



Granville Elementary School

Student Code of Conduct & Discipline Matrix

Grades 3–6 | 2025–2026

Aligned with PBIS: Be Safe, Be Kind, Be Responsible

Our PBIS Commitment

At Granville Elementary School (GES), we believe that all students can learn and succeed when they feel safe, supported, and respected. We strive to proactively teach and reinforce positive behaviors through our PBIS values:

- Be Safe: Act in ways that protect yourself and others.
- Be Kind: Treat others with empathy, respect, and compassion.
- Be Responsible: Own your actions, choices, and learning.

Our school-wide expectations apply to classrooms, hallways, playgrounds, the cafeteria, buses, and all school-sponsored events.

Student Behavioral Expectations

All GES students are expected to:

1. Follow directions from staff promptly and respectfully.
2. Keep hands, feet, and objects to yourself.
3. Use appropriate language, tone, and volume.
4. Treat others with kindness and respect.
5. Follow classroom routines and procedures.
6. Use school materials and property safely and responsibly.
7. Ask for help when unsure or needing support.

Behavior Tiers and Discipline Matrix

At GES, discipline follows a progressive approach that considers both the severity and frequency of behaviors. We use a structured system to ensure fairness, consistency, and a focus on restorative practices. After a student has received three Tier I interventions from the classroom teacher, any further infractions may result in an office referral and formal disciplinary action.

Tier I: Minor Offenses (Handled by Classroom Teacher)

Behavior	Examples	Possible Consequences
Disruption to the Learning Environment	Calling out, off-task behavior, out of seat without permission	Warning, seat change, redirection, parent contact, resolution room
Unkind/ Inappropriate Language	Name-calling, teasing	Re-teach expectations, parent contact, and behavior reflection
Misuse of Materials and Equipment	Breaking pencils, ripping notebooks, Slamming Chromebooks, writing on desks	Re-teach expectations, parent contact, repairing/replacing items, and behavior reflection
Not Following Directions	Refusal to follow classroom norms, defiant behavior	Reflection, parent contact, loss of classroom privilege
Dress Code	Inappropriate clothing, refusal to remove hat.	Change clothing, parent contact, and escalation if refusal continues
Horseplay	Rough play, pushing, chasing in hallways or playground	Warning, reteaching expectations, resolution room
Cafeteria Disturbance	Yelling, throwing food, and leaving the seat without permission	Assigned seating, lunch detention, and parent contact

Note: Multiple repeated Tier I infractions may result in an office referral and be elevated to Tier II.

Tier II: Moderate Offenses (Office Referral May Be Required)

Behavior	Examples	1st Offense	2nd Offense	3rd Offense
Insubordination	Talking back, refusal to comply with the staff	1 Detention	2 Detentions + Parent Meeting	1 Alternate Learning Center (ALC) + Loss of Privileges
Physical Contact (non-aggressive)	Pushing in line, horseplay escalated	Warning + Parent Contact	Detention	ALC
Mean/Threatening Language	Mild verbal threats, profanity not directed at staff	Parent Contact + Detention	ALC + MTSS Referral	OSS + Behavior Plan
Misuse of Devices	Off-task Chromebook use, personal phone out	Warning + Loss of Privilege	Parent Pickup Required	Device Ban + Detention
Bus Misconduct	Out of seat, yelling, unsafe behavior	Driver Report + Warning	Parent Meeting + Bus Detention	Temporary Suspension from Bus
Cafeteria Misbehavior	Disruptive behavior, unsafe conduct, defiance	Warning + Assigned Seating	Lunch Detention	ALC or Loss of Cafeteria Privileges
Plagiarism/Cheating	Copying work, submitting others' work as own	Loss of credit, reteaching expectations, and parent contact	Detention + ALC	Academic integrity conference with family + behavior plan

Tier III: Major Offenses (Administrative Response Required)

