

# Cannons Elementary School

Be Respectful!  
Be Responsible  
Be Ready!  
and Be Safe!

I am in control of:  
My body  
My voice  
My Imagination  
My Concentration  
And  
My Cooperation



# Cannons Elementary School Discipline Plan

*At Cannons Elementary School our goal is to encourage responsibility and good citizenship. Our discipline plan provides high expectations and positive reinforcement for good behavior. Rules and expectations are consistent across all areas of the school and enforced with appropriate consequences. All school staff have high expectations.*

## **School Rules:**

### **In all areas**

1. **Be respectful!**  
Use appropriate voice.  
Listen to staff and classmates.  
Follow directions.  
No “put downs.”
2. **Be responsible!**  
Keep area clean.  
Keep up with personal items.  
Complete assignments with your best effort.
3. **Be ready!**  
Be on time.  
Have materials.  
Complete tasks on time.
4. **Be safe!**  
Report dangerous situations.  
Remain in designated areas.

## **Cafeteria Rules and Procedures**

1. Enter quietly. (Respectful)
2. Get in line. (Ready)
3. Respond audibly to servers as they ask what you want. (Respectful)
4. Get all materials- milk, fork/spoon, napkin, straw, ketchup/mustard/mayo. (Responsible)
5. Sit at the correct table. (Responsible)
6. 2<sup>nd</sup> – 5<sup>th</sup> grades will have quiet lunch for the first ten minutes. (Responsible).
7. Teachers will use red & green paper on tables to signify the appropriate times for quiet lunch.
8. Eat using good table manners. (Respectful)
  - a. Chew food with mouth closed.
  - b. Put napkin in lap.
  - c. Say please and thank you to cafeteria staff.
  - d. If you need to burp, cover your mouth and say excuse me.
  - e. Be careful not to touch others' food.
9. When finished, push in your chair. (Responsible)
10. Take your tray to the dish room. Put your fork in the pan. Dump trash and stack tray. (Responsible)
11. Remember to pick up your trash or any trash that is in your area. (Respectful)

## **Hallway Rules & Procedures**

1. Walk on the right.
2. Walk silently.
3. Walk facing forward, hands by side.
4. Walk single file.

## **Morning Procedures and Expectations**

1. The doors open at 7:00 and students report to assigned hallway.
2. Breakfast is served in the cafeteria from 7:00 – 7:40.
3. Students who eat breakfast at school must report to the cafeteria to eat breakfast as soon as they arrive.
4. All students will follow the morning hallway rules as determined by the hallway teachers.
5. Students will not leave their assigned hallway without a teacher's permission.
6. Students walk quietly in the hallways.
7. Students must have a teacher's permission before reporting to any morning activity.

## **Assembly Rules and Procedures**

1. Enter and exit quietly, feet on each step.
2. Listen.
3. Watch.
4. Sit on bottom.
5. Keep hands and feet to self.

## **Playground Rules and Procedures**

1. No standing or sitting at the top of the slide or any equipment.
2. Only one person on the slide at a time.
3. Stay away from the swings when others are swinging.
4. Keep hands, objects, etc. to yourself.
5. Use the equipment properly.
6. Stay in designated areas.

## **Restroom Rules and Procedures**

1. Be quick.
2. Be quiet.
3. Be clean.

## **Car Riders Rules & Procedures:**

1. Students will walk quietly outside and sit with their grade.
2. Students will talk quietly; book bags closed and watch for their rides.
3. Students will keep their hands, feet, and book bags to themselves.
4. Students will listen for their name and cone color.
5. Students will walk to their cone staying on safe side of the yellow line.

## **Inclement Weather Procedures:**

1. In inclement weather, students will sit quietly in line by grade in the gym.
2. Students will listen for their name and cone color.
3. Students will walk to their cone without crossing the yellow line.

## **Bus Rider Rules and Procedures:**

1. Students will walk quietly in a single file line to their bus.
2. Students will sit Back to Back,  
Bottom to Bottom  
Book bag in your Lap
3. Students will keep hands, feet and objects to self.
4. Report misbehavior to driver or monitor.
5. Keep bus clean.
6. Load and unload quietly.
7. Watch your step.
8. All students obey the driver.
9. The principal will administer consequences including suspension or loss of bus privileges.

## **CONDUCT and DISCIPLINE**

Maintaining a safe learning environment is imperative. All students are expected to follow the Cannons Cub Code: Be respectful, be responsible, be ready and be safe. Teachers will send classroom behavior expectations home with students on the first few days of school.

Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of Cannons Elementary School that corporal punishment is not an option for discipline of students by any district employee, including but not limited to: teacher, assistant principal or principal.

Out-of-school suspension and/or expulsion are only used as a last resort. **NOTE:** You have the right to appeal out-of-school suspensions and expulsions. All questions or requests for appeals should be referred to the principal. Appeals will be heard by a District Hearing Officer. Students should not bring toys or electronic devices to school.

Harassment and bullying are forms of discrimination prohibited by federal and state laws; it is the policy of Spartanburg School District 3 that harassment and/or bullying of students is prohibited. Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to contact the school or district administration immediately.

