Kate Bond Elementary Behavior Notebook 2025-2026



Every Kid is ONE Caring Adult Away From Being a Success Story ~Josh Shipp

Teacher_____

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Ms. Chandra Crutcher, Principal

Teachers are expected to utilize the KBE Behavior Notebook consistently as part of our Progressive Discipline Plan. This tool is essential for documenting behavior incidents, tracking interventions, and ensuring that all students are held accountable in a fair and structured manner. By using the Behavior Notebook with fidelity, teachers support a school-wide approach to discipline that emphasizes consistency, clear communication, and student growth.

CUB P.R.I.D.E.

- **Positive Attitude** – Try to find something good about every situation; Being productive, helpful, and confident.
- **Respect for All** – Show concern for others by treating yourself and others with empathy and consideration.
- **Integrity** – Acting with honesty towards self and school.
- **Discipline** – Using self-control to be your best.
- **Excellence** – Knowing what to do and be nice to others.

Problem Behaviors Defined

- **Bullying/Teasing** - verbal comments or gestures intended to make another student uncomfortable, afraid, or intimidated.
- **Peer Threats** – a communicated intent to inflict harm on another person.
- **Property Misuse** – the willful damage or destruction of school property.
- **Disruptive Behavior** – repeated behaviors that are disruptive to the classroom environment and may impair the other students' ability to learn.
- **Theft (less than $500 value)** – the possession of property not belonging to the student.
- **Cheating** – representing another student's work as his/her own.
- **Dishonesty** – deliberate deception (lying) to a school staff member.

- **Misconduct** – improper/unacceptable conduct motivated by premeditated purposes.
- **Defiance/Insubordination** – refusal to follow staff directions.
- **Use of electronic device** – includes cell phones, hand-held games, music devices, etc.
- **Inappropriate language** – spoken or written language or gestures consisting of vulgar or offensive content.
- **Disrespect** – Talking back to an adult; intentionally displaying defiance (verbal; i.e. arguing, disrespectful tone/attitude, general surliness, unfriendly or hostile)

Cub Slips

Procedures

- **Implement and follow classroom management system prior to writing a Cub Slip**
  - Ms. B follows a structured classroom management system in which all students are first given a warning. If the undesired behavior continues, students receive conduct marks, checkmarks, or have their clips moved, depending on the behavior chart in use. A Cub Slip is issued only after the student has exhausted all steps within the classroom management process.

- **Acknowledge the behavior**
  - Ms. B gives a verbal reminder to a group of students in the hallway to lower their voices. Despite the warning, Johnny continues to act out by talking loudly, laughing, and jumping around. As the behavior escalates, Ms. B is forced to leave her classroom instruction to address Johnny directly due to the continued disruption to her class.

- **Deal with the behavior immediately**
  - Following the continued disruptive behavior, Ms. B will have Johnny report to her classroom immediately. At that time, she will issue a Cub Slip in accordance with the school's behavior protocol.

- **Complete a Cub Slip**
  - The issuing teacher (Ms. B) completes the front side of the Cub Slip.

- The student (Johnny) completes the back side of the Cub Slip, reflecting on the behavior.
- The student returns to class after completing the form.
- The homeroom teacher (Ms. G) is responsible for completing any required documentation related to the incident.
- If no additional documentation is required, proceed directly to the Behavior Tracking Log to record the issued Cub Slip.

- **Maintain a record of occurrence**
  - **Behavior Tracking Log**
    - Use one Behavior Tracking Log per class for each nine-week grading period.
    - List all students in alphabetical order on the log for easy reference.
    - When issuing a Cub Slip, ensure the appropriate "Notice #" (e.g., 1st Notice, 2nd Notice, etc.) is clearly marked on the front of the form.
    - Behavior Tracking Logs are due to Principal Crutcher at the end of each nine-week grading period.

- **File Cub Slip in student pocket**
  - Each student will be assigned a number, which corresponds to the number written next to their name on the **Behavior Tracking Log**.
  - This number will also be written on the student's clear pocket folder housed in the behavior notebook.
  - It is essential that **all** Cub Slips and related documentation are collected and stored in these individual folders to maintain accurate records.
  - Cub Slips are due to your grade-level counselor at the end of each nine-week grading period.

