

# SCHWARZKOPF ELEMENTARY SCHOOL-WIDE DISCIPLINE PLAN



At Schwarzkopf Elementary, we believe that teachers have the right to teach and students have the right to learn. We believe that all students can behave appropriately and productive student's behavior can be achieved when:

- ❖ Students are given positive reinforcement individually as a group for appropriate behavior.
- ❖ Consequences are applied in the least disruptive way to children exhibiting inappropriate behavior.
- ❖ Student expectations are clearly defined, continually monitored and consistently enforced.
- ❖ Students are treated with respect and dignity at all times.
- ❖ Adults in the school focus on preventing problems through the use of effective teaching and learning approaches.

# **EXPECTATIONS FOR STUDENT BEHAVIOR**

## **SCHOOL-WIDE RULES**

1. Students will show respect and consideration for other persons and property.
2. Students will keep hands, feet, and objects to themselves.
3. Students will speak softly and use appropriate language.
4. Students will dress appropriately at all times.
5. Students will walk quietly and in an orderly manner while on school property.
6. Students will leave unnecessary items at homes.
7. Students will eat only in the cafeteria, unless instructed otherwise by teacher.
8. Students will keep the school grounds clean and respect their physical surroundings.
9. Students will follow bus rules
10. Students will follow the cafeteria rules
11. Students will follow the classroom rules

## **LUNCHROOM RULES**

1. Students will enter and exit the cafeteria in a quiet and orderly fashion.
2. Students will remain seated in a proper manner and ask for assistance by raising their hands.
3. Students will speak softly and only to those at their table.
4. Students will use good table manners and will not share their food.
5. Students will leave their area clean

## **BUS RULES**

1. Students will go directly to assigned seat and remain seated at all times.
2. Students will keep arms, head and other objects inside bus.
3. Students will keep the aisle clear.
4. Students will hold books and belongings on their lap.
5. Students will obey silence at railroad crossings.
6. Students will obey and be courteous to the bus driver at all times.
7. Students will follow all school rules regarding appropriate behavior while at bus stops.

# WHAT THE SCHOOL-WIDE RULES MEAN

## 1. STUDENTS WILL SHOW RESPECT AND CONSIDERATION FOR OTHER PERSONS AND PROPERTY.

### *Appropriate Behaviors:*

- ❖ Listening and following adult instructions when given the first time
- ❖ Answering and treating all persons in a courteous manner
- ❖ Demonstrating a positive attitude

### *Inappropriate Behaviors:*

- ❖ Turning away from adults when being addressed
- ❖ Defacing property: books, walls, desks, walkways, restrooms and personal belongings of others
- ❖ Refusing to answer an adult
- ❖ Using inappropriate body language and gestures
- ❖ Making verbal or physical threats to another person
- ❖ Making fun and/or taunting others

## 2. STUDENTS WILL KEEP HANDS, FEET, AND OBJECTS TO THEMSELVES.

### *Appropriate Behaviors:*

- ❖ Respecting everyone's personal space
- ❖ Playing hand games is appropriate only on the playground when students are not involved in a teacher-directed activity

### *Inappropriate Behaviors:*

- ❖ Fighting
- ❖ Jumping to touch things above you while walking
- ❖ Poking, touching, or kicking for "fun"
- ❖ Throwing objects other than necessary equipment at physical education
- ❖ Breaking pencils or playing pencil games
- ❖ Touching anyone in an inappropriate manner

## 3. STUDENTS WILL SPEAK SOFTLY AND USE APPROPRIATE LANGUAGE.

### *Appropriate Behaviors:*

- ❖ Using appropriate language with classmates and adults
- ❖ Speaking at an acceptable level
- ❖ Speaking politely and using a positive tone

*Inappropriate Behaviors:*

- ❖ Using profane or abusive language, which includes the following: ethnic or sexual slurs, name-calling, and suggestive remarks, threatening and intimidating statements.
- ❖ Yelling or shouting in the school building

**4. STUDENTS WILL DRESS APPROPRIATELY AT ALL TIMES.**

*Appropriate Behaviors:*

- ❖ Dress and grooming that is non-disruptive of the educational activities and process of the school
- ❖ Shoes that are securely fastened to the feet and a reasonable heel height
- ❖ In grades 4-6, boy's shirts shall have sleeves
- ❖ Hair shall be clean and neatly groomed. General appearance should reflect neatness and good personal hygiene

