

Valhalla Discipline Procedures 2009/2010

Valhalla Classroom Student Self Reflection Sheet: The Student Self Reflection Sheet is used at Valhalla for infractions of the Discipline Plan that are not a danger to the student or others, have not been repetitive in nature, or are not severe. The student is given an opportunity to use the incident to turn his/her behavior around in a positive direction.

A staff member records the incident and may or may not contact the student's parents to discuss the issue. Prior to taking the form home to be signed by a parent, the student completes the reflection section. The student returns the signed form to school the next day.

Conduct Report: The Conduct Report includes a list of specific behaviors that fail to meet behavior expectations. It is used to clarify inappropriate behavior to the student and communicate the behavior to parents. Conduct Reports are used for actions classroom interventions have not remedied, severe behaviors, or for situations in which children are a danger to themselves or others. All supervising adults have access to Conduct Reports. When an inappropriate behavior occurs, a staff member completes and signs the Conduct Report. **When possible**, he or she explains the Conduct Report to the student. Copies are sent to the office, the student's teacher, and the parents, by way of the student.

The student takes the Conduct Report home, the parent signs it, and the student returns it the next school day. The student loses ALL recesses if the signed Conduct Report is not returned on the next school day. The student then goes into the Solution Room to problem solve the situation and call his or her parents with an administrator or counselor.

Solution Room: The focus of our discipline plan is to help students problem solve negative choices and make better choices in the future. When a student either earns a consequence or fails to return a Conduct Report, he or she will report to the Solution Room. The Solution Room is also used for completion of the S.T.O.P. Problem Solving Forms and calling parents to discuss choices that a student has made.

S.T.O.P. Problem Solving Form: Each student who earns a Conduct Report at Valhalla needs to take time to reflect in writing about the negative choices that he or she made. The student needs to complete this S.T.O.P. Problem Solving Form, get the necessary signatures, and then return it to school the next school day along with his/her Conduct Report.

Level System

Level I – First Conduct Report: This will give the student an opportunity to gain a clear understanding of expectations for school behavior. The student's name will be entered on the Behavior Summary, parents will be contacted, and other consequences may be assigned.

Level II – Second Conduct Report: The student continues to violate school rules. Parents should be concerned. The student may receive consequences and the school will contact parents to schedule a meeting between an administrator, the student, and the family.

Level III – Third Conduct Report: The student may lose special privileges, such as special events, assemblies, field trips, room parties, intramural sports, class rewards, etc. The teacher and other supervising adults have authority to decide additional privileges that might be lost. Parents are to set up another parent-student-administrator meeting. Other consequences for behavior may be assigned.

Level IV – Fourth Conduct Report: Parents are asked to spend one half day (morning or afternoon) observing their child at school. The student continues to lose school privileges and will have consequences. At the discretion of the school, a formal Behavior Contract may be required. Parents will be called to set up this half day of shadowing their student.

Level V – Fifth Conduct Report: One day of suspension followed by a parent re-entry conference. Parents will be called. The suspension day follows the fifth infraction.

- After the one-day suspension, the student will not be removed from the Behavior Summary for the remainder of the trimester. The student returns to **Level II** with applicable consequences.

Severe Behavior Clause: The Severe Behavior Clause will occur if a student significantly disrupts the learning environment, refuses to obey a reasonable request, or is a danger to himself/herself or others. Under these circumstances, the student will be removed from the classroom and/or excluded from school. The student may be suspended or expelled depending on the severity of the problem. The student will be placed at the Level II of the discipline plan upon returning to school.

Questions can be addressed to the Assistant Principal or Principal. Parents are encouraged to arrange a parent conference at any time.