## **Behavior Incentives**

- We will continue to use the Cannons Cub Code with each classroom creating a poster to represent the Cub Code at the beginning of school. The posters will be on display throughout the hallways in the building and should include the signature of each student and homeroom teacher.
- We will use a positive behavior reward system for each homeroom and school wide. Students who earn the required number of points per grade level will be rewarded weekly with Fun Friday or another classroom reward.

## **Consequences**

Students are given a verbal warning and re-taught the expected and correct behavior.

Teachers may administer classroom or common area restrictions including but not limited to:

- Classroom point deductions
- Loss of classroom privileges
- Time out or seating away from other students
- Recess detention

Teachers will contact parents.

Teachers will complete an office referral.

Bus drivers will complete a bus discipline referral.

Office referrals and bus referrals to principal may result in the following consequences, not necessarily in this order.

Student conference

Suspension of bus privileges

Parent conference

Loss of bus privileges

Time out with principal

Recess detention

After school detention

Student sent home for remainder of day

In School suspension

Out of school suspension

Each consequence will be determined based on the individual infraction and history of infractions for individual students.

In the event of bullying the following information from our district will be discussed with and published in a letter sent home to parents.

*Dear Parents/Guardians,*

*Spartanburg School District Three cares about the safety and well-being of its students. We work diligently to maintain a positive, supportive climate where every student has the opportunity to succeed. To make this goal possible, all students must demonstrate kindness, sensitivity, and respect for others. We are proud that the vast majority of our students practice these important character and citizenship traits.*

*Despite our best efforts to teach these qualities, however, a few students still engage in hurtful and harassing teasing of others. This letter is to make it clear that unkind, disruptive conduct is not tolerated. We are, therefore, toughening our disciplinary penalties for this behavior as follows:*

***Consequences – the order in which consequences are administered depends on the age of the child and nature of the infraction.***

- *Parent Contact and/or Student/Parent Conference*
- *Loss of Privileges/Activities*
- *Required Counseling (school and/or private)*
- *In School Suspension*
- *Short-Term Out of School Suspension*
- *Long-Term Out of School Suspension*
- *Expulsion*
- *Emergency Expulsion*
- *Law Enforcement Referral/Report*
- *Child Protective Services Referral/Report*
- *Interagency/Intervention Referral*

*Please counsel your child/children about the need to demonstrate kindness, empathy and consideration for all students. Also, please help us explain the academic and attendance consequences of out of school suspension.*

Students will be taught the Cannons Cub Code, the Acting Right Contract and other expectations for behavior during the first days of school. Teachers will review as needed throughout the year.

Posters with the Cannons Cub Code and Champ will be made by each homeroom and Art ATLAS. These posters will be displayed at the appropriate eye level for each class.

### STUDENT BEHAVIOR POLICY/STANDARDS

At Cannons Elementary School, we want our students to feel a sense of community when they walk in the building. In an effort to reach that goal, our behavior plan is based on students learning to become strong school and community citizens.

#### ***Cannons Champions are Respectful, Responsible and Ready: Guiding Principles***

*Purpose: Our school-wide expectations are designed to maintain a cooperative climate of excellence in academics, character and safety.*

<i>School-wide Expectations</i>	<i>Respectful</i>	<i>Responsible</i>	<i>Ready</i>
<i>All Settings</i>	<input type="checkbox"/> <i>Respect adult authority</i> <input type="checkbox"/> <i>Be kind</i> <input type="checkbox"/> <i>Use appropriate voice level</i> <input type="checkbox"/> <i>Use good manners</i> <input type="checkbox"/> <i>No bullying</i> <input type="checkbox"/> <i>Help students who are bullied</i> <input type="checkbox"/> <i>Include others</i> <input type="checkbox"/> <i>Tell an adult at home and at school if someone is bullied</i>	<input type="checkbox"/> <i>Keep hands and feet to yourself</i> <input type="checkbox"/> <i>Help others</i> <input type="checkbox"/> <i>Keep the school clean</i>	<input type="checkbox"/> <i>Be on task</i> <input type="checkbox"/> <i>Do your best</i> <input type="checkbox"/> <i>Follow directions</i>
<i>Hallways and Walkways</i>	<input type="checkbox"/> <i>No talking</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Walk</i> <input type="checkbox"/> <i>Keep hands and feet to yourself</i> <input type="checkbox"/> <i>Keep area clean</i>	<input type="checkbox"/> <i>Always walk on the right side</i> <input type="checkbox"/> <i>Move quickly and quietly</i> <input type="checkbox"/> <i>Follow directions</i>
<i>Lunchroom</i>	<input type="checkbox"/> <i>Use good table manners</i> <input type="checkbox"/> <i>Use whisper voices after quiet time</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Clean your area</i> <input type="checkbox"/> <i>Stay seated</i>	<input type="checkbox"/> <i>Eat your own food</i> <input type="checkbox"/> <i>Follow lunch line procedures</i> <input type="checkbox"/> <i>Follow directions</i>
<i>Bathrooms</i>	<input type="checkbox"/> <i>Privacy of others</i> <input type="checkbox"/> <i>Use whisper voices</i>	<input type="checkbox"/> <i>Keep area clean</i> <input type="checkbox"/> <i>Wash your hands</i>	<input type="checkbox"/> <i>Use time wisely</i>
<i>Morning Holding Areas</i>	<input type="checkbox"/> <i>Use whisper voices until quiet time</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Keep your area clean</i> <input type="checkbox"/> <i>Have materials</i>	<input type="checkbox"/> <i>Be on task</i> <input type="checkbox"/> <i>Follow directions</i>
<i>Playgrounds</i>	<input type="checkbox"/> <i>Include others</i> <input type="checkbox"/> <i>Share</i> <input type="checkbox"/> <i>Take turns</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Play safe</i> <input type="checkbox"/> <i>Keep hands/feet to yourself</i>	<input type="checkbox"/> <i>Follow directions</i> <input type="checkbox"/> <i>Use equipment properly</i> <input type="checkbox"/> <i>Follow directions</i>
<i>Assemblies</i>	<input type="checkbox"/> <i>No talking</i> <input type="checkbox"/> <i>Appropriate applause</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Remain seated</i> <input type="checkbox"/> <i>Pay attention to performers</i>	<input type="checkbox"/> <i>Active listening and participation</i> <input type="checkbox"/> <i>Follow directions</i>

