

Coggin Intermediate School–Wide 4th - 6th Discipline Plan

R.O.A.R.



**The following pages are designed to inform the parents about the
GOLD Cards and Thursday Folders**

The School-Wide Discipline Plan
may be accessed via the Parent Information tab located at <http://www.brownwoodisd.org/>
for reference throughout the school year. You may also request a hard copy of the School-
Wide Discipline Plan in the attendance office.

COGGIN INTERMEDIATE SCHOOL-WIDE DISCIPLINE PLAN OVERVIEW

Welcome to Coggin Intermediate School! The following is an overview of our School-Wide Discipline Plan.

The basic premise for this system of discipline is to have a consistent discipline plan that all students are expected to follow. This plan will be the responsibility of every school employee, all students, and all parents/guardians. The homeroom teacher will initiate the plan and explain the plan to the students in his/her classroom. All teachers, school employees, and parents/guardians will have an active role in our students' education and behavior.

Consistency is the key! Expectations must be communicated. Good judgment and compassion will be important to the success and enforcement of this discipline program. Just as parents/guardians have rules and guidelines at home for their children to follow, schools have rules and guidelines that must be taught and modeled by personnel before the plan goes into effect.

Each student will be given a **Gold Card** on the first day of school. Teachers will explain what is expected. Behavior and responsibility will be discussed. The Gold Card will contain a list of expectations and consequences. Homeroom teachers will keep the cards belonging to their students in a bag or folder that will follow the students throughout the school day. A hole punch will be given on a student's card if inappropriate or irresponsible behavior or work habits are observed by a member of the Brownwood ISD staff.

The first week of school consists of modeling, practicing, and explanations of what is expected of Brownwood students. The second week begins the hole punching process and use of "private corrections." However, severe problems will be addressed and attended to as necessary.

Beginning the third week of the school year, hole punches will have consequences. Teachers will begin counting hole punches for the semester and these will be reflected on the student's citizenship report. A citizenship report will be given weekly and hole punches will be totaled for a citizenship grade at the end of each grading period. A hole punch note will be sent home or a phone call made when the student receives the first hole punch of the week; a phone call will be made on the second hole punch and this will be documented in Eduphoria: if no one answers, parents will be notified via an orange note; a blue letter will be issued when the third hole punch is given for the week and will result in student isolation from the rest of the class. If the child receives a fourth hole punch in one week, this results in an office referral. The

principal will contact parents and discuss consequences. Severe behavior problems such as stealing, cheating, lying, forging signatures, fighting, or threats will result in a possible In-School Suspension (I.S.S.), Out-of-School Suspension (O.S.S.), or Disciplinary Alternative Education Program Placement (D.A.E.P.) with an Unsatisfactory Citizenship Report.

Thursday folders are prepared for every student. These folders will be taken home every Thursday by each student, and a parent is responsible for checking the folder, reading the information carefully, and maintaining positive interaction with the child concerning discipline, school work, etc. The left side of the folder will have a pocket containing any papers that need to be signed. The center of the folder will have a Student Behavior/Communication Log that will be signed each week. Anything on the left side of the folder will need to be returned and signed if asked. The right side of the Thursday Folder will contain graded papers, information sheets, and/or notes from school, which can be kept at home.

This Brownwood ISD School-Wide Discipline Plan teaches students responsibility and respect for rules and expectations. It will also work to improve the overall work habits, behavior, and effectiveness of the students' educational experiences. With the help of parents/guardians, the plan will be successful. Those students who keep "clean" cards throughout the day/week will be rewarded with good citizenship, positive referrals and/or other positive behavior support incentives, enjoy a better understanding of subject matter taught, and may receive additional recognition during awards assemblies, etc. Individual grade levels will determine rewards for their students.

