

Robert Russa Moton Elementary School

2023-2024

Positive Behavior Support (PBS) &

Progressive Discipline Plan



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Robert Russa Moton Elementary
Positive Behavior Support & Progressive Discipline Plan
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At Robert Russa Moton Elementary, our primary responsibility is to provide a positive environment that is both safe and conducive to maximizing student academic achievement. By implementing the **M-DCPS Code of Student Conduct**, and the District's **Values Matter** campaign, we hope to afford our students the opportunity to correct behaviors that are barriers to success. Robert Russa Moton's Positive Behavior Support & Progressive Discipline Plan has been developed to help students and their parents understand the Code of Student Conduct, the consequences for the most common violations, and to minimize the need for outdoor suspension.

School Wide Pledge

I will be safe, be respectful, and be responsible today.

Our School Wide Rules
(Posted in all classrooms)

BE SAFE

Keep hands, feet, and objects to self.

BE RESPECTFUL

Use kind words and actions.

BE RESPONSIBLE

Follow adult directions, wear your uniform, and be prepared to learn.



SCHOOL WIDE POSITIVE BEHAVIOR EXPECTATIONS

ARRIVAL PROCEDURES

Upon arrival, all students should enter the cafeteria through the **front entrance** for breakfast. **Breakfast is served from 7:45am to 8:20am.** Once having completed breakfast, students in grades K-2 will remain in the cafeteria at their assigned tables, students in Grades 3-5 will be escorted to the PE shelter/court where they will sit until the arrival of their teachers at 8:20am.

DISMISSAL PROCEDURES

Parent Pick Up– Teachers will escort students and supervise each designated area. Students will sit down at their designated area according to grade level.

Students should not reenter the building once they have been dismissed. Those teachers not assigned to a classroom will assist at dismissal. Please see our DISMISSAL MAP.

STUDENT TRANSITION / HALLWAY TRAVEL

When walking to and from class, students should be lined up in Numerical/ABC Order. Line Leader and Door Holders may vary according to teacher preference and or classroom jobs/incentives. Teachers should guide the students and narrate the expected behavior from the MIDDLE to the BACK of the line in order to have a full view of the class at all times. Classes are to walk on the right side of the hallway, and are to stop at the designated "CHECKPOINTS".

Teachers are expected to teach their students how to travel **quietly** through the hallway (i.e. walk with hands by their side/in their pockets/ or behind their back) All students will travel on the **right side** of the hallway.

CAFETERIA BREAKFAST & LUNCH PROCEDURES

Students should arrive at the cafeteria at their assigned times and escorted to their assigned tables. Cafeteria staff will then send students to their serving line. Once students receive their lunch they are to sit at their assigned table facing the same direction. Once students have finished eating they are to place their lunch trays in front of them. Cafeteria staff will come by to discard their lunch trays. Teachers will walk up to their table to pick the students in an orderly fashion.

CAFETERIA RULES/EXPECTATIONS

- Students should talk quietly only to those next them
- Students are to stay seated at all times
- Students are to consume only their own food
- Students should raise their hands for assistance
- Students should ensure their area is kept clean

SCHOOL ASSEMBLIES & PRESENTATIONS

Students should enter quietly and sit with their classroom teacher. Students are expected to display appropriate etiquette (sitting up straight, appropriate applause, etc.) during the assembly. Teachers and staff members are to help to monitor appropriate behavior by circulating the tables and maintaining active vigilance.

ACCEPTABLE CONDUCT

The acceptable conduct policy of RR Moton Elementary School will be in place to foster an atmosphere of cordiality, courtesy, and respect. This kind of atmosphere can be established and preserved only by a concerted, sustained effort on the part of all staff members. All faculty & staff members should model the same expected behavior.

SUGGESTED CLASSROOM BASED MANAGEMENT AND PBS EXPECTATIONS

Our school will use a PBS behavior management approach. All classrooms at the Primary Level are encouraged to use a tangible Behavior Clip Chart, Intermediate Grade Levels are encouraged to use Class Dojo. Each students' behavior level will be tracked daily and/or weekly in order to reward positive behavior.

