

LEVEL ONE: DISOBEDIENT BEHAVIOR

Once the report has been verified by the Discipline Committee Main Office Secretary is responsible to distribute copies to designated persons below:

Failure to wear the required school uniform	Being late for school	Bringing prohibited materials in school
Not listening to teacher’s instruction and/or classroom directives on a continual basis	Behaving in manner which disrupts the class instructional process	Bringing unauthorized visitors within school premises
Engaging in a verbally rude or disrespectful behavior towards another student and/or teacher, school personal	Posting disruptive materials in school	Using school computers, telephones and other devices with out permission

STUDENT NAME: _____ **CLASS:** _____

Describe Behavior: _____

Signature: _____ **Date:** _____

Discipline Committee Chairperson submitted to	Yes _____ No _____
Class Teacher	Yes _____ No _____
Division Coordinator	Yes _____ No _____

LEVEL TWO: DISORDERLY DISRUPTIVE BEHAVIOR

Once the report has been verified by the Discipline Committee Main Office Secretary is responsible to distribute copies to designated persons below:

Smoking	Gambling	Using obscene language/gestures
Lying and using false information	Misusing other's property, which indicates that a student has destroyed, mutilated that property	Engaging in disruptive behavior on school bus
Leaving class and school without parents, teacher's or Main Office personnel's permission	Engaging in unwanted physical contact such as hitting, kicking, holding down another, spitting	Disobeying the lawful authority of school permission
Violating the internet use policy, that is, using the internet for non-educational purpose	Cheating and plagiarizing on tests and/or written assignment	

STUDENT NAME: _____ **CLASS:** _____

Describe Behavior: _____

Signature: _____ **Date:** _____

Discipline Committee Chairperson submitted to Yes _____ No _____

Class Teacher Yes _____ No _____

Division Coordinator Yes _____ No _____

LEVEL THREE: SERIOUSLY DISRUPTIVE OR DANGEROUS BEHAVIOR

Once the report has been verified by the Discipline Committee Main Office Secretary is responsible to distribute copies to designated persons below:

<p>Using slurs based upon race, ethnicity, color, religion and gender. This behavior is considered as bullying and is taken very seriously.</p>	<p>Fighting in physically a aggressive behavior and/or engaging in unwanted physical contact</p>	<p>Engaging in theft.</p>
<p>Posting disruptive literature.</p>	<p>Engaging in vandalism</p>	<p>Falsely activating a fire alarm or other disaster alarm.</p>
<p>Engaging in gang related behavior</p>		

STUDENT NAME: _____ **CLASS:** _____

Describe Behavior: _____

Signature: _____ **Date:** _____

Discipline Committee Chairperson submitted to Yes _____ No _____

Class Teacher Yes _____ No _____

Division Coordinator Yes _____ No _____

LEVEL FOUR: DANGEROUS AND VIOLENT BEHAVIOR

Once the report has been verified by the Discipline Committee Main Office Secretary is responsible to distribute copies to designated persons below:

Threatening violence, injury or harm to others.	Bullying involves; Teasing, Nit-picking/ Spreading false rumors/ Enforcing social isolation/ Calling names/ Saying or writing nasty things about others/ posting verbal and written warnings against friends, physical picking on someone smaller/ weaker. *Any behavior that humiliates or demeans a person.	Engaging in sexual harassment
Possessing illegal drugs	Participating in group violence	Committing arson
Causing a riot	Possessing any weapons	Using illegal drugs
Using force against any school personnel	Selling or distributing drugs	

STUDENT NAME: _____ **CLASS:** _____

Describe Behavior: _____

Signature: _____ **Date:** _____

Discipline Committee Chairperson submitted to	Yes _____ No _____
Class Teacher	Yes _____ No _____
Division Coordinator	Yes _____ No _____

ULLENS SCHOOL PROHIBITED MATERIALS AND WEAPONS

Once the report has been verified by the Discipline Committee Main Office Secretary is responsible to distribute copies to designated persons below:

Fire crackers, bomb sell	Sling shot and sand bag	Acid
Imitation gun – Any gun or gun related weapons.	Any deadly, dangerous, sharp and pointed instruments which can be used as weapon; razor, cutter, knife, khukuri, sickle, sword, scissors, nail file, broken glass, chairs, wire, laser beam etc.	

STUDENT NAME: _____ **CLASS:** _____

Describe Behavior: _____

Signature: _____ **Date:** _____

Discipline Committee Chairperson submitted to Yes _____ No _____

Class Teacher Yes _____ No _____

Division Coordinator Yes _____ No _____

DISCIPLINE TERM REPORT

The following report is a quarterly summary of the Transportation Committee's monthly activities. Briefly summarize the Committee's actions in the space provided for each month of the term. The summary is submitted to the Principal.

Reported Months: _____

Month Date.	Main Activities	Results

Remarks:

Recommendations of the Health & Safety Committee IF Applicable:

Signature Health & Safety Officer: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____

The signed copy is put into the Current Year's Discipline Binder in the Main Office.

DISCIPLINE POLICY AND COMMITTEE**POLICY:**

Ullens School believes that the respectful formation of student's inner and outer discipline is the responsibility of all staff. To that effect all staff are responsible in tracking student's self-regulation in their social interactions with peers, adults, and the environment so that students learn to develop into social conscious and capable persons.

PROCEDURES:

- Follow through on the progression of each disciplinary level of inappropriate or harmful behavior is accomplished as follows below:
 - It is the responsibility of all staff to fill in the disciplinary level of inappropriate or harmful behavior as the students.
 - Establish a Discipline Committee to ensure follow-up on students exhibiting difficulty with self-regulation.

Discipline Committee Duties And Responsibilities:

- The discipline committee is formed at the beginning of each school year from amongst the staff. In order for the committee to be effective members need to have an annual commitment.
- The Discipline Committee is composed of the following;
 - Principal
 - Vice Principal
 - One teacher from each division – primary, elementary and upper elementary.
 - The members decide amongst themselves who will take the responsibilities and duties listed below.
- Staff member's service time on the discipline committee is limited to two consecutive years only. After a one year absence a staff member can again serve on the discipline committee for another two consecutive years.
- The duties and responsibilities of the committee are as follows;
 - Verify the Disciplines Binder in Main Office daily.
 - Follow-up on each disciplinary report for the day as soon as possible but no later than the end of the next school day.
 - Address student's lack of self-regulation according to the established procedures of consequences and if required in consultation with the Principal.
 - Summarize weekly by class level each student's difficulty with self-regulatory behaviour.
 - Submit the weekly report to appropriate teacher, Division coordinator or Principal/Vice-Principal as required.
 - Submit a summary report to class/homeroom Teacher Division Coordinator or Principal/Vice-Principal at the end of each term.
 - Prepare student class presentations on bullying as needed and/or requested by the Principal.