

Discipline Procedures

These procedures are specific to Lynd Public School. Adherence to the following rules is a **requirement** of all students at Lynd Public School approved by the School Board. These regulations affecting the students' behavior have been determined by the administration, as well as the faculty, and apply to student behavior in the lunch room, hallways, on the school bus, and on the playground.

Good citizenship and respect is largely a matter of being courteous and considerate. These discipline procedures support the Lynd Public School basic *Rules of Student Behavior* which is our Code of Conduct. Please review the procedures with your child and make sure he/she understands it. Sign and return the portion that needs to be returned to school.

Classroom Expectations

The following is a list of general expectations and may vary with individual teachers.

1. Be respectful and courteous to all people; use appropriate language.
2. Respect and protect all property.
3. Be a responsible listener.
4. Listen and follow directions.
5. Work quietly and raise your hand as needed.
6. Individual teachers may have additional expectations.

Consequence: In accordance with the classroom teacher's disciplinary plan approved by administration.

Lunchroom Expectations

1. Sit at assigned table.
2. Remain seated until you are dismissed.
3. Eat only your own lunch.
4. Keep hands and feet to yourself.
5. Talk quietly and appropriately to others.
6. Dispose of food and utensils in proper manner.
7. Obey the directions of lunchroom staff.

Consequence: In accordance with the lunchroom supervisor's disciplinary plan approved by administration.

Hallway Expectations

1. Walk in a quiet, orderly manner.
2. Display courteous, safe behavior.
3. Keep areas free from litter.

Consequence: Reminders will be given, along with time to practice appropriate behavior. If the behavior continues to be an issue, the administration will become involved and appropriate action will take place.

Playground Expecations

1. Students will stay inside the designated play areas.
2. Students will show respect for others at all times, follow instructions, and follow directions given by the supervisor/s.
3. Swearing will not be tolerated.
4. Fighting, name calling, physical or verbal assaults are forbidden.
5. No hard balls such as baseballs will be allowed.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will take turns on equipment, (count to 25 on the swings).
8. Snowball throwing is prohibited.
9. No food, candy, pop, or gum is allowed.
10. Students must dress appropriately for weather conditions. They will still go outdoors if they do not have the appropriate clothing. They will stand along the fence-line. We need the parents understanding and help in enforcing this rule also.

SPRING & FALL: A light coat/jacket or sweatshirt other than the top or shirt that the student has on.

WINTER:

1. Cap or ear-band, not just the hood on a coat, unless the hood can be tied securely.
 2. Mittens or gloves.
 3. Winter coat or jacket.
 4. Snow pants at all times for K-5. They will be told when the snow pants are no longer needed.
 5. Winter snow boots will be required when the playground is covered with snow.
11. Students will not be allowed to slide down the hill behind the school during the winter months.
 12. The playground supervisors may stop any game or activity they feel is dangerous or unacceptable.
 13. During school, students will not leave the playground for ANY reason without a note signed by their parent and /or their teacher and the principal. The note must be shown to the supervisor on duty.
 14. Students will settle differences peacefully. If it can't be settled, talk to the supervisor/s on duty.

Consequence: In accordance with the playground supervisor's disciplinary plan approved by administration.

BUS SAFETY RULES

MISSION: It is the goal of Lynd Public School to provide safe and efficient transportation for the students of the district. We believe that rider misbehavior sidetracks us from achieving this goal. As such, we support the majority who behave by firm and fair enforcement of these rules for all. Remember, riding the school bus is a privilege, not a right.

- a. Students of Lynd School are expected to obey and follow the rules listed below. The driver is fully in charge at all times. Students are to obey and respect the driver. If the following bus rules are violated, students will be referred to the principal for appropriate action.

b. Rules on the Bus

1. Remain seated while bus is in motion.
2. Do not talk to the driver when the bus is in motion.
3. Know all bus emergency exits and procedures (taught every fall to students).
4. Use inside voices when talking on the bus.
5. Listen and follow driver directions. Show respect to the driver, other passengers, and the bus itself.
6. Profanity, suggestive language, throwing of objects or hanging out the windows is not allowed. Windows will only be opened with driver approval and only down to the second notch.
7. Please keep all bus aisles free of any objects.
8. The driver has the right to assign seats.
9. Students may have food and beverage on the bus (if the driver approves it). Please throw all garbage in the trash container provided on each bus.
10. For the safety of all, please follow the following safety guidelines:
 - a. Avoid horseplay.
 - b. Avoid doing anything to distract the driver.
 - c. Line up in orderly manner when entering or exiting the bus.
 - d. When waiting for the bus or when exiting the bus, observe the bus safety zone (10 feet on all sides of the bus).
11. The Lynd School Board of Education requests that older students riding the bus set a good example for the younger students by following the rules and promoting school bus safety.
12. The use of tobacco is prohibited on the school bus.

Consequences:

- 1st offense - Verbal warning from bus driver
- 2nd offense - Written warning from office
- 3rd offense - Removal from bus for 3 days
- 4th offense - Removal from bus for a week and parent conference with administration

Major Offenses

- A. Willful disobedience (refusal to cooperate after having been told.)
NOTE: Consequences for the infraction regarding “willful disobedience” in a classroom setting is the responsibility of the classroom teacher.
- B. Aggression (fighting, physically attacking another student, purposefully throwing objects at others, biting or spitting at someone).
- C. Profanity (verbal attack, gesture, and media)
- D. Sexual harassment incidents will also be reported according to district policy.

Major offenses will entail all or a combination of the following:

First Major Offense: Phone call to the parents (made by the student and assisted by school personnel) and notification to the principal. This will be followed up by the student being removed from class.

Second Major Offense: Phone call to the parents (made by the student and assisted by school personnel), Behavior Improvement Plan completed with the assistance of the principal and after school detention. When detention is given to a student, it will be served at the assigned time and location. Parents are responsible for picking up their child after detention is served.

Third Major Offense: Phone call to the parents (made by the student and assisted by school personnel), Behavior Improvement Plan completed with the assistance of the principal and either in school suspension or out of school suspension. Additional discipline procedures will be at the discretion of school administration.

Behavior Improvement Plan Procedures/Record Keeping

1. The Behavior Improvement Plan will be used as a teaching opportunity. It will be placed on file with the classroom teacher. The principal and/or administration will help the student define the infraction. He/She will help the student understand the offense and learn from it. They will come up with a plan of what could be done differently so that the offense does not happen again.
2. The student will bring home a copy of the completed Behavior Improvement Plan. Parents will review the plan with the child, sign it and return it to school the following day.

3. If the form is not returned, the teacher will call home to see where the completed discipline improvement plan is. If not returned within 2 days, the teacher will fill out a new form and write, "Not returned by parent" on top and place in cum file.
4. Classroom teachers are responsible for keeping records of the minor offenses in a file system of their choice.

Please return this portion, sign, and return to your child's teacher/homeroom teacher. Keep the other information for your reference.

My child and I have reviewed these discipline procedures and guidelines set forth by Lynd Public School.

Parent signature: _____

Student signature: _____