SUGGESTED Behavior Management Tool: Behavior Clip Chart

Behavior Clip Chart Categories	Conduct Grade Equivalent	Rewards / Corrective Strategies
Excellent	A	5 Jaguar Dollars
Good	B	3 Jaguar Dollars
Ready to Learn	C	1 Jaguar Dollar
Think About It (Warning)	D	Teacher-Student Conference
Parent Contact	F	<ul style="list-style-type: none"> ● Phone Call or Note Sent Home documented in Teacher Communication Log (1st and 2nd offense) ● Schedule a Teacher-Parent Conference ● Use the Behavior Observation Form to begin the Behavior Tracking Process

SUGGESTED Grade Behavior Management Tool: Class Dojo

Dojo Point Category	Dojo Category Equivalent	Conduct Grade Equivalent	Rewards / Corrective Strategies
Excellent	(10 points +)	A	5 Jaguar Dollars
Good	(4-9 points)	B	3 Jaguar Dollars
Ready to Learn	(1-3 points)	C	1 Jaguar Dollar
Think About It (Warning)	(-1 point)	D	Teacher-Student Conference
Parent Contact	(-2 or more points)	F	<ul style="list-style-type: none"> ● Phone Call or Note Sent Home documented in Teacher Communication Log (1st and 2nd offense) ● Schedule a Teacher-Parent Conference ● Use the Behavior Observation Form to begin the Behavior Tracking Process

SCHOOL REWARDS SYSTEM

Students will be able to earn “**JAGUAR DOLLARS**” when demonstrating positive behavior in their classrooms and around the school campus. All classrooms will have a Behavior Chart/Class Dojo that will track the students’ progress throughout the school day. Each category in the chart will help them earn a specific amount of dollars. The school currency can be used for the purchase of rewards at the Jaguar Store, and/or tickets for the Monthly PBS Parties. See the chart below for a detailed description of our school wide Rewards System.

Reward Program	Person(s) Responsible	Behavior	Reward
In Class Rewards	Teachers	Teachers will design a token economy within their own classroom where students can also use their Jaguar Dollars to purchase rewards on a weekly basis.	See attachment with suggestions and ideas for “FREE” rewards and incentives.
“Jaguar of the Week”	Homeroom Teachers	On Fridays, teachers and classmates will select the student who best exemplifies the VALUES MATTER trait being announced during the week.	Selected students will complete the Jaguar of the Week poster and complete the related activities to be presented in class.
“Jaguar of the Month”	Counselors	Teachers will select a Student of the Month who exemplifies the “Values Matter” value being studied.	Students will be awarded a certificate, pencil, and opportunity to be have their picture posted on the Jaguar of the Month bulletin Board.
“Attendance Banner”	Homeroom Teachers	Attendance will be tracked by class	The class with the highest % of attendance for the week will receive a traveling trophy/ribbon to be posted on their door. Classes with 100% attendance are eligible to fill in one letter in the word ATTENDANCE. After completely filling in the word, they will be treated to a Special Party.
“Jaguar Store”	Counselors	“Jaguar Dollars” are to be awarded to students depicting behavior aligned with our expectations and rules.	Students will be able to visit the school store to purchase supplies, special treats, and/or tickets for PBS Jaguar Activities
“Monthly PBS Activity”	Administration, Counselors	Students depicting behavior aligned with our expectations and rules.	Students can purchase tickets to the Monthly PBS Activity when visiting the Jaguar Store. Certain student behaviors will automatically disqualify a student from purchasing tickets.
“STARS” Mentoring Program	Counselors with support from All Faculty & Staff	Select students will be assigned a Mentor.	S-pending T-ime A-chieveing R-eal S-uccess Teachers will have “STAR” Mentor pass available for students to be able to visit their Mentor as needed. Monthly STARS Mentor Meetings will be held for student-mentor data chats, etc....
Attendance “Engineer of the Day”	Administrators	Students must be in school to participate & win.	A daily drawing will take place for students who are present in school. If the name is called, they are able to come to the Main Office for a price.

SCHOOL WIDE PROGRESSIVE DISCIPLINE



CODE OF STUDENT CONDUCT

The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships. The Code of Student Conduct addresses not only the role of the parents, the students, and the school, but also specifies areas relative to grounds for disciplinary action; procedures to be followed for act requiring disciplinary action, suspension, expulsion; and responsibilities and rights of students.