Brownwood ISD incorporates a "Positive Behavior Support Program" into our curriculum. With positive behavior supports, students learn self-discipline and good manners. Brownwood ISD students will be expected to show P.R.I.D.E. (Patience, Respect, Integrity, Determination, and Excellence) for their school. We expect each student to R.O.A.R. - Responsible, Obedient, Accountable, and Respectful. R.O.A.R.ing behavior is an expectation throughout the school day. We encourage parents/guardians and students to discuss and practice these behaviors at home as well.

We are looking forward to a positive school year that will bring success to all students. We encourage parents, guardians, students, and/or teachers to ask questions and/or request additional information or assistance if any area of the discipline plan is unclear. Communication is the most important aspect in ensuring the success of our program.

Best wishes for a productive and positive school year for all!

Thursday Folder Information

Dear Parent/Guardian,

We value and depend upon constant communication between the teacher and you. In order to maintain and improve this communication, each student will take home a maroon “Thursday Folder” **EVERY** Thursday. The “Thursday Folder” will contain several items, including a parent/guardian signature page and weekly progress of your child’s behavior.

The maroon folder will require your signature and will be expected the next day when your child comes to his/her classroom. Please send the folder and the signed documents with your child when he/she enters the classroom on Friday.

The “Thursday Folder” will include the following:

Left-hand folder pocket

Notes and reminders from the school office, PTO, or other organizations
Any papers that need a parent signature or require the parent’s attention
Report Card/Progress Report (when appropriate)

Center-keep in folder

Behavior Sheet/Communication Log – **parent signature required**

Right – hand folder pocket

Your child’s work from the previous week (Please keep these papers.)

Your attention to this matter is greatly appreciated. Please make sure the folder is signed and returned with your child every Friday morning.

LIONS with PRIDE will

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Responsible

- Walk quietly into the building.
- Keep hands, feet, and objects to yourself.

Obedient

- Follow directions from ALL school staff.
- Use appropriate voices.
- Go directly to appropriate place.

Accountable

- Wait patiently in line.
- Be prepared for class.

Respectful

- Be kind.
- Wait Patiently.
- Ask school staff for assistance.

LIONS with PRIDE will

R.O.A.R.



Responsible

- Relax.
- Stay seated.
- Face forward.
- Keep hands, feet, and objects to yourself.

Obedient

- Follow directions from ALL school staff.
- Use inside voices.
- Follow the rules of the bus.

Accountable

- Take care of the bus.
- Clean your own area.
- Report problems to the driver.

Respectful

- Be kind.
- Use good manners.
- Use inside voices.
- Raise your hand for assistance.

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LIONS with PRIDE will

R.O.A.R.



Responsible

- Keep feet on the floor.
- Use soap and water for washing hands.
- Keep water in sink.

Obedient

- Wait patiently for your turn.
- Talk quietly.
- Obey all school rules.

Accountable

- Flush toilet after use.
- Put trash in garbage cans.
- Report problems to school staff.

Respectful

- Keep hands, feet, and objects to yourself.
- Keep area clean.
- Take care of school property.

Remember to: Go, Flush, Wash, and Leave!

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LIONS with PRIDE will

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Responsible

- Walk at all times.
- Keep hands, feet, and objects to yourself.
- Go directly to your bus or the assigned area for parent pick-up.

Obedient

- Follow directions from ALL school staff.
- Use appropriate voices.
- Wait to be excused.

Accountable

- Wait patiently in line.
- Prepare all materials and homework before leaving class.
- Bring parental permission to ride a different bus.

Respectful

- Be polite.
- Wait your turn.
- Ask school staff for assistance.

LIONS with PRIDE will

R.O.A.R.



Responsible

- Use your walking feet.
- Push in your chair.
- Never throw, sit on, toss, or step on books.

Obedient

- Use quiet, inside voices.
- Our books are reading books, not coloring books.

Accountable

- Return books to the library so that others can enjoy them, too.
- If you don't know where a book goes, give it to the librarian.

Respectful

- Books don't like food or drinks.
- Keep books safe from small children and pets.
- Clean fingers and backpacks mean clean books.

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LIONS with PRIDE will

R.O.A.R.



