



**Spring Hill Elementary School
2018-19 Elementary Handbook Appendix**

Meal service times:

7:45 – 8:00	Breakfast all grade levels
11:00 – 11:30	2 nd Grade
11:15-11:45	1 st Grade
11:30-12:00	5 th Grade
11:45-12:15	Kindergarten
12:00-12:30	4 th Grade
12:15-12:45	3 rd Grade

Preschool:

Spring Hill Elementary offers a preschool program for 3 and 4-year-old children. All non-IEP students deemed eligible to transition to kindergarten will graduate from our preschool program each May.

Morning preschool hours: 8:05 – 11:00 am

Afternoon preschool hours: 12:15 – 3:10 pm

Disciplinary Rubric

S Student
 T Teacher
 C Counselor
 A Administrator
 P Parent

RD-Recess Detention; LD-Lunch Detention; E/A-Event/Activity; OD-Office Detention; ISS-In-School Suspension; DR-Discipline Referral Form

	Behavior	1 st Incident	2 nd Incident	3 rd Incident	4 th Incident
A	Bringing inappropriate objects to school (toys, games, cell phones, etc.)	Follow Student Handbook – Conference with T P contacted by T Send object home with S DR	Follow Student Handbook- Conference with T P contacted by T Object brought to office T makes arrangements for P to pick up from T DR	Follow Student Handbook- Conference with T P contacted by T T makes arrangements for P to pick up from office DR	Follow Student Handbook- Conference with A P contacted by A Object brought to office A makes arrangement for P to pick up object from A DR
B	Cheating or Lying	Conference with T Apology Letter in class P contacted by T DR Redo assignment (cheat)	Conference with T Apology Letter in class P contacted by T DR Redo assignment (cheat) K-2 Grades: 1 LD	T conference with S Apology Letter with C P contacted by T DR K-5Grades: 2 LD	Conference with A Apology Letter with A P contacted by A DR Redo assignment (cheat) K-5 Grades: 3 LD
C	Money or other items stolen or damaged, or hidden from another person	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 1 RD or E/A 1 LD 3-5 Grades: 2 RD or E/A 2 LD	T conference with S Apology Letter with T P contacted by T DR K-2 Grades: 2 RD or E/A 2 LD 3-5 Grades: 3 RD or E/A 2 LD	Conference with A Apology Letter with C P contacted by A DR K-2 Grades: Office Detention (15 min) 3-5 Grades: Office Detention (30 min)	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: Office Detention (30 min) 3-5 Grades: Office Detention (60 min)

RD-Recess Detention; LD-Lunch Detention; E/A-Event/Activity; ISS-In-School Suspension; DR-Discipline Referral Form; OD-Office Detention

	Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
D	Called mean name, made fun of, teased in a hurtful way or intimidation	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 1 RD or E/A Grades 3-5: 1 RD or E/A 1 LD	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 1 RD or E/A 1 LD 3-5 Grades: 2 RD or E/A 1 LD	Conference with T Apology Letter with C P contacted by T Role Play with C DR K-2 Grades: 2 RD or E/A 1 LD 3-5 Grades: 2 RD or E/A 2 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 3 RD or E/A 2 LD 3-5 Grades: 3 RD or E/A 3 LD
E	Socially excluded on purpose, ignoring other student to be hurtful. Encouraging others not to like someone	Conference with T Apology Letter with T P contacted by T DR 3-5 Grades: 1 RD or E/A	Conference with T Apology Letter with T P contacted by T DR 3-5 Grades: 2 RD or E/A	Conference with T Apology Letter with C P contacted by T Role Play with C DR K-2 Grades: 1 RD or E/A 3-5 Grades: 2 RD or E/A 1 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 2 RD or E/A 1 LD 3-5 Grades: 3 RD or E/A 2 LD
F	Spread rumors or told lies to make others dislike another student	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 1 RD or E/A 3-5 Grades: 1 RD or E/A 1 LD	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 2 RD or E/A 3-5 Grades: 2 RD or E/A 1 LD	Conference with T Apology Letter with C P contacted by T Role Play with C DR K-2 Grades: 2 RD or E/A 1 LD 3-5 Grades: 2 RD 2 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 2 RD or E/A 2 LD 3-5 Grades: 3 RD 3 LD

