



Pilot Butte School General Discipline Procedures

The basis for our discipline practices at Pilot Butte School are rooted in the BEAR values of kindness, respect, and responsibility and subscribe to PVSD administrative procedures.

In keeping with our mission of *Educate, Empower, Excel*, students are encouraged to voice their concerns to other students and staff as they arise. If students are uncomfortable doing this, they are encouraged to report to any of the following:

- a) Any teacher in the school with whom they feel comfortable.
- b) The Child and Family Support Worker
- c) School administration
- d) Any other adult whom they trust that has links to the school, such as Administrative Assistants, Educational Assistants, Caretakers, Bus Drivers, etc.

On receipt of a concern, the teacher and/or school administration will investigate the situation. Investigations may include but are not limited to:

- a) One on one conversations with students and possible witnesses.
- b) Phone calls home
- c) Documentation in SWIS
- d) Consequences that range from a verbal reprimand to a suspension from school. The involvement of other agencies and/or other PVSD staff such as Child and Family Support Workers may be activated.

Any situations reported are held in confidence; names are not disclosed except in the process of investigation.

In keeping with our BEAR values, we seek to collaboratively partner with families to support the growth of all our students.