

**School-Wide Discipline Plan  
Parent Handbook  
2023-2024**

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**Parent/guardian and student, you are responsible for knowing the contents of this document. Please read and discuss the information together. Thank you!!**

*This handbook provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students, and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill children will rely on as they become active members of their community. Our students deserve the most positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.*

## **Holy Rosary Bilingual Academy**

### **School-wide Discipline Plan**

#### **What is a School-wide Discipline Plan?**

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

#### **What are the benefits of a School-wide Discipline Plan?**

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

#### **Defining Discipline:**

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Our teachers and staff will provide all students with an enriching, challenging, and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

### **Beliefs Related to Discipline at Holy Rosary Bilingual Academy:**

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught, and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment of others.

### **The Classroom Teacher's Commitment**

*Teachers will:*

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students and parents
- Commit to following through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements, and needs of their students
- Support the students in their academic and extracurricular activities

## **Staff Member's Commitment**

*Staff members will:*

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students
- Commit to following through to the success of student behavior
- Take an interest in personal goals, achievements, and needs of students
- Support the students in their academic and extracurricular activities

## **Administrator's Commitment**

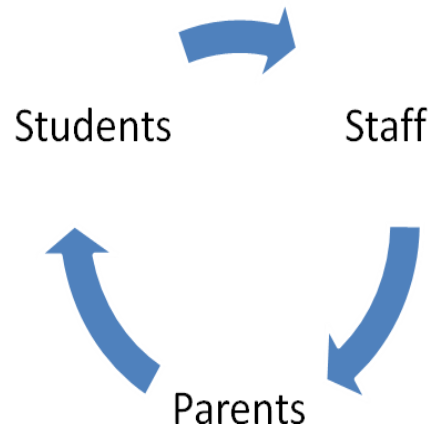
*Administrators will:*

- Support the teachers in this new system
- Model high behavioral expectations
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
- Take an interest in personal goals of teachers, staff and students

## **Holy Rosary Bilingual Academy Community's Commitment**

- ***Be specific:*** tell the student exactly what they did
- ***Be timely:*** don't wait to praise or correct
- ***Be sincere:*** insincere praise is usually worse than none at all
- ***Be consistent:*** with everything, everywhere
- ***Communicate:*** keep open lines of communication open between home and school

## Securing Parent and Student Agreement and Active Support



The success of a school-wide system lies in the relationship built between parents, staff, and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success, and concerns through school-wide newsletters, classroom teacher updates, the school website, parent meetings, and parent handbooks. The hope is by keeping parents well-informed and this plan will be more successful.

On an individual basis student behavioral issues are addressed with parents through parent/teacher emails, notes home, phone calls home, and parent conferences. A signature is required for any written notification concerning behavior. The signature helps school staff know that the parent is aware of the concerns being raised and is the beginning of establishing an open line of communication. This communication helps to foster the success of the school-wide plan.

Holy Rosary Bilingual Academy's school-wide plan will be successful because it is based on a commitment to each child's success, to easy-to-follow school rules, and to consistency. The system allows for each teacher's style in the classroom and it allows for age-appropriate communication and discipline without compromising school-wide policies, expectations, and consistency.

## **Parent's Commitment**

*Parents will:*

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to following through to the success of their child's behavior
- Take an interest in personal goals, achievements, and needs of their child
- Support the students in their academic and extracurricular activities.

## **Student's Commitment**

*Students will:*

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for your behavior
- Set personal goals and work hard to achieve them

## **Behavioral Expectations**

The following chart explains Holy Rosary Bilingual Academy's Behavioral Expectations. At the beginning of the year, students will be explicitly taught these expectations. Our expectations will be reinforced throughout the year. Our goal is through these easy-to-follow expectations a positive learning atmosphere will be established throughout the school.

### **Arrival/Dismissal/Hallways**

- Be on time
- Quiet hallways
- Stop, listen, and follow directions when an adult speaks to you
- Proceed directly and walk quietly to your destination
- Be aware of your surroundings
- Enter and exit quietly
- Walk when you enter and exit the building
- Pay attention and keep the line moving
- Be prepared/know how you are getting home
- Listen and follow the directions of the carpool leaders
- Keep hands and feet to yourself at all times
- Use indoor voices
- Walk appropriately to and from cars
- Respond immediately to "Peace and Quiet" signal
- Stay in line
- Hands by your side
- Always walk
- Remain with your teacher at all times
- Report any problems or inappropriate behavior to an adult

### **Classroom**

- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to "Peace and Quiet" signal
- Raise hand and wait to be acknowledged before speaking
- Do your best
- Treat others the way you want to be treated
- Participate in class
- Be on time and be prepared
- Cell phone use, while school is in session, is not allowed. When a phone is used, it will be confiscated. No excuses, No exceptions!
- Complete assignments in school and at home



- Remain on task in the classroom
- Respond kindly and appropriately with peers
- Follow school and classroom rules
- Keep hands and feet to self
- Be patient and wait your turn
- Clean up after yourself