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	Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
G	Used Profanity	Conference with T Apology Letter with T P contacted by T DR	Conference with T Apology Letter with T P contacted by T DR Grades 3-5: 1 RD or E/A	Conference with T Apology Letter with C P contacted by T DR K-2 Grades: 1 RD or E/A Grades 3-5: 2 RD or E/A 1 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 2 RD or E/A 1 LD Grades 3-5: 3 RD or E/A 2 LD
H	Disrupting the class and keeping others from learning	Conference with T Apology Letter with T Parent contacted by T DR K-2 Grades: 1 RD or E/A 3-5 Grades: 2 RD or E/A	Conference with T Apology Letter with T Parent contacted by T DR K-2 Grades: 2 RD or E/A 3-5 Grades: 3 RD or E/A	Conference with T Apology Letter with C Parent contacted by T DR K-2 Grades: 2 RD or E/A 1 LD 3-5 Grades: 3 RD or E/A 1 LD	Conference with A Apology Letter with A Parent contacted by A DR K-2 Grades: 2 RD or E/A 2 LD 3-5 Grades: 3 RD or E/A 2 LD
I	Inappropriate, but not aggressive or unsafe actions (rough and tumble/messing around)	Conference with T Apology Letter with T P contacted by T DR 3-5 Grades: 1 RD or E/A	Conference with T Apology Letter with T P contacted by T DR K-2 Grades: 1 RD or E/A Grades 3-5: 1 RD or E/A 1 LD	Conference with T Apology Letter with C P contacted by T DR K-2 Grades: 2 RD or E/A 1 LD Grades 3-5: 2 RD or E/A 2 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 3 RD or E/A 2 LD Grades 3-5: 3 RD or E/A 3 LD

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	Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
J	Refusing to work and/or not using RCD strategies	Conference with T Apology Letter with C P contacted by C DR K-2 Grades: 1 RD or E/A Grades 3-5: 1 RD or E/A 1 LD	Conference with T Apology Letter with C P contacted by T DR K-2 Grades: 2 RD or E/A Grades 3-5: 1 RD or E/A 2 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 2 RD or E/A 1 LD Grades 3-5: 2 RD or E/A 2 LD	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 3 RD or E/A 2 LD Grades 3-5: 3 RD or E/A 3 LD
K	Bumped, kicked, pushed, shoved, or other physical actions toward another student (biting, spitting, choking, pulling hair)	T conference with S Apology Letter with T P contacted by T DR K-2 Grades: 2 RD or E/A 3-5 Grades: 2 RD or E/A 1 LD	T conference with S Apology Letter with C Role Play with C P contacted by T DR K-2 Grades: 2 RD or E/A 1 LD Office Detention (30 min) 3-5 Grades: 3 RD or E/A 2 LD Office Detention (60 min)	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: 2 RD or E/A 2 LD Office Detention (60 min) 3-5 Grades: 3 RD or E/A 3 LD Office Detention (90 min)	Conference with A Apology Letter with A P contacted by A DR K-2 Grades: Office Detention (90 min) 3 RD or E/A 3 LD 3-5 Grades: ISS (1/2 day) 4 RD or E/A 4 LD
L	Blatant Defiance (saying no or intentionally not following directions)	Conference with T Apology Letter to T with C P contacted by T DR K-2 Grades: 1 RD or E/A Office Detention (15 min) 3-5 Grades: 2 RD or E/A Office Detention (30 min)	Conference with T Apology Letter to T with C Role Play with C P contacted by T DR K-2 Grades: 2 RD or E/A Office Detention (30 min) 3-5 Grades: 3 RD or E/A Office Detention (60 min)	Conference with A Apology Letter to T with A P contacted by A DR K-2 Grades: 3 RD or E/A Office Detention (60 min) 3-5 Grades: 4 RD or E/A ISS (1/2 day)	Conference with A Apology Letter to T with A P contacted by A DR K-2 Grades: ISS (1/2 day) 3-5 Grades: ISS (1 day)

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	Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
M	Disrespect to an adult (arguing, talking back, yelling)	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences
N	Threats	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences
O	Fighting	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences
P	Exposing oneself or others by lifting clothing or depantsing. Making rude inappropriate comments or gestures.	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences
Q	Severe behavior – putting self or others at risk, continued or severe aggression, threat of severe aggression.	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences
R	Bringing inappropriate objects to school (weapons)	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences	Administration will determine consequences

Ongoing retaliation towards a student or staff member who reports a behavior will result in a conference with the student, teacher, counselor, administrator, parent, and other personnel. The consequences listed are recommendations. The administration reserves the right to modify the consequences based on the infraction.