*Inappropriate Behaviors:*

- ❖ Tank tops, midriffs, halter-tops
- ❖ Mini skirts/dresses, ankle length dresses
- ❖ Hats worn indoors
- ❖ Short shorts
- ❖ Shoes and sandals that are not securely fastened to the feet: flip-flops
- ❖ Any see-through garments or clothing that displays sexually suggestive, vulgar, or drug related wording or graphics

**5. STUDENTS WILL WALK QUIETLY AND IN AN ORDERLY MANNER WHILE ON SCHOOL PROPERTY.**

*Appropriate Behaviors:*

- ❖ Students with hall passes and classes walking in single lines must walk on the right side of the walkways
- ❖ Walking up and down the stairs one step at a time, holding on to the handrails
- ❖ Staying on the walkways and sidewalks

*Inappropriate Behaviors:*

- ❖ Running, except on the playground when instructed to do so
- ❖ Sliding down the handrails
- ❖ Leaning over catwalks and railings
- ❖ Jumping from the stairs and skipping steps

## **6. STUDENTS WILL LEAVE UNNECESSARY ITEMS AT HOME.**

### *Appropriate Behaviors:*

- ❖ Bringing necessary school supplies to class
- ❖ Remembering to bring homework to class on time

### *Inappropriate Behaviors:*

- ❖ Bringing games or toys of any nature unless instructed otherwise by the teacher
- ❖ Bringing chewing gum or candy to school
- ❖ Bringing carbonated drinks or glass containers
- ❖ Bringing any electronic device to school.

## **7. STUDENTS WILL EAT ONLY IN THE CAFETERIA, UNLESS INSTRUCTED OTHERWISE BY THE TEACHER.**

### *Appropriate Behaviors:*

- ❖ Students may eat in the classroom or surrounding areas if given permission by the teacher: classroom rewards, holiday parties, multi-cultural events, special class activities with prior approval from administration

### *Inappropriate Behaviors:*

- ❖ Eating on the bus at any time
- ❖ Eating in the halls
- ❖ Eating anywhere other than the cafeteria without adult supervision and teacher approval

## **8. STUDENTS WILL KEEP THE SCHOOL GROUNDS CLEAN AND RESPECT THEIR PHYSICAL SURROUNDINGS.**

### *Appropriate Behaviors:*

- ❖ Picking up any item that has been dropped, even if it was dropped by someone else
- ❖ Keeping their desk and personal space clean and in an orderly fashion at all times
- ❖ Staying on the walkways and sidewalks to prevent damage to shrubs and grass

### *Inappropriate Behaviors:*

- ❖ Deliberately throwing trash on the ground
- ❖ Knowingly walking over trash thrown down by someone else
- ❖ Walking on restricted areas
- ❖ Picking flowers and/or pulling up shrubs

## **9. STUDENTS WILL FOLLOW THE BUS RULES AT ALL TIMES.**

### *Appropriate Behaviors:*

- ❖ Going directly to assigned seat and remaining seated
- ❖ Keeping arms, head and other objects inside the bus
- ❖ Keeping the aisle clear at all times
- ❖ Holding books and belongings on your lap
- ❖ Observing silence at railroad crossings
- ❖ Obeying and being courteous to the bus driver
- ❖ Following all school rules regarding respect and courtesy to others

### *Inappropriate Behaviors:*

- ❖ Eating, drinking, or fighting
- ❖ Throwing objects inside or outside the bus
- ❖ Running alongside or touching a moving bus
- ❖ Tampering with emergency doors
- ❖ Bringing glass items on the bus

## **10. STUDENTS WILL FOLLOW THE CAFETERIA RULES AT ALL TIMES.**

*Cafeteria rules are included on page 10 of this document.*

## **11. STUDENTS WILL FOLLOW THE CLASSROOM RULES AT ALL TIMES.**

Classroom rules will be posted in each class and will be tailored by the teacher to meet the needs of that particular educational environment.

# **SCHOOL-WIDE REWARD AND CONSEQUENCES**

## **REWARDS FOR APPROPRIATE BEHAVIOR:**

All good school-wide discipline plans come with strong positive reinforcements built in, to recognize those students that choose to behave in an appropriate manner.