## **Bathroom**

- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to “Peace and Quiet” signal
- Report any inappropriate behavior
- Use inside voices
- Use restroom time wisely
- Enter restroom quietly
- Exit restroom quietly
- Clean up after yourself
- Flush toilet
- Wash your hands with soap and water
- Place used paper towels in trash
- Give others privacy
- Wait patiently for your turn
- Keep your hands and feet to yourself at all times
- Be considerate of others in the restroom

## **Playground**

- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to “Peace and Quiet” signal
- STOP and walk to line when the bell rings
- Play only in designated areas
- Be polite at all times
- Be honest
- Use appropriate language
- Report any bullying or inappropriate behavior to an adult
- Keep hands and feet to yourself at all times
- Play kindly and appropriately with others
- Use playground equipment appropriately
- Put away playground accessories accordingly after use
- Share and wait your turn

## **Indoor Recess**

- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to “Peace and Quiet” signal

- Clean up your play area when the bell rings
- Choose your play area wisely
- Stay in your chosen play area
- Be polite at all times
- Be honest
- Use indoor voices
- Use appropriate language
- Report any bullying or inappropriate behavior to an adult
- Keep hands and feet to yourself at all times
- Play kindly and appropriately with others
- Share and wait your turn

### **Lunchroom**

- Enter/exit lunchroom quietly
- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to “Peace and Quiet” signal
- Remain at assigned table/seat
- Refrain from playing with food and other items
- Use disinfectant to clean hands before getting lunch
- Stay in single file when walking in the lunchroom
- Stop talking when all the classes have entered the cafeteria
- Stop talking when preparing for dismissal from cafeteria
- Clean around your area and on the floor
- Use good manners while eating
- Eat only your food; do not share your food
- Respect others and their space at the table
- Throw away trash appropriately

### **Assemblies/Field Trips**

- Stop, listen and follow directions when an adult speaks to you
- Respond immediately to “Peace and Quiet” signal
- Enter and exit quietly
- Remain with your teacher and class/group
- Do your best
- Follow school and classroom rules
- Obey staff members/parents on bus/car and at destination
- Represent your school in a positive manner
- Ask appropriate questions
- Respect all adults
- Be patient and wait your turn
- Respect materials and property

## Defining Unacceptable Behaviors

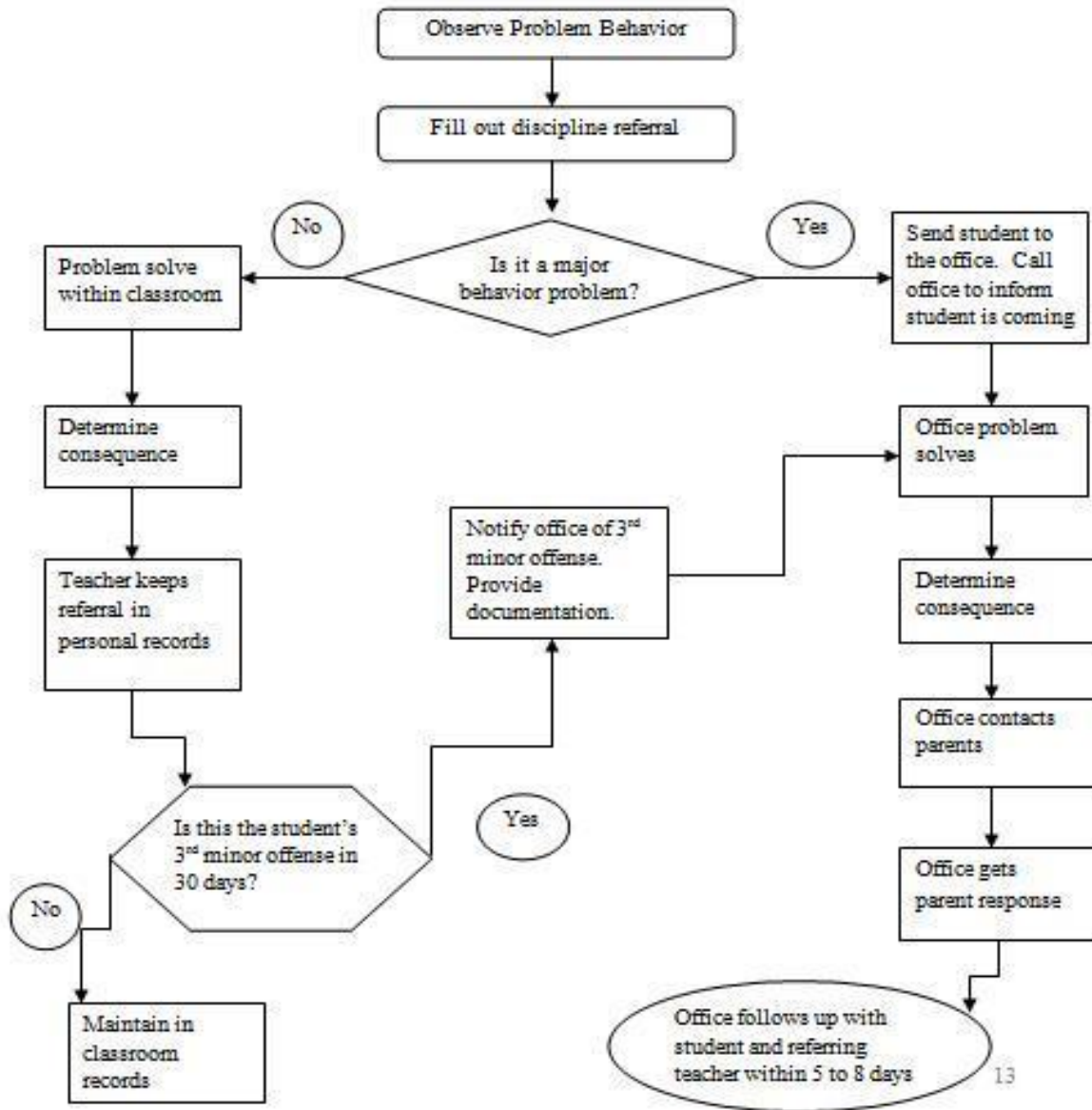
There are two levels of behaviors: minor and major. Minor behaviors will be addressed and handled by teachers. Major behaviors will be referred to the office to be handled by the administrative staff. *(See flowchart on page 13)*