Responsible

- Walk quietly in the classroom.
- Keep hands, feet, and objects to yourself.
- Keep feet on floor.

Obedient

- Follow directions.
- “Give me 3!”
- Complete Assignments

Accountable

- Be prepared to learn.
- Wait patiently.
- Take care of yourself.

Respectful

- Treat others the way you would want to be treated.
- Be kind and polite.
- Use inside voices.
- Raise your hand for help.

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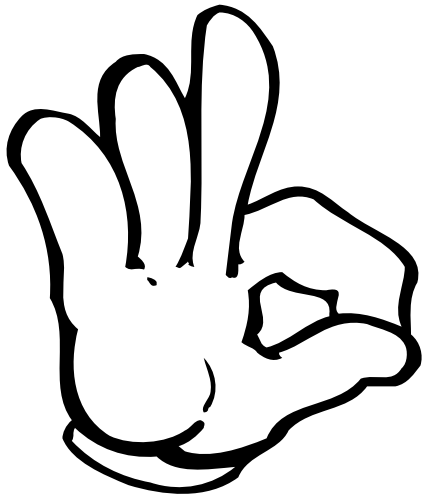
R.O.A.R.



Walk on the right side of the hallways,

AND

Give Me Three!



- Nose and Toes to the Front
- Hands to Yourself
- Voices Off

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LIONS with PRIDE will

R.O.A.R.



Responsible

- Leave rocks on the ground.
- Stay in the designated areas.
- Keep hands, feet, and objects to yourself.
- Report unsafe behavior.

Obedient

- Follow directions from ALL school staff.
- Use appropriate voices.
- Play on age appropriate equipment.

Accountable

- Follow the rules of the game.
- Keep the playground clean.
- Take care of yourself.
- Take care of equipment.

Respectful

- Be kind.
- Share playground equipment.
- Encourage and include others.

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LIONS with PRIDE will

R.O.A.R.



Responsible

- Carry tray with 2 hands.
- Eat your own food only.
- Walk in single file at all times.
- Find your seat and remain there.

Obedient

- Follow directions from ALL adults.
- Wait to be excused.
- Give Me Three!

Accountable

- Wait patiently in line.
- Keep food and drink in cafeteria.
- Clean up your own area.

Respectful

- Use good manners.
- Be kind.
- Use inside voices.
- Raise your hand for assistance

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LIONS with PRIDE will

R.O.A.R.



Responsible

- Enter the gym quietly
- Go directly to your spot
- Wait for interventions

Obedient

- Follow Directions
- “Give me 3”

Accountable

- Follow the rules of the game
- Take care of equipment
- Be prepared to exercise

Respectful

- Be kind
- Share equipment
- Encourage and include others
- Treat others the way you want to be treated

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INFORMATION ABOUT THE GOLD CARDS

DISCIPLINE

Consistent discipline is the responsibility of every employee at our school. Students are expected to follow the rules and comply with reasonable requests regardless of whether the request is from a teacher, an assistant, a lunchroom monitor, or a custodian. Discipline will not be effective unless all employees take an active role in the supervision of students. We do not view discipline as a punishment. **Discipline is training students to behave in an expected manner.** Our school rules tell students what is expected while they are in our building. The expected behaviors are clearly defined, taught, and practiced throughout the school building. All school rules and expectations will be taught and modeled before a student's gold card is marked for misbehavior. Our school rules shall be consistently enforced during the school year; however, teachers are asked to use good judgment and show compassion when enforcing a discipline rule. Our teachers realize that students are individuals and should be disciplined as individuals.

SCHOOL – WIDE DISCIPLINE PROGRAM

All homeroom teachers will hand out Gold Cards on the first day of school and explain and teach Brownwood ISDs expectations which will be reviewed each week. If a child receives a hold punch for misbehaving, the previous week's card will be marked and the behavior report will be communicated via note/phone call and will also be documented in the "Thursday Folder". The Gold Card will reflect the student's behavior in all core classes, hallways, cafeteria, playground, and school functions for the preceding week. Specials teachers shall correct discipline problems in their own classroom.

