

PCK Discipline Policy (revised July 2016)

I) School Expectations:

The Administration and Staff of Parker Core Knowledge strive to establish and maintain a safe school environment for all students. We believe it is every student's right to attend school, receive instruction, and move around the school building and grounds without worry or concern for their safety. All students are expected to treat one another with respect, courtesy and with tolerance for individual differences. While we expect to encounter behaviors that reflect normal peer conflict between students, more serious behaviors, including bullying, are unacceptable as they undermine the environment of safety and trust we strive to maintain.

PCK expects appropriate behavior at all times in the classroom, lunchroom, bathrooms, hallways, on the playing fields, on field trips, and at all school functions. **Students who disregard school rules, infringe on another's rights, or damage property will be held responsible. Staff members who witness a student's inappropriate behavior are obligated to report such behavior to the appropriate teacher or PCK Administration.**

PCK follows a Consequence Matrix, which aligns staff, students and parents on what PCK considers inappropriate behaviors and the consequences of those behaviors. PCK's Consequence Matrix allows our Administration to apply consistent discipline to effect positive change and maintain a safe environment for both students and staff (See Below).

PCK operates in compliance with the Douglas County School District Student Rights and Responsibilities: Code of Conduct and Discipline. Please access this source document through the following link (INSERT LINK).

II) General Discipline Levels:

Level 1 - Classroom Intervention: Applies to behaviors that are irritating and/or disruptive, and impact classmates, staff, or the learning environment. Teachers will employ various techniques (classroom management systems, Love & Logic techniques, Assertive Discipline techniques, etc.) to refocus a student's inappropriate behavior. To the extent this is successful in extinguishing the inappropriate behavior(s), the problem is resolved.

Level 2 - Parental Involvement Needed: Applies to behaviors that have not abated using Level 1 strategies. Student is not responding to teacher correction or consequences which results in the teacher reaching out to schedule a meeting with the student's parents. The objective of the meeting is to secure parental support in developing a plan to change the student's behavior. Behavior consequences are linked to the Behavior Consequence Matrix below.

Level 3 - Administrative Intervention*: Applies to all MAJOR behavior violations, continued willful disobedience and/or ongoing open and persistent defiance of proper authority. Parents will meet with PCK Administration to determine appropriate plan of action to extinguish undesirable or inappropriate behavior(s). Behavior consequences are linked to the Behavior Consequence Matrix below.

****The Administration at PCK reserves the right to review and administer behavior consequences based on their judgment of a particular situation. This may, or may not, involve consequences as assigned below. Additionally, there may be situations/incidents in which FERPA (Family Educational Rights and Privacy Act) protects the confidentiality of students and prevents PCK Administration from disclosing specific disciplinary information or records about a student to anyone but that student's parents.***

III) Parent Communication Channels - To be used when seeking additional information about a behavior incident

All PCK parents are encouraged to immediately consult their child's teacher regarding specific behavior concerns. In some cases, a phone call and/or email will suffice, and in other situations, a parent conference will be arranged. The classroom or homeroom teacher is closest to the incident or issue, and should be the primary contact for the parent.

Contact PCK Administration for serious concerns, and in cases where communication with the teacher has not resolved the issue.

To the extent a behavior issue is not resolved with the PCK Administration after a good faith effort and reasonable time period, parents may initiate communication with the PCK Board through the Parent Grievance procedure as outlined in the Parent Handbook under Section 7.04. All concerns/complaints to the Board must be in writing and submitted one week in advance of a Board meeting. Concerns/complaints should be linked to specific school policy.

IV) PCK Behavior Consequence Matrix

When more serious or ongoing negative behaviors are encountered, they will be address in the following manner:

	Formal Verbal Warning to student; Teacher email sent to parents	Restorative Practice - TBD	Classroom Removal	Loss of Privilege	Classroom Detention; Teacher email sent to parents	Office Detention; Staff email sent to parents	Teacher or Administration conference with Parents; may include a behavior contract	In-School Suspension; Parent meeting with Admin	Out-of-School Suspension; Parent meeting with Admin
Who Can Administer Consequence?	Teachers and Admin	Teacher or Admin	Teacher or Admin	Teacher or Admin	Teacher	Admin	Teacher or Admin	Admin	Admin
Rule Violation									
Unauthorized cell phone use	1st Offense	2nd Offense		3rd Offense					
Use or possession of other unauthorized electronic device	1st Offense	2nd Offense		3rd Offense					
Damage or Defacing School Property (Vandalism)		1st Offenses							All other offenses
Misuse of computer				All Offenses					
Conduct behaviors									
Disrupting Learning Environment	1st Offense		Option: 2nd or 3rd Offense	Option: 2nd Offense	Option: 2nd Offense		Ongoing issue	Ongoing issue	Ongoing issue
Inappropriate Behavior	1st Offense		Option: 2nd or 3rd Offense	Option: 2nd Offense	Option: 2nd Offense		Ongoing issue	Ongoing issue	Ongoing issue

