



SCLS Primary Division Discipline Policy

This policy is intended to create a safe and productive working and learning environment for all. It is a guideline used by staff members to make fair decisions regarding student conduct.

All SCLS students will be subject to disciplinary action for designated acts if the acts are related to school activity or attendance and which occur at any time, including, but not limited to, any of the following:

- The student is on school grounds
- The student is on field trips, a school bus or at school- related activities

Level One offenses are to be immediately dealt with on a non-administrative level by any SCLS teacher or staff member. The staff member will inform the homeroom teacher. Should the misbehavior continue, the student will move to the next level.

Level Two offenses are to be immediately dealt with by any SCLS teacher or staff member. Actions will include administrative staff. **Parents may be contacted.** Should the misbehavior continue, the student will move to the next level.

Level Three offenses are to be immediately dealt with by any SCLS teacher or staff member. Actions will include administrative staff. Parents will be contacted. Should the misbehavior continue, the student may be put on a behavioral plan, be given behavioral probation, removed from classes, or be given a short or long-term suspension from school.

Consequences may include one or more of the following actions.

**Level One
Possible Consequences
Staff Members**

Verbal warning
Verbal apology
Written apology
Timeout
Loss of lunch recess
Making restitution
Behavior Plan
Detention

**Level Two
Possible Consequences
Administration/Staff Members**

Written warning
Parent phone call / meeting
Behavior Plan
Full day – in or out of school
Suspension
Loss of classroom privileges
Loss of recess
Making restitution
Detention
Missing field trips and special events
Behavioral Probation/ Progress report

**Level Three
Possible Consequences
Administration**

Parent phone call / meeting
Behavior Plan
Suspension
Making restitution
Detention
Missing field trips and special events
Behavioral Probation/ Progress report
Recommend long term suspension

Updated: February 22, 2018