Behavior	Examples	Response Options	Notes
Physical Aggression	Punching, kicking, and hitting	ALC or 1–3 Day OSS based on severity and intent	Consider the developmental level and intent before OSS; a restorative conference is required
Fighting	Physical altercation between students	3–5 Day OSS	Parent Meeting + Behavior Plan required
Threats/Harassment	Verbal, written, or digital threats, including racial/gender-based	3–5 Day OSS + Police Involvement	Superintendent's Hearing for repeat or severe incidents
Vandalism	Graffiti, property destruction	Restitution + ALC/OSS	Police involved for damage over \$100
Theft	Stealing personal or school property	Restitution + ALC/OSS	The level depends on the item value
Sexual Harassment	Unwanted touching, comments, gestures	1–3 Day ALC/OSS + Counseling	Title IX response, if applicable
Weapons or Dangerous Items	Possession of prohibited items (knife, taser, etc.)	5 Day OSS + Superintendent Hearing	Police notified
Racial Discrimination	Racial slurs, exclusion, or harassment based on race or ethnicity	3–5 Day OSS + Police Notification if warranted	Superintendent's Hearing may be required for repeated or severe incidents

Additional Interventions and Supports

To promote positive behavior, we may also implement:

- **Resolution Room** (for reteaching, emotional regulation, peer mediation, or restorative conversations)
- Restorative Conversations
- Behavior Contracts
- Check-In/Check-Out System
- Referral to School Counselor
- Mediation with Peers
- Pre-PINS Referral
- Safety Plans
- MTSS

Parent Communication

We value strong partnerships with families. You will be contacted anytime your child is involved in a Tier II or Tier III behavior situation. Open and ongoing communication allows us to best support your child's growth and sense of responsibility. If an office referral is made, the teacher will reach out to you directly. Should any disciplinary action be necessary, you will be informed by phone, letter, or email about the steps taken in response to the incident.

The GES administration reserves the right to adjust consequences based on:

- Severity of the behavior
- Age/developmental level
- Repetition or pattern of infractions

Educational alternatives to suspension will be offered when possible. Our goal is always to help students learn from their choices and make better ones next time.

Elementary Dress Code (Grades 3–6)

Students are expected to dress in a manner that is safe, appropriate, and non-disruptive to the learning environment. The following guidelines apply during the school day and at school-sponsored events:

- Clothing must fit properly and adequately cover the body; items exposing the torso, chest, stomach, or undergarments are not permitted.
- Clothing or accessories that pose a safety risk (e.g., long chains) or could be considered weapons are prohibited.
- Hats are not allowed indoors during the school day but are encouraged outdoors for sun protection.

- Footwear must be safe and appropriate for school activities.
- Clothing must not contain vulgar, obscene, or offensive language/images or promote drugs, alcohol, tobacco, vaping, violence, or gang activity.
- Attire must not demean any individual or group based on race, gender, religion, sexual orientation, body type, or other personal characteristics.

The administration reserves the right to modify or expand these expectations as needed.

Dignity for All Students Act

No student shall be subjected to harassment by students or employees on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, sex, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation or gender identity. Dignity Act Coordinator for GES: Ms. Ten Eyck, 518-642-1051, ext. 3202

For questions, contact **Trishia TenEyck** at tteneyck@granvillecsd.org, 518-642-1051 x 3202

PBIS Behavior Matrix

Location	Be Safe	Be Kind	Be Responsible
Classroom	Keep hands/feet to self	Use kind words	Be prepared and follow directions
Hallways	Walk facing forward	Hold doors, use quiet voice	Go directly to destination
Cafeteria	Stay seated, walk at all times	Use manners, include others	Clean up your space
Playground	Use equipment properly	Take turns and share	Line up when asked
Restrooms	Wash hands, report problems	Respect privacy	Flush and throw away trash
Bus	Stay seated, follow rules	Use kind words and tone	Keep track of belongings

This matrix is reviewed regularly during morning meetings and class lessons.