CITIZENSHIP REPORT

The student's citizenship grade is based on the total number of hole punches on the student's gold card. Each punch is documented in the behavior binder and on the student's individual gold card. *Hole punches are given **AFTER** correction, teaching, and modeling of the correct behavior.* The citizenship report is totaled and recorded weekly in the students maroon folder. Teachers will take the weekly hole punches and use the behavior rubric to input behavior performance for the grading period. Behavior performance will be recorded on the student's report card as E=Exceptional (0 hole punches), S=Satisfactory (1-3 hole punches), N= Needs Improvement (4-6 hole punches), U=Unsatisfactory (7 or more hole punches/Office Referral).

Gold Card Information

A Brief Explanation of Hole Punch

Our goal is to consistently implement and teach the expectations Brownwood ISD has developed to ensure a positive learning environment for all students. When a child has misbehaved, a hole punch will be given and parents will be contacted.

1ST/5th HOLE PUNCH

The student will receive a hole punch and documentation will be made in the classroom behavior binder. The student and teacher will sign the hole punch notice (***when the note is acceptable***), and the teacher will notify the parent via a letter home or a phone call to notify parents of the behaviors that need attention.

2ND/6th HOLE PUNCH

The teacher will call the student's parent(s)/guardian(s). Either the student (***with teacher supervision***) or the teacher will tell the parent/guardian of the student's inappropriate behavior or work habit. Every attempt will be made to contact the parent/guardian on the day the hole punch is given. Parent(s)/guardian(s) will be contacted within 24 hours by telephone (***or in writing via an orange note if the teacher is unable to contact the parent/guardian by telephone***). The parent contact and behaviors will be documented in Eduphoria under the journal tab for the student.

3RD/7th HOLE PUNCH

When a student receives a 3rd hole punch, in class consequences will be the result of the misbehavior and a parent conference will be scheduled. The teacher will assign either classroom isolation OR lunch detention. Teachers will work out a location prior to the actual event. The teacher(s) is/are responsible for supplying the student's work and instruction for the entire time the student is isolated. **This is NOT in ISS or for students with multiple teachers where students just stay in their homeroom.** Isolation means the student will travel with their class, but will be in isolation within core classes for the day. Lunch detention will be served with the teacher who assigned it. The teacher will check on the student's progress throughout the isolation period.

4TH/8th HOLE PUNCH = Counselor Referral/Office Referral

If the student receives a fourth hole punch, a counselor referral/office referral will be made, the final decision regarding the discipline technique will rest with the principal. **Teachers will make sure the previous steps and/or parent/guardian contacts have been made before the child is sent to the office** and a principal/counselor will contact the parent(s)/guardian(s) for the 4th/8th hole punch.

SERIOUS OFFENSES

When a serious offense occurs, the student will receive an office referral immediately. Serious offenses include students fighting, using abusive language, stealing, possessing or using a weapon, and/or any other offenses that could lead to suspension as noted in the BISD Code of Conduct or the Brownwood ISD Student Handbook.

Dear Parents/Guardians,

We are very excited about this school year! Our school utilizes a school-wide discipline plan. The school-wide discipline plan is a wonderful program because every child, parent, and staff member understands the Brownwood discipline expectations for behavior and academic performance as well as the positive consequences that ensue when expectations are exceeded and the negative consequences that ensue when expectations are not met. This plan encourages parent contact on the day of the incident so parents know that day if any problems have occurred.

At the beginning of each week, your child will receive a Gold Card. If your child is not following our school rules, any faculty or staff member may ask for the card and your child may receive a hole punch **AFTER** correcting undesired behavior, teaching and modeling the desired behavior, and practicing the correct behavior. If the misbehavior still persists, then a hole punch will be issued to the student. Parent communication will be imperative in order to reinforce the need for changing the behavior. Your child's citizenship report will be based on his/her work habits and behavior, which will be recorded on his/her Gold Card and student behavior log in their Thursday Folder. Our goal is to change the behavior that is causing the problem, increase time on task for student and teacher, and to improve the learning environment for students and teachers.