As an incentive to encourage and reinforce appropriate school-wide behavior, students at Schwarzkopf Elementary will have the opportunity to earn and participate in the following activities listed below:

- ❖ Teacher/Classroom Incentives
- ❖ Freedom of Association during lunch, teacher P.E., group work and expeditions
- ❖ Freedom of Activities in participating in teacher P.E., expeditions, and class projects
- ❖ Citizen of The Month Program
- ❖ Most Improved Student of the Month Award
- ❖ I Spy Recognition
- ❖ Weekly Enrichment Opportunities
- ❖ Citizenship Certificate (each nine weeks awarded at honor roll assembly)
- ❖ Special Quarterly Activities (for perfect conduct on report card)
- ❖ Perfect Attendance Programs

## **CONSEQUENCES FOR MISBEHAVIOR:**

Appropriate behavior is expected of all students at Schwarzkopf Elementary at all times. There will be consequences for breaking classroom and/or school-wide rules.

### Teacher Interventions

1. Warning
2. Teacher/Student conference
3. Time out
4. Communication with parent via student folder/agenda or phone
5. Loss of association freedoms
6. Loss of activity freedoms
7. Behavior Referral: Students displaying repeated or continuous disruptive behavior will be referred to Administration.

## Administrative Interventions

### Step 1: The Guidance Counselor

- ❖ Conference will be held with the student and parent in person or via phone.
- ❖ Student will receive a written warning.

### Step 2: The Assistant Principal

- ❖ Conference will be held with the student and parent in person or via phone.
- ❖ Student will receive appropriate consequences which may include out of school suspension.

### Step 3: The Principal

- ❖ Conference will be held with the student and parent in person or via phone.
- ❖ Student will receive appropriate consequences, in most cases out of school suspension.

Some behaviors cannot and will not be tolerated in school at any time. Among these are:

1. Physical harm of any type
2. Destruction of property
3. Use of profanity or inappropriate language/gestures
4. Ethnic and/or sexual harassment
5. Bringing any type of weapon to school
6. Willful disobedience
7. Disrespect towards authoritative figures

If a student is referred to the office for any of the above offences, the following corrective measures may be implemented:

- ❖ Each time student is referred, an administrator will conference with him/her.
- ❖ Administrator or Guidance Counselor will make a telephone call to the parent/guardian, or send a letter via U.S. mail.
- ❖ Student may be placed in time-out (brief cooling down period).
- ❖ Student may participate in "conflict resolution" sessions with peer Facilitators.
- ❖ Student may be placed on work-detail assignment around the school under supervision of an adult.
- ❖ Student may be given in-school suspension in the main office.
- ❖ Student may be suspended.
- ❖ Student may be expelled from school
- ❖ Behavior will be reflected on the report card.

The consequences will vary slightly depending upon the degree and frequency of the inappropriate behavior demonstrated.

## IN-SCHOOL SUSPENSION:

When a child is having difficulty with a particular situation, it is sometimes beneficial to remove him/her from the situation to give him/her time to calm down and think rationally about the inappropriate behavior demonstrated.

- ❖ Administrators will make the determination as to whether the student will be given an in-school suspension and the length of time to be served.
- ❖ Student will be given appropriate grade level school work to be done while serving in time-out. (Student's teacher will prepare this and send to the student.)
- ❖ Student will eat lunch in the office.

## OUT-OF-SCHOOL SUSPENSION:

Suspensions of one to ten days will be given to students for misconduct related to safety, disruption, or disrespect. Although there are exceptions (due to severe situations), most students are given intervening discipline assignments as warnings before being given an out-of-school suspension.

Parents/guardians of students being suspended are highly encouraged to: review the inappropriate situation with their child, to discuss expected appropriate behavior, and to structure your child's day. The structured schedule might include study skills related to academics, yard work, household chores and/or helping you at work if appropriate. These are simply suggestions, as each family must decide what is best for their child. However, children should not under any circumstances be permitted to experience "fun" or "entertainment" while being suspended. Such permissiveness only leads to reinforcement of the unacceptable behavior, which resulted in the suspension in the first place. It is imperative for parents/guardians to support the school in its efforts to deter children from continuing to make inappropriate, unacceptable behavioral choices so that they will learn to behave in a socially acceptable manner.

## **SCHWARZKOPF CAFETERIA DISCIPLINE PLAN**

Good behavior in the cafeteria is important to insure a happy, relaxed breakfast and lunch period for all. In order to establish a pleasant and safe environment the following rules are necessary:

1. Students will enter and exit the cafeteria in a quiet and orderly fashion. (Running will not be allowed at any time.)
2. Students will remain seated in a proper manner and ask for assistance by raising their hands.
3. Students will speak softly and only to those at their table and will not share their food.
4. Students will leave their area clean.