The following table defines minor and major behavior concerns.

Behavior	Minor	Major
Deface	Something that can be removed, cleaned, or fixed.	Inability to clean or fix.
Disrespect toward a peer	Mildly rude interactions with a peer or peers that may cause a slight upset.	Rude and deliberate interactions or arguing with a peer or peers that are offensive to the peer/peers.
Disrespect toward a staff member/adult.	Mildly rude interactions with a staff member/adult resulting with a slight upset.	Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult.
Endanger	Minor injury to others. Disregard the safety of others.	Major injury- a physical mark, causing someone pain.
Inappropriate Behavior	Slight disruption that hinders the learning of others.	A continued or physical disruption that hinders the learning of others.
Inappropriate Language	Profanity exclaimed, not intended at an individual.	Continuous swearing, offensive gestures, or comments directed at an individual
Insubordination	Failure to follow directions in a reasonable amount of time.	Continued refusal to follow directions or arguing with an adult.
Dress Code Violation	Wearing proper dress code, but may have proper dress code pieces missing (ex. Open toed shoes, wrong socks).	Refusing to wear proper dress code.
Wandering	the classroom.	Leaving an area without permission.

## Behavior Flowchart

The flowchart outlines how staff will handle reported behavior concerns. \*(To further discuss)



## **Consequences for Minor and Major Incidents**

When students do not follow the outlined school-wide discipline plan they will receive consequences based on the philosophy of progressive discipline. The progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses. All minor and major behavioral incidents will be recorded on the student's disciplinary records.

**Minor behavioral issues** will be handled by the teacher (classroom, art, music, or Physical Ed). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use.

- Redirection
- Removal to a “time out” area within the classroom
- Written referral
- Conference with student
- Note to parent
- Phone call and/or email to parent
- Teacher detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)
- Natural consequence (clean desk that student wrote on, letter of apology, etc.)

**Major offenses** will be handled by an administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators may use.

- Parent phone call
- Referral to Discipline Team or Administrator to develop a behavior improvement plan.  
\*The Discipline Team will be chosen at the start of each year. It will have teachers from lower and upper elementary participating.
- Alternative recess (only used when the issue takes place during recess)
- Detention (morning/afternoon) \*Times will be determined.
- Suspension (in-school or out-of-school)

## **Positive Support System**

Teachers will use their own methods of observing and rewarding students for good behavior in the classroom. Every trimester at our Trimester Assembly, we will recognize the students that teachers have decided to award for their good behavior. This component of the school-wide discipline plan is to recognize students for meeting school behavioral expectations.

**Three incentive programs** will be in place to acknowledge students who meet our expectations.

### ***1. Hawk of the Month Award:***

One or two students per teacher will be recognized for exhibiting the **“Character of the Month”**. Parents of students receiving Student of the Month will be invited to **attend Mass** and witness their child receiving a certificate.

### ***2. Perfect Attendance (includes no unexcused tardies):***

At the end of each trimester, all students with **perfect attendance for that trimester** will receive an award and a treat bag. All students will be recognized at the end of the year, and students who have received a perfect attendance award for every trimester **for the entire year** will be receiving a summer treat bag.

### ***3. Star Student Celebrations:***

Our goal is that all students follow school-wide behavior expectations. When we observe them being safe, treating others with kindness, trying their best, and being respectful, we acknowledge them by giving positive verbal recognition at our Trimester Awards Ceremony. Each student will receive an award and a treat bag.

### **Notice of Receipt of School-Wide Discipline Plan**

The School-wide Discipline Plan has been written so that students and family members know what behavior is expected. It is helpful when parents are aware of school rules so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

**Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the Holy Rosary Bilingual Academy's - School-Wide Discipline Plan.**

I have read the Holy Rosary Bilingual Academy's Discipline Plan and discussed it with my family.

I understand my child is responsible for abiding by the Holy Rosary Bilingual Academy's School-wide Discipline Plan.

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Parent/Guardian Signature

Date

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Student Signature

Date