

## Woodside Discipline Procedures

All staff must familiarize themselves with material in the **Everett Public Schools Student Responsibilities and Rights Policies** handbook and with Woodside's Discipline Policy and Procedures. It is expected that all staff members are even-handed in their enforcement of school and classroom rules. Students are to be treated fairly and equitably in discipline situations without regard to race, sex, membership in religious organizations or sexual orientation. Staff members will refrain from yelling and/or using intimidating voices or body language when dealing with students. Students are not to be subject to verbal humiliation at any time by any staff member.

### Classroom Rules

Each teacher/specialist/para-educator in charge of a classroom situation must post classroom rules and provide the principal with a copy of the classroom rules, behavior expectations, and discipline procedures that will be followed when individuals do not meet standards of behavior. Classroom rules must be contained in substitute plans.

### Schoolwide Rules

All staff members are expected to reinforce acceptable behavior when it is observed. When inappropriate behavior occurs, all staff are expected to deal with the behavior in a timely manner whether or not that student is under that staff member's direct supervision.

Schoolwide discipline expectations with regard to instruction and responsibilities are as follows:

1. The teacher has the responsibility at the start of the school year to ensure that students understand the school wide rules and expectations. The rules are to be re-taught at ***the beginning of each month***. Assembly rules are to be reviewed ***prior to each assembly***.
2. When inappropriate student behavior occurs, staff has the responsibility of using strategies designed to cause the student to behave in an acceptable manner.
3. If the inappropriate behavior continues after the teacher has worked with the grade level team and facilitator to establish a plan for interventions, including parent contact and principal involvement, staff has the responsibility of referring the student to the **Student Success Team** to develop a more extensive intervention plan.
4. If the inappropriate behavior continues, the teacher will contact the **Student Success Team** to recommend additional interventions and strategies. This plan may result in the last SST referring the case to the **Woodside Evaluation Team**.

5. If a student threatens staff or students and/or acts in an unsafe manner, staff should request immediate assistance by sending a student to the office or calling the office to request assistance. The principal is to be notified.
6. Consequences involving misbehavior on the playground are the responsibility of the playground supervisors or the principal. Classroom teachers are expected to reinforce and support playground discipline decisions.

### **Disciplining Special Education Students**

Discipline for special education students has special parameters. According to ESD Policy 3300, "Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment." [3300]

If you have any question as to whether a student has an active IEP or 504 Plan, please contact Anne Manhas or John Lerner.

***This building policy and procedures have been developed within the framework established in the Everett School District Policies (Series 3000) on student discipline.***