

Riggs 6th Grade Discipline Plan

1. All teachers will review the rules during the first week of school. This will include classroom rules, grade level discipline plan, Riggs School Student Responsibilities and General Rules (the white packet that goes home to parents), and the CUSD Code of Conduct (in the yellow booklet that goes home to parents).
2. Teachers will submit a copy of their grade level discipline plans to the principal and the dean for approval before sending home. Teachers will send a copy of their plan to parents and guardians on the first day of school and to new students as they enter Riggs. The copy is to be signed and returned to the teacher. Establishing a grade level discipline plan will be designed for consistency.
3. Grade levels will be required to submit a homework policy to the principal and dean that includes procedures and consequences. Please use class work/homework communication slips to inform parents of missed assignments. Consequences will be determined and handled by the grade level. Every effort will be made to hold students accountable for completing assignments.
4. Staff will focus on positive reinforcement: verbal praise, written notes to individual students, use of group reinforcement, or positive phone calls to parents.
5. Riggs is currently implementing the **Character Counts** program. This educational opportunity is necessary to help students develop the tools and strategies to make moral choices they can be proud of. The program focuses on the Six Pillars of Character.
6. When an incident occurs, students will be given their due process.
7. Noontime assistants, classroom assistants, and teachers will meet to review the Riggs discipline plan..
8. A **Misconduct Ticket (MT)** will be given by a teacher, dean, or principal to students for serious offenses only (i.e. fighting, theft, vandalism). These offenses should be addressed on the same day that they occur. The Misconduct Ticket will indicate the consequence that was issued by the appropriate staff member. Appropriate staff members will notify parents or guardians about the offense and the pink parent-copy will be sent home. Misconduct Ticket distribution is as follows:
 - Pink Copy- Parent
 - White Copy- Administration
 - Yellow Copy-Teacher
9. Misconduct Tickets are erased at the end of each semester, but kept on file for the duration of the year. The principal or Dean will determine any exceptions.
10. Each grade level will hold detention during lunch as determined. The student will serve the lunchtime detention following the day the Misconduct Ticket was issued, during his/her scheduled lunchtime. Classroom teachers will arrange the detention for the student.
11. All detentions will be entered into a database by administration. Make sure to communicate with the dean of students when a detention is issued to a student. Quarterly reports will be generated to help monitor student behavior.

12. Field trips are an extension of the classroom curriculum. A field trip opportunity should not be taken away if it is determined to be an **extension of the classroom curriculum**. Taking away the participation of a class field trip activity should be in severe cases where students' safety is an issue. Other alternatives should be explored such as: a parent may be required to accompany his/her child. Please contact the dean of students or principal for alternative solutions.
13. In the case of a field trip that serves as a reward incentive for good behavior and good academic performance, make sure a student receives their due process before they lose the privilege of attending. If a student loses the privilege, a parent and the dean of students must be notified in order to arrange an alternative activity during the time of the field trip.
14. Our quarter parties are designed to reward students for making good choices and promote our Character Education program. Each student receives a clean slate at the beginning of each new quarter and earns the privilege of attending quarter parties. We look forward to rewarding our students for excellence in character and appreciate your support!
15. **The following is list of the items that may prevent your child from attending quarter parties.**
 - Students receiving an in school or out of school suspension
 - Students receiving one or more misconduct tickets issued during the quarter
 - Students receiving three or more lunch hours during the quarter
 - Students who currently have D's and F's
 - Excessive absences and tardies