We encourage you to discuss these cafeteria rules with your child to help instill in him/her a clear understanding of what is expected. Your child's teacher will also review and discuss the rules.

Each time a rule is broken, the lunchroom monitor will issue to your child's teacher a ticket indicating the infraction that occurred. The ticket will be sent home with the student, to be signed by the parent, and returned to school the next school day. The Teacher will be responsible for keeping track of the infraction.

Every class will have a weekly reward to reinforce good behavior. Listed below, however, are the consequences for individuals breaking lunchroom rules (based upon a 9 week period):

1. First infraction will result in loss of class reward or Activity Freedom. Ticket will be sent home with student to be signed by parent and returned.
2. Second infraction will result in loss of class reward or Activity Freedom, and student will eat apart from his/her class for a designated period of time, and a letter sent to the parents to be signed and returned. (The teacher will be responsible for alerting the lunchroom monitor to this arrangement.) A letter will be sent home to parents to be signed and returned.
3. Third infraction will result in loss of class reward or Activity Freedom, student will eat apart from his/her class. The student will receive a report card indicator. A referral will be made to the office and a formal letter will be sent home for the parents to sign and return. (Homeroom teacher will be responsible for writing the referral and insuring that the signed letter is returned.)

Severe behavior will result in an immediate office referral by the lunchroom monitor. Such things as profanity and obscene gestures, throwing food or fighting will be reported immediately, and parents will be notified. Please remember that inappropriate lunchroom behavior **WILL BE REFLECTED ON THE STUDENT'S REPORT CARD** if the student receives a third ticket within a nine-week period.

With your support, your child's breakfast and lunch period will be a pleasant experience and a great opportunity for positive interaction!

**Schwarzkopf Elementary  
Cafeteria Ticket**

**Student** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

The following circled cafeteria rule was broken:

1. Students will enter and exit cafeteria in a quiet and orderly fashion.
2. Students will remain seated in a proper manner and ask for assistance by raising their hand.
3. Students will speak softly and only to those at their table.
4. Students will use good table manners and will not share food.
5. Students will leave their area clean.
6. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Lunchroom Aide

PLEASE SIGN AND RETURN THIS TICKET

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**School Board**

Chair- Jack R. Lamb, Ed.D.,  
Vice Chair- Jennifer Faliero,

**Members-** Doretha W. Edgecomb,  
April Griffin, Carol W. Kurdell,  
Candy Olson, Susan L. Valdes.



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**Superintendent of Schools**  
MaryEllen Elia

**Principal**  
Cheryl Holley

**Assistant Principal**  
Lois Mautte, Ph.D.

Dear Parent(s),

Your child has received two lunchroom tickets due to infraction of lunchroom rules within the current nine weeks. Please be advised that if your child should receive another lunchroom ticket he/she WILL RECEIVE an indicator on his/her report card. If a third ticket should be issued within these nine weeks, a referral will be made to the office for an administrator to talk with your child.

Listed below are the cafeteria rules that we expect all students to follow:

1. Students will enter and exit cafeteria in a quiet and orderly fashion.
2. Students will remain seated in a proper manner and ask for assistance by raising their hand.
3. Students will speak softly and only to those at their table.
4. Students will use good table manners and will not share food.
5. Students will leave their area clean.

Please take the time to talk with your child regarding the importance of good cafeteria behavior.

By working together and with your continued support, our efforts will help to insure a safe and pleasant cafeteria environment for all.

Sincerely,

Teacher

Please sign and return this letter so we will know that you have received this notice.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Schwarzkopf Elementary School** \* 18333 Calusa Trace Blvd. \* Lutz, FL 33558 \*  
Telephone: 813-975-6945 \* Website: [www.sdhc.k12.fl.us/~schwarzkopf/elementary](http://www.sdhc.k12.fl.us/~schwarzkopf/elementary)

**SCHWARZKOPF ELEMENTARY SCHOOL  
Cafeteria Referral Form**

\_\_\_\_\_  
Student's Name (Last Name First)      Grade      Room #      Teacher

\_\_\_\_\_  
Teacher's Signature      Date      Time

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**Reason for Referral: (Please circle)**

1. Student has received third Bear Ticket for breaking cafeteria rules.
2. Severe Clause. The student broke the following rule:

\_\_\_\_\_  
\_\_\_\_\_

3. Other

\_\_\_\_\_  
\_\_\_\_\_

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**ACTION(S) TAKEN BY TEACHER PRIOR TO REFERRAL:**

\_\_\_\_\_ Held conference with student. Date(s) \_\_\_\_\_

\_\_\_\_\_ Loss of Student enrichment time.