- **Additional Documents**
  - **Classroom Intervention Plan**
    - The teacher will develop and implement a structured Plan of Action to address undesired student behavior. This plan will include specific, proactive support aimed at positively changing the student's behavior within the classroom environment. The teacher will utilize consistent strategies such as clear expectations, positive reinforcement, behavior tracking, and individualized interventions to support the student's growth and ensure a safe and productive learning environment for all.
  - **SST Referral**

- Complete all referrals using the online system. Please do not send emails to communicate behavior concerns. All behavior incidents must follow the KBE Progressive Discipline Plan.

- **Impending Disciplinary Action Phone Call**
  Call parent after the 3rd *Cub Slip* is issued and inform parent of the following:
  - Ongoing behavior concerns involving your child have been noted.
  - Previous interventions and redirection efforts have not resulted in sustained improvement.
  - Both past and current violations of school behavior expectations are being addressed.
  - Disciplinary action is now being considered in accordance with school policy.
  - Document the phone call on the Parent Communication Log.
- **Notice of Detention**
  - Call the parent after the 4th Cub Slip is issued to inform them that the student has been assigned Detention.
  - The teacher is responsible for signing students up for detention on the Detention Log located in the office. Send home Notice of Detention Letter to parent.
  - Note: Detention will be held EVERY Wednesday (except for school holidays). If a Notice of Detention is sent home on a Wednesday, the student should be signed up for the FOLLOWING Wednesday.
  - Send email to admin notifying a student has been assigned Detention.
- **Notice of ISS**
  - Call the parent after the 5th Cub Slip is issued to inform them that the student has been assigned In-School Suspension (ISS).
  - Note: ISS will be held daily with the ISS assistant.
  - The teacher is responsible for signing students up for ISS on the ISS Log located in the office. Send home Notice of ISS Letter to parent.
  - The teacher is responsible for providing students with work while in ISS.
  - The teacher is responsible for marking the student present in PowerSchool.
  - Send email to admin and ISS assistant notifying a student receiving ISS.
- **Office Referral**
  - Complete office referral after the 6th Cub Slip.
  - The student must be sent to the office with their clear behavior pocket.
  - The clear pocket must include **all** relevant documentation, including:
    - A completed Disciplinary Referral
    - Cub Slips associated with the behavior concerns

- This documentation ensures the office has the necessary information to address the situation appropriately.

GENERAL INFORMATION

- ✓ KATE BOND ELEMENTARY STAFF ARE THE **ONLY** PERSONNEL WITH THE AUTHORITY TO ISSUE CUB SLIPS. Substitutes are NOT permitted to issue Cub Slips.
- ✓ Cub Slips will be used school-wide (classrooms, hallways, cafeteria, etc.) to address problem behaviors.
- ✓ Students have the opportunity to "start over" at the beginning of **each** nine weeks.

Level 1-4 Infractions – Cub Slips

Cub Slip #1	→	Parent Conference (phone, TEAMs, or in person) ○ **Uniform violation phone calls are made by the teacher. Students are NOT to be sent to the office.**
Cub Slip #2	→	Classroom Interventions Implemented
Cub Slip #3	→	SST Referral (parent contacted)
Cub Slip #4	→	Detention (parent contacted)
Cub Slip #5	→	ISS (parent contacted)
Cub Slip #6	→	Disciplinary Referral

Behaviors that result in Automatic Cub Slip

1. K-2 Receives 7 or more conduct marks within a day

2. 3-5 Receives 5 or more conduct marks within a day
3. Minor physical altercation
4. Use of profanity (not towards anyone)
5. Violence with the intent to cause bodily harm.
6. Mild Insubordination (i.e. not following directions, procedures, rules, communicated by teacher when asked (minimal
7. Defiance / Mild disrespect

Level 5 Infractions – Automatic Disciplinary Referral

1. Fighting (serious injury or weapon used).
2. Aggravated assault against students (resulting in serious injury).
3. Assault of any kind.
4. Possession of a dangerous weapon of any kind (Ex.: cutting, stabbing or projectable objects).
5. False imprisonment or kidnapping.
6. Sexual harassment/battery.
7. Serious threats against a student (physical or verbal).
8. Threats (serious & non-serious) or false accusations against school personnel.
9. Possession of drugs of any kind or drug paraphernalia.

Thank you for your commitment and continued dedication to supporting and maintaining a safe, positive, respectful, and structured learning environment. Together, we create a culture of consistency, care, and high expectations.