<i>Buses</i>	<input type="checkbox"/> <i>Respect driver</i> <input type="checkbox"/> <i>Use whisper voices</i> <input type="checkbox"/> <i>Respect adult authority</i>	<input type="checkbox"/> <i>Share seats</i> <input type="checkbox"/> <i>Help others</i> <input type="checkbox"/> <i>Stay seated</i> <input type="checkbox"/> <i>Keep hands and feet to yourself</i>	<input type="checkbox"/> <i>Load and unload quickly</i> <input type="checkbox"/> <i>Watch for your stop</i> <input type="checkbox"/> <i>Follow directions</i>
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### ***DISCOURAGING INAPPROPRIATE BEHAVIOR***

**Level I Inappropriate Behaviors** are minor rule violations that will result in an immediate verbal correction with other appropriate consequences. Examples of Level I behaviors may include, but are not limited to:

<i>Being Untruthful</i>	<i>Not having needed materials</i>
<i>Teasing/Name Calling/Taunting/Rumors</i>	<i>Out of seat</i>
<i>Verbal Harassment (race, color, sex)</i>	<i>Social Isolation/Exclusion<sup>54</sup></i>
<i>Talking/Talking out/ Class disruptions (Ex: playing, noises)</i>	<i>Chewing gum</i>
<i>Inappropriate Gestures</i>	<i>Electronic devices</i>
<i>Not paying attention</i>	<i>Unsafe play (running)</i>
<i>Not following directions/not staying on task</i>	<i>Supporting Bullying Behaviors</i>

**Level I Consequences:** Students who engage in Level I behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Level I consequences are mild and designed to discourage the inappropriate behavior from reoccurring. Level I consequences are handled by ALL faculty/staff. Consequences for Level I behaviors may include, but are not limited to:

<i>Verbal correction/Warning</i>	<i>Apology</i>
<i>Lunch detention</i>	<i>Parent contact/conference</i>
<i>Time out</i>	

**Level II Inappropriate Behaviors** are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by the teacher and the student's parent. Level II behaviors may include, but are not limited to:

<i>Chronic Level I behaviors (Ex: occurs daily on a consistent basis and/or more than 3-1 pt. fines in a day)</i>	<i>Shoving, tripping, hitting</i>
<i>Disrespect/ Defiance</i>	<i>Intimidation</i>
<i>Profanity to student</i>	<i>Threats</i>

**Level II Consequences:** Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a Parent Communication Form which will be signed by the teacher and parent. The student is responsible for returning the form signed within 2 school days. Consequences for Level II behaviors may include, but are not limited to:

<i>Verbal correction/Warning</i>	<i>Parent contact/ Parent Communication Form</i>
<i>Lunch detention</i>	<i>Guidance referral</i>
<i>Loss of privileges/ Time out</i>	<i>In School Suspension</i>
<i>Apology</i>	

**Level III Inappropriate Behaviors** are serious infractions that require an office referral for corrective actions. Level III behaviors will not be tolerated and could result in suspension from school. Some examples of Level III behaviors may include, but are not limited to:

<i>Chronic Level II behaviors (after 3 or more incidents)</i>	<i>Severe disrespect</i>
<i>Fighting/Severe Physical Aggression</i>	<i>Vandalism</i>
<i>Profanity to adult</i>	<i>Weapons</i>
<i>Stealing</i>	<i>Possession of illegal substance</i>
<i>Cheating</i>	<i>Other acts of violence</i>

**Level III Consequences:** Students who engage in Level III behaviors will be referred to the principal for immediate corrective actions. After consulting with the parents and appropriate school personnel, the principal will issue the consequences and facilitate the corrective actions. Consequences for Level III behaviors may include, but are not limited to:

<i>Suspension</i>
<i>Restitution</i>
<i>Expulsion</i>