\_\_\_\_\_ Telephoned parent. Date(s) \_\_\_\_\_

\_\_\_\_\_ Changed cafeteria seat.

\_\_\_\_\_ 2nd Ticket Letter sent home to parents. Date \_\_\_\_\_

\_\_\_\_\_ 3<sup>rd</sup> Ticket Letter sent home to parents. Date \_\_\_\_\_

\_\_\_\_\_ Held conference with parents. Date(s) \_\_\_\_\_

\_\_\_\_\_ Prior referral to office in same nine-week period. Date(s) \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

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**OFFICE FOLLOW-UP**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

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**Superintendent of Schools**  
MaryEllen Elia

**Principal**  
Cheryl Holley

**Assistant Principal**  
Lois Mautte, Ph.D.

Dear Parent(s),

Your child has received three lunchroom tickets due to infraction of lunchroom rules within the current nine weeks. Therefore, a referral was made to the office for an administrator to talk with your child.

Listed below are the cafeteria rules that we expect all students to follow:

1. Students will enter and exit cafeteria in a quiet and orderly fashion.
2. Students will remain seated in a proper manner and ask for assistance by raising their hand.
3. Students will speak softly and only to those at their table.
4. Students will use good table manners and will not share food.
5. Students will leave their area clean.

Please take the time to talk with your child regarding the importance of good cafeteria behavior.

By working together and with your continued support, our efforts will help to insure a safe and pleasant cafeteria environment for all.

Sincerely,

Teacher

Please sign and return this letter so we will know that you have received this notice.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Schwarzkopf Elementary School** \* 18333 Calusa Trace Blvd. \* Lutz, FL 33558 \*  
Telephone: 813-975-6945 \* Website: [www.sdhc.k12.fl.us/~schwarzkopf\\_elementary](http://www.sdhc.k12.fl.us/~schwarzkopf_elementary)

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**Principal**

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**Assistant Principal**

Lois Mautte, Ph.D.

Dear Parents,

Good behavior in the cafeteria is important to insure a happy, relaxed breakfast and lunch period for all. In order to establish a pleasant and safe environment the following rules are necessary:

1. Students will enter and exit cafeteria in a quiet and orderly fashion.  
(Running will not be allowed at any time.)
2. Students will remain seated in a proper manner and ask for assistance by raising their hand.
3. Students will speak softly and only to those at their table.
4. Students will use good table manners and will leave their area clean.  
(For health reasons, students will not be allowed to share their food.)

I encourage you to discuss these cafeteria rules with your child to help instill in him/her a clear understanding of what is expected. Your child's teacher will also review and discuss the rules.

Each class will have a weekly reward to reinforce good behavior. Listed below, however, are the consequences for individuals breaking lunchroom rules:

1. First infraction will result in loss of class reward or activity freedom.
2. Second infraction will result in loss of class reward or activity freedom, student eating apart from his/her class for a designated period of time, and a letter sent to parents to be signed and returned.
3. Third infraction will result in loss of class reward, or activity freedom, student eating apart from his/her class for a designated period of time, and a letter sent to parents to be signed and returned. The student will also receive a report card indicator.

Some severe behavior will result in an immediate office referral. Such things as profanity and obscene gestures, throwing food or fighting will be reported immediately, and parents will be notified. Please remember that inappropriate lunchroom behavior will be reflected on the student's report card.

With your support, your child's breakfast and lunch period will be a pleasant experience and a great opportunity for positive interaction.

Sincerely,

Cheryl Holley, Principal  
and Schwarzkopf Lunchroom Committee

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Please sign and return this lower section of the letter so we will know you have been informed of our lunchroom plans.

Student Name	Teacher	Parent Signature
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Telephone: 813-975-6945 \* Website: [www.sdhc.k12.fl.us/~schwarzkopf](http://www.sdhc.k12.fl.us/~schwarzkopf) elementary