The procedures outlined in the Code of Student Conduct apply to all students in grades K-12. The Code of Student Conduct is enforced during regular school hours, while being transported on a school bus, and at school-sponsored events, field trips, athletic functions, and other activities where appropriate school administrators have jurisdiction over students. Additionally, the principal is authorized to take administrative action when a student's conduct, while away from school, has a detrimental effect on other students or on the orderly educational process. Board rules, which explain in greater detail the various aspects of student behavior, can be referred to for a complete understanding of any particular issue.

DISCIPLINARY REFERRAL PROCEDURES

DISCIPLINE MATRIX

A Discipline Log and Matrix based on the Code of Student Conduct has been designed in order to establish and maintain a consistent system. Behaviors and appropriate corrective actions have been established. We ask that teachers adhere to this system at all times.

PARENT CONTACT

1. Teachers will log teacher-parent conferences using their gradebook, or Parent Communication Log, and specify whether such contact was in person, by telephone, or by written correspondence.
2. When required parent contact is not achieved, attempts to contact parents would be recorded in the gradebook, or log, and the student should be referred to designated personnel for follow-up.
3. Assistance from the Success Coach or iAttend Specialist may be sought out in order to facilitate communication with the Parent/Guardian.

DETENTION

Detentions may be held after school on Wednesdays, or during the day (Lunch, Special Areas) as approved by an Administrator.

COUNSELING SERVICES

Referrals to the counselor/social worker to provide the student a period of reflection and/or opportunity for discussion of alternate choices can be made by the teachers. Sessions may be conducted on a regular basis.

ALTERNATIVE LEARNING SETTING This is an alternative to outdoor school suspension and may be imposed for one or more days by a School Administrator. Once a student demonstrates behavior which, in accordance with the Code of Student Conduct, warrants a higher level of disciplinary action, the student is removed from the regular classroom setting and is assigned to an Alternative Learning Setting where assignments will be given to the student by his/her classroom teacher. Both a student conference with a School Administration, and a Parent Conference, will be required before the child can return to the classroom.

The Alternative Learning Setting will include the following:

- Individual & Group Counseling
- Peer Mediation, Behavior Reflection & Conflict Resolution Activities
- Classroom or Grade Appropriate Work prepared by the Teacher

