level, parents/guardians will be notified by telephone or email. A copy of the referral form, to be signed and returned, will be mailed home informing parents/guardians of violations of this behavior code.

Parental/guardian conferences may also be necessary at various times during the year to help modify behavior.

- 1) Students receiving between 1 to 5 demerits:
 - a) May result in a warning,
 - b) Do a "Think It Out Sheet", have it signed by parents/guardian and return to principal/dean of students,
 - c) May result in lost time at noon or during recess,
 - d) May result in 1 minute to 1 hour detention before school and after school,
 - e) Will result in an apology to the person that was hurt,
 - f) Reeducating appropriate behavior through PBIS.
- 2) Students receiving between 6 to 10 demerits:
 - a) Meet with the guidance counselor and develop a plan of improvement,
 - b) Have a staffing with parents/guardian,

- c) Serve between 1 to 3 hours of detention,
 - d) Letter will be sent home to parents/guardian,
 - e) Reeducating appropriate behavior through PBIS.
- 3) Student receiving between 11 to 15 demerits:
- a) Meet with principal/dean of students to develop a behavior contract, which will be signed by parents/guardians and principal/dean of students,
 - b) Have a staffing with parents/guardians,
 - c) Meet with guidance counselor 1 time/week,
 - d) Receive 1 to 3 full day(s) of in-school suspension,
 - e) A certified letter sent home to parents/guardian explaining their child's status,
 - f) Not be allowed to participate in school wide events,
 - g) Not be allowed to attend any after school activities,
 - h) Reeducating appropriate behavior through PBIS.
- 4) Students receiving 16 to 20 demerits:
- a) Meet with district administrator and parents/guardians to develop a revised behavior contract, which will be signed by parents/guardians and district administrator,
 - b) Have a staffing with parents/guardians,
 - c) Meet with guidance counselor 2 times/week,
 - d) Not be allowed to participate in school wide events,
 - e) Receive 1 to 3 days of out-of-school suspension,
 - f) Not be allowed to attend any after school activities,
 - g) Reeducating appropriate behavior through PBIS.
- 5) Students who receive 21 to 25 demerits:
- a) Will receive between 1 to 5 days of out-of-school suspension,
 - b) Meet with administrative team and two board members to discuss future of child's education,
 - c) Not be allowed to participate in school wide events,
 - d) Reeducating appropriate behavior through PBIS.
- 6) Student who receives 26 or more demerits:
- a) Appear before the school board for possible expulsion.

Merits

Students may earn the option of deleting demerit points by doing approved community service hours. Each hour of community service will earn 1 merit point. The community service work must be approved by the principal/dean of students, and signed by the supervisor of the community service work. It will be up to the student to find the community service work.

A student who has earned demerits and goes 15 days without getting another demerit will also have the number of demerits reduced by one.

The final consequences of a child's misbehavior, rests with the administrative team members and the school board.

Signature Page

This page must be turned in and signed by student and parent/guardian.

I have read the Wonewoc-Center Progressive Discipline Procedures. I understand and agree to the content of the Progressive Discipline Procedures. I agree to following rules and regulations set forth by this handbook.

You may fill out one form and list the names of your children on the form. Students and parent/guardian must sign this form and return to school.

Student Name (print)	Student Signature	Grade Level

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date