Disrespectful Behavior	1st Offense		Option: 2nd or 3rd Offense	Option: 2nd Offense	Option: 2nd Offense		Ongoing issue	Ongoing issue	Ongoing issue
Unsafe Behavior (e.g. fighting, throwing object, etc.)						1st Offense		2nd Offense	3rd or ongoing issue
Physical Assault								1st Offense	All other Offenses
Throwing food	1st Offense			2nd Offense			3rd Offense		All other Offenses
Inappropriate language	1st Offense					2nd Offense	2nd Offense		All other Offenses
Stealing		1st Offense						2nd Offense	All other Offenses
Dishonesty (Lying)		1st Offense			Option: 2nd Offense	Option: 2nd Offense	3rd Offense		All other Offenses
Academic Cheating	All cheating results in a zero grade for the assignment, quiz, test or project. Cheating incidents are noted in the IC gradebook.								
Major Behavior Issues									
Harassment/ Non-Discrimination	1st Offense, including parent notification						1st/2nd Offense		All other Offenses
Sexual Harassment	1st Offense, including parent notification						1st/2nd Offense		All other Offenses
Weapons	Contact School Marshall / DC Sheriff Refer to DCSD Student Rights & Responsibilities: Code of Conduct								
Drugs or Alcohol, either Under the Influence or Possession at School									
Substantive Threat of Violence									

Definition of 'Consequences'

Formal Verbal Warning: Involves a meeting with the teacher or other PCK staff, including Administration, to explain why a particular behavior is inappropriate and/or unacceptable at school. The purpose of the verbal warning is to educate the student and prevent future, similar mistakes or lapses in judgement. The expectation is that the student will correct the situation and not repeat the negative behavior. Parents will be notified that their student has received a warning. There is no need for further parent communication at this point.

Restorative Practice: This consequence can range in degree from apologizing to a peer, to calming sessions and community service, to research assignments and classroom presentations. Depending on the nature and severity of the behavior being addressed, the appropriate restorative practice will be implemented. Restorative practices and Love & Logic are extremely compatible. Parents will be notified via email prior to their student serving the consequence.

Classroom Removal: A student will be removed from a class where they are disrupting the learning environment. Students may be removed for one or more class periods. Students will be removed to the office or parents may be contacted to remove student from school for a period of time of less than one day. Parents will be notified.

Loss of Privilege: The student will lose the ability to participate in a school activity or event. These can range from a missed recess, to missing an entire field trip or special class activity. Parents will be notified via email.

Detention: Student is detained from participating in regularly scheduled activities.

Classroom Detention - Student will be detained in a classroom to either complete work or miss an activity for which they did not complete the required prerequisites.

Office Detention - Students will be assigned this type of lunch/recess detention as a consequence to certain minor infractions. Students will be required to complete a Behavior Think Sheet. The Think Sheet is sent home with the student (or via email) to be reviewed and signed by the parents and student. The goal of the Think Sheet is to help the student process his/her behavior and its impact on themselves and others.

Parents will be notified that their student has served a detention. There is no need for further parent communication at this point.

Parent Conference: A meeting between parents and a PCK teacher and/or Administrator with the explicit objective of eliciting parent support to bring about a desired behavior change in their student. A behavior contract may or may not be included in this process, depending on the circumstances and duration of the inappropriate behavior.

In-School Suspension: Student is removed from their regular class schedule for a designated period of time (Less than 10 days) and will spend the school day working in the front office. Student will be expected to complete all assigned classwork AND a reflective paper related to the offense.

Out-of-School Suspension: Student will not be allowed to attend school for up to 10 days per DCSD Policy JKD/JKE-R. Consequently, the student will receive zeros on all missing work assignments, tests and quizzes, and he/she will not be allowed on school grounds or allowed to participate in other school sponsored activities and/or events for the duration of the suspension. A reflective paper will be required upon returning to school at the end of the suspension period. Students may be suspended for the following behaviors, to include but not limited to:

- Continued, willful disobedience or open and persistent defiance of proper authority
- Repeated interference with the school's ability to provide educational opportunities to other students
- Repeated disruptive conduct
- Willful destruction or defacing of school property
- Behavior on or off school property which is detrimental to the welfare, health or safety of that student, other students or school personnel
- Incidents of assault, disorderly conduct, harassment, making a knowingly false allegation towards any teacher or employee (Minimum 3 day suspension)
- Committing a violation of district policy regarding non-discrimination/non-harassment of students or staff
- Stealing
- Intentionally causing, attempting to cause, or threatening physical injury to another person
- Committing a violation of the district's smoking and use of tobacco policy
- Engaging in scholastic dishonesty, which includes, but is not limited to, cheating on a test or plagiarism
- Disrupting the school program by intentionally causing a false fire alarm or bomb threat
- Throwing objects that cause bodily injury or property damage

- Directing profanity, vulgar language or obscene gestures towards other students or school personnel
- Engaging in verbal abuse such as racial or ethnic slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program
- Committing extortion, coercion or blackmail
- Lying or giving false information, either verbally or in writing, to a school employee
- Sexual harassment
- Violating the district's policy regarding student use of technology
- Failure to comply with State immunization requirements

Expulsion from PCK/DCSD - Any student who is suspended for reasons stated in DCSD Policy JKD/JKE-R **three times** during the course of a school year shall be declared a Habitually Disruptive Student and, thus, shall be subject to EXPULSION in accordance with above mentioned DCSD policy and Colorado State law. Additionally, the following behaviors will warrant an **automatic expulsion** from PCK and DCSD:

- Carrying, bringing, using or possessing a dangerous weapon
- Committing an act that would constitute robbery, or first or second degree assault
- Giving, selling or exchanging an illegal drug or alcohol on school property or at school events