

## DETAINING STUDENTS AFTER SCHOOL

Students may not be detained after school unless prior arrangements have been made with parents. If it is necessary for a student to stay after school the following procedure must be followed:

- The teacher must call the parent (contact with siblings or neighbors is not sufficient to meet this requirement).
- The notification will be documented in the school office.

## DISCIPLINE

The Ridgecrest Elementary Code of Conduct will be followed in all classrooms and all parts of the building. Ridgecrest has three rules of conduct:

### BE SAFE

### BE RESPECTFUL

### BE RESPONSIBLE

Students will be taught procedures and behavior expectations within their classrooms and in common areas, like the cafeteria and playground. A

Minor violations are taken care of by the teacher/team/staff member. Major violations are referred to the office for Mrs. Mattson to handle. Please use an Office Referral Form when sending students. These forms will be provided to teachers.

### Major / Minor Rule Violations

Minor Offense Teacher <i>Prompts/Re-teach/Think Time</i>	Major Offense Principal <i>Recess Detention/Suspension/District Hearing</i>
1. Talking Out 2. Off task 3. Pushing 4. Arguing 5. Dress code 6. Gum chewing 7. Toys at school 8. Hats 10. Throwing paper 11. Minor Vandalism (bulletin boards) 12. Cheating 13. Lying 14. Disturbing classes (knocking on doors or windows, loud in hallways)	1. Fighting 2. Sexual/racial words 3. Bullying 4. Threats 5. Weapons 6. Illegal substances 7. Vandalism 8. Defiance/disrespect toward adults 9. Obscenities 10. Stealing 11. Consistent minor behavior offenses 12. Snowballs 13. Dangerous Playground games

Discipline is an essential part of the classroom routine. Each teacher should define the boundaries and limits of acceptable behavior. Students need to understand clearly what they can and cannot do in each classroom.

Discipline problems will be resolved in a fair, consistent and reasonable manner. Each teacher will be responsible for solving discipline problems. Teachers should try a number of interventions before sending a student to the office.

Each teacher also plays an important part in the overall discipline of the school. When teachers observe any