



Harry Wirtz School

School-Wide Discipline Plan

2010-2011

To All Teachers, Parents, and Students:

The teaching and support staff of Harry Wirtz School is committed to a positive school-wide discipline policy with a major emphasis on the safety and well-being of every student. The discipline system is designed to provide consistent and fair discipline and rewards for students exhibiting good behavior. In order to protect the rights of all students, both in the classroom and on campus, and maintain an orderly school atmosphere, we need your support.

Please read and review the following School-wide Discipline Plan with your child:

GENERAL RULES:

Students **WILL**:

- Follow the guidelines as outlined in the *Rights and Responsibilities* packet.
- Show respect and cooperation to ***all*** adults and peers.
- Follow all directions/rules the ***first time*** they are given.
- Play and work safely- keeping hands, feet, and objects to himself or herself.
- Respect school property and not vandalize or destroy school property.
- Respect the property and possessions of others.
- Not bring gum or candy to school (either for personal use or for sale).

AUTOMATIC REFERRALS/INTOLERABLE BEHAVIOR: (No verbal warnings required)

- Serious intent to cause physical injury to another person.
- Physical or verbal abuse toward any staff member.
- Steal or attempt to steal property or possessions.
- Chronic abuse (three violations or more) of school rules and/or regulations.(Teacher will attach the 3 previous warning sheets to the office referral.)
- Having in one's possession anything related to drugs and/or gangs.
- Vandalism and/or destruction of school property resulting in a school loss of \$50 or more
- Sexual harassment and/bullying will be handled on a case by case basis

Note: See Addendum #1 – Grounds for Suspension and Expulsion (EC 48900)



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PLAYGROUND RULES:

Students **WILL NOT:**

- Bring toys, games and any or other playthings to school.
- Play fight, Wrestle, Chase, Play “Tag”, pinching
- Throw rocks or any other dangerous object at any other person or at property that is located on or off school grounds.
- Play soccer (any/or variations), or kickball at recess unless under direct supervision of a teacher or staff member.

Students are only allowed to eat healthy snacks during recess time in designated areas.

RESTROOM RULES

Students are to use the restrooms only when needed and then leave immediately. No loitering is allowed.

- Restrooms are not play areas and students are not allowed to use them as such.
- Students are to be held responsible for putting paper towels into trash-cans and for the cleaning up of any mess they may have created.
- Under **NO CIRCUMSTANCES** are students to **VANDALIZE OR THROW TRASH** in the restrooms.

CAFETERIA RULES

- All food will be eaten in the their designated lunch area
- All trash will be placed in trash cans.
- All students will walk while in their designated lunch area.
- No food may be taken to the field or basketball areas.

MONEY AND VALUABLES- The following are guidelines to ensure the safety and security of all students.

- Students are **ALLOWED** and **MAY BRING:**
 - *Money to purchase breakfast and/or lunch from the cafeteria.
 - *Money to purchase items during school-approved activities (such as a school dance, fundraiser, etc...) or for other school-approved purposes.



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MONEY AND VALUABLES (cont'd)

- Students are **NOT ALLOWED** and **MAY NOT BRING** any of the following items:
 - *Radios, Tape recorders (or any other recording device), CD players, IPODS, MP3 players, etc...*
 - *Electronic Games and/or other electronic devices (PSP players, etc...)*
 - *Chain Wallets
- Any student caught in the **possession of and/or use of** any of the items listed above may have the item(s) confiscated. *Only a parent or legal guardian may pick up the confiscated item, either before or after school.

USE OF CELL PHONES

- No student is allowed to **USE** a cell phone, their own or a schoolmate, while on campus or during school-sponsored activities.
- Any student caught using a cell phone while on campus, will have the cell phone confiscated and not returned. *Only a parent or legal guardian will be able to pick up the cell phone before or after school.
- Any student, who brings a cell phone to school, **MUST** keep the cell phone **INSIDE** their backpacks and have it turned off at **ALL** times while they are on campus.
- All cell phones **MUST BE TURNED OFF** (not on vibrate) while on campus. *Any parent needing to contact a student must call the office at 562-602-8068.

TEXTBOOK POLICY

- All students at Wirtz will have regular homework assignments which may/will require the use their textbooks.
- Each student will receive textbooks that are in good condition. Textbooks are an important part of their education and need to be kept in good condition and returned in the condition given.
- Each student, and his/her parent/guardian, is **RESPONSIBLE FOR THE REPLACEMENT OF LOST OR DAMAGED BOOKS.**

CONSEQUENCES FOR NOT FOLLOWING RULES: Depending on behavior(s), consequences may include:

- **Verbal Warning** – student will be made aware of what rule(s) has been violated and what needs to be done to correct the behavior.
- **Loss of Privileges** – they can range from timeout in classroom or timeout in “buddy classroom,” partial loss of recess and/or exclusion from certain class activities. Student will be made aware of what rule(s) has been violated and what needs to be done to correct the behavior.



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CONSEQUENCES FOR NOT FOLLOWING RULES (cont'd)

- **Written Warning-** A “Warning/Discipline Note” will be sent home by the teacher (see addendum #3). Student will be made aware of what rule(s) has been violated and what needs to be done to correct the behavior.
- **Parent/Teacher Conference-**with Administrator Support, if needed.
- **Referral to Administrator for further action.**

OFFICE REFERRAL PROCEDURES *Any student referred to the office must have 3 prior written notes sent home with exclusion of automatic referrals. These 3 referrals need to be attached to the office referrals.

- Students sent to the office with a Behavior/Discipline Referral, will be seen by an administrator, counselor, or designee.
- All Behavior/Discipline Referrals will be recorded. A behavior file will then be created so as to best support any next steps.
- Students will be asked to fill out a Reflection Form that will be reviewed by the administrator or counselor.

Behavior Follow-up Actions may include (but are not limited to):

- Discussion with student
- Resolution of conflict
- Student assigned to perform acts of kindness/right their wrongs
- Parent phone call/conference
- Behavior Contract
- Student sent home for the remainder of the day
- Parent/Guardian may be required to sit in class with student
- SARB Contract
- In-house suspension or formal suspension
- Campus Clean-up – School Service



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INCENTIVE STRATEGIES

Students will attempt to solve problems among themselves before seeking teacher intervention, using Conflict Resolution Strategies. The guidelines for using the strategies are listed below.

Guidelines:

1. Be a good listener
2. No interrupting while another is speaking
3. Give eye contact
4. Stay on current issue.
5. No name-calling or threats.

ENCOURAGEMENT:

- **Wizard Recognition Money Slips** will be given to students *Caught in the Act* of doing something special for others, showing good manners in the cafeteria, keeping our campus clean, avoiding a conflict etc. (Wizard Recognition Money Slips will be provided by NDA's and staff for outstanding outside behavior.)
- Students are responsible for collecting, writing their names on the money slips, and placing in designated boxes.
- **Wirtz Recognition Money Slips** will be entered into a weekly raffle.
- Postcards may be sent to students that are recognized by a staff member, as following the rules and going the extra step to be a good citizen and for outstanding behavior.
- Monthly assemblies will take place to honor students that are most improved or have outstanding academics.