Through Positive Behavior Intervention Support or P.B.I.S., appropriate behaviors are modeled throughout the school in our classrooms, hallways, library, cafeteria, playground, restrooms, gym, and buses! We encourage students to exhibit positive behavior at home and every place they go. At Coggin Intermediate, we will implement systems to celebrate with students when we see students making good choices. We want our Brownwood students to **R.O.A.R.** like a Lion, the Brownwood Independent School District's mascot!

To be R.O.A.R.ing Lions, our student's exhibit:

Responsible
Obedient
Accountable
Respectful ...behavior

Students are rewarded for R.O.A.R.ing Lion behavior at Brownwood ISD. Individual students are recognized with Positive Behavior Referrals which include: a reward at the office, an announcement on the school-wide intercom, and/or a phone call home to let parents/guardians know their child(ren) has/have received this special award. Yes, Brownwood Lions are R.O.A.R.ing and successful ***Every Day, In Every Way!***



Brownwood ISD Hole Punch Notice

Dear Parents,

Today, your child received a hole punch on his/her Gold card.

If we were unable to reach you, we are sending this note home to make sure you are aware of the situation. Please provide a current contact number, so that we can reach you in the future.

CURRENT CONTACT NUMBER: _____

Circle the rule that was broken.

WORK HABITS

- 1. Respectfully follow directions.
- 2. Bring necessary materials to class.
- 3. Turn in quality work on time.

BEHAVIOR

- 1. Respectfully follow directions.
- 2. Be polite and respectful at all times.
- 3. Avoid unnecessary talking.

What were you doing that caused you to receive a hole punch?

Dear Parent/Guardian,

Today, your child received his/her third hole punch.

According to our discipline policy, when your child receives his/her third hole punch, your child will spend time away from other students. Your child:

- _____ spent time/will spend time in isolation today at school.
- _____ will serve lunch detention with teacher.

STUDENT SIGNATURE _____

TEACHER SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____
(Optional)

PARENT/GUARDIAN COMMENTS:



Brownwood ISD Behavior Documentation

Name _____ Grade _____ Teacher _____

Circle the rule that was broken.

WORK HABITS

- 1. Respectfully follow directions.
- 2. Bring necessary materials to class.
- 3. Turn in quality work on time.

BEHAVIOR

- 1. Respectfully follow directions.
- 2. Be polite and respectful to everyone at all times.
- 3. Avoid unnecessary talking.

BEHAVIOR DOCUMENTATION

Punch #1 _____

Punch #2 _____

Punch #3 _____

Date	Phone	Left Message	Letter

When a student receives a 3rd hole punch, teachers will schedule a parent conference with the student's teacher to discuss ways to best help the student be successful.

STUDENT SIGNATURE _____

TEACHER SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

PARENT/GUARDIAN CONFERENCE NOTES:

Punch #4 _____ **Date Referred to Counselor:** _____



Brownwood ISD Behavior Documentation

Name _____ Grade _____ Teacher _____

Circle the rule that was broken.

WORK HABITS

1. Respectfully follow directions.
2. Bring necessary materials to class.
3. Turn in quality work on time.

BEHAVIOR

1. Respectfully follow directions.
2. Be polite and respectful to everyone at all times.
3. Avoid unnecessary talking.

BEHAVIOR DOCUMENTATION

Punch #5 _____

Punch #6 _____

Punch #7 _____

Date	Phone	Left Message	Letter

When a student receives a 7rd hole punch for the semester, teachers will schedule a second parent conference with the students teacher to discuss ways to best help the student be successful.

STUDENT SIGNATURE _____

TEACHER SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

PARENT/GUARDIAN CONFERENCE NOTES:

Punch #8 _____ Date Referred to Principal: _____