ASSIGNMENT TO ALTERNATE DUTY OR WORK DETAIL

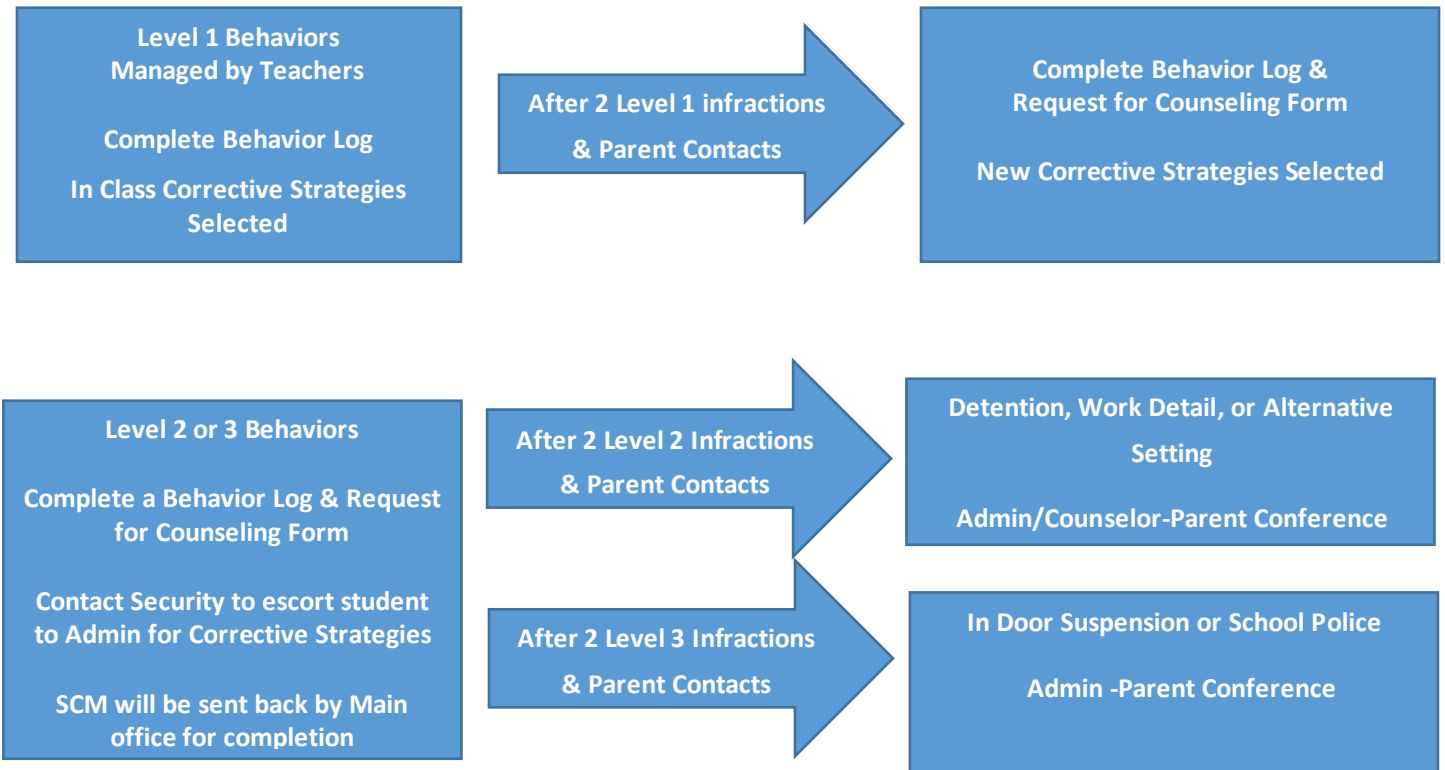
Students may be assigned to alternate duty as a way to provide service to the school community and/or other students. The duration of such assignment and location will be reflective of the violation. For example, students may create a presentation and work with the counselor to share with peers the consequences of negative actions and proper choices, students may assist custodial team with the cleanliness of the school, etc...

Parents will be notified by the Administration Team, or the Counselor, if the student has been referred to partake in

these activities.

DISCIPLINE INTERVENTION FORM

Once a student is assigned more than twice to an Alternative Learning Setting, the student will be referred for RTI - Behavior process. Teachers may do this by completing the Request for Assistance Packet.



**RR Moton Elementary School
Consequence/Discipline Matrix
Level 1 – MANAGED BY TEACHER**

*All require Parent Contact and entry into the Parent Communication Log

*May face Detention, Work Detail, or Alternate Duty

Level 1 OFFENSE	DEFINITION	TEACHER INTERVENTION CORRECTIVE ACTION(S)
Teasing Others	To irritate or provoke with petty distractions, trifling raillery, or other annoyance.	<ul style="list-style-type: none"> ● Conference with student ● School Counselor Referral ● Student written reflection
Defiance/Disrespect	Unwilling to participate in activity (including but not limited to mild talking back, rolling eyes and sucking teeth, etc...)	<ul style="list-style-type: none"> ● Re-Teach Expectation ● Conference with student ● Verbal/Written Apology ● Detention ● Behavior Contract/Progress Report ● Student written reflection
Disruption	Calling out in class, talking, getting out of seat, and inappropriate noise with mouth, hands, objects and feet.	<ul style="list-style-type: none"> ● Seat change ● Peace or Think About It Corner / Detention ● Review/Reteach Classroom Rules ● Student written reflection ● Behavior Contract/Progress Report
Inappropriate Language (First Offense)	Undirected profanity, obscene gestures and written obscenities like name calling – putting a child down.	<ul style="list-style-type: none"> ● Loss of Privilege ● Student written reflection/apology
Lying/Cheating (First Offense)	Student delivers message that is untrue. Deliberately violates rules, forgery or cheating.	<ul style="list-style-type: none"> ● Verbal/Written Apology ● One on One Conference with Student ● Review/Reteach classroom rules ● Student written reflection
Non-Compliance	Refusal to work, follow directions and obey rules.	<ul style="list-style-type: none"> ● Conference with student ● Detention ● Loss of privilege ● Behavior contract/Progress Report ● Time Out in Peace or Think About It Corner ● Student written reflection
Physical Contact (Not Fighting)	Hands and feet not kept to self, pushing, shoving, horseplay, etc.	<ul style="list-style-type: none"> ● Review classroom rules ● Conference with students ● Loss of privilege ● Time-out Peace or Think About It Corner ● Alternate Duty
Property Misuse	Handling a book the wrong way, breaking a pencil or other objects, writing on walls, etc...	<ul style="list-style-type: none"> ● Review classroom rules ● Verbal/Written Apology ● Work Detail
Stealing (First Offense)	Students take property value (less than \$5) that does not belong to them.	<ul style="list-style-type: none"> ● Review classroom rules ● Conference with student ● Mediation between both affected parties
Electronic Devices	Playing with cell phone, texting, recording	<ul style="list-style-type: none"> ● Confiscation of device ● Conference with student

**RR Moton Elementary School
Consequence/Discipline Plan**

Level 2 – MANAGED BY TEACHER AND REFERRED TO COUNSELOR

*All require Parent Contact with a Parent/Teacher Conference & Entry in Parent Communication Log

*Students may face work detail, detention, or 1 to 5 days in the “AAA” Room

*May be referred to Rtl Team for FAB/BIP

Level 2 OFFENSE	DEFINITION	TEACHER INTERVENTION
Lying/Cheating (Second Offense)	On a test, AR, classwork, etc...	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Confrontation with Staff	Hostile, argumentative	<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor
Defiance of School Staff	Boldly resisting authority	<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor
Distributing inappropriate items or materials	Illicit pictures, objects, etc...	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Failure to comply with previously prescribed corrective strategies	Fails to comply with interventions previously given and agreed upon	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Fighting (Minor)	No physical injuries Students stop when directed to do so	<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor
Harassment (Non- Sexual or Isolated)	Aggressive pressure or intimidation, persecution	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Instigative Behavior	Inciting others to act, spreading rumors, etc.	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Unauthorized Location and/or Leaving School Grounds	Student “skips” a class or leaves campus	<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor
Libel/Slander	Written/Verbal defamation of someone’s character	<ul style="list-style-type: none"> ● Referral to Administration/School Counselor
Petty Theft (Under \$300)		<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor
Vandalism (Minor)	Destroy a classmates book bag, computer mouse	<ul style="list-style-type: none"> ● Removal from class by Security ● Referral to Administration/School Counselor

RR Moton Elementary School Consequence/Discipline Plan

Level 3 or HIGHER – Managed by ADMINISTRATION Team (SCM TO ADMIN)

* All require Parent Contact with a Parent/Teacher/Admin Conference and/or School Police Contact

*Students may face 5 to 10 days in the AAA Room, referred to Rtl for FAB/BIP,
or recommendation for alternative setting, outdoor suspension and/or expulsion

Level 3 – OFFENSE	DEFINITION	TEACHER INTERVENTION
Assault/Threat (Non-Staff Member)	Apprehension, Harmful or Offensive contact with someone or the threat to do so	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Breaking and Entering/Burglary		<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Bullying (Repeated Offense)	Repeatedly use offensive or inflammatory words, symbols, gestures or physical conduct to belittle, demean, mock or ridicule another person	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Disorderly Conduct	Unruly, difficult or impossible to discipline. Violent outbursts (throwing chairs, destroying property, etc..)	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Fighting (Serious)	Physical injuries, students do not stop when directed to, adults must physically break up the altercation	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Harassment	Aggressive pressure or intimidation, persecution	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Hazing	Humiliating someone	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Possession / Usage of Substances	Alcohol, unauthorized over the counter medications, drug paraphernalia	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Possession of <u>Simulated</u> Weapons	Knife, gun, etc.	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Sexting	A personal 1 to 1 (student to student) exposure/transmission which is not coerced and not intended for redistribution	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Sexual Harassment	Unwanted sexual advances	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Trespassing	Breaking an entry, entering highly restricted area without permission	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration and School Counselor
Vandalism (Major)	Smart board, computer, laptops	<ul style="list-style-type: none"> ● Student removed by security ● Referral to Administration & Counselor