

Encore Discipline Plan

1. Use the "**Try These First**" suggestions. Sometimes you can avert time-outs and other discipline problems by the strategies outlined.
2. Have a partner for time-out space. Your partner should have their room very close to yours. They send kids to you for time-outs and you send yours to them. When a student is sent to your room, have a method of timing them so they can go back.

SUGGESTIONS:

- ☐ Have an egg timer and a stool near the door.
 - ☐ As the student comes in for time-out, they set the timer for the allotted minutes (between 3-5 minutes is good).
 - ☐ When the timer goes off, they are to turn off the timer and go back to class.
 - ☐ The student is **not** to engage with the Students or Staff in the class they are having a time-out in. If they do, they are to be sent back to their class.
3. After one unsuccessful time-outs **or** the Student gets kicked out of the time-out classroom, have the student call their designated teacher for that hour and that house. The schedule should be posted by the phone.
 4. Complete the green, "**Level 1 Misbehavior**" form indicating the behavior of concern and the actions attempted. This form serves as the Student's pass.
 5. Call the teacher to inform them the Student is coming up.
 6. If processing goes well between the Teacher and the Student, they will be sent or escorted back to your class with a pass and a brief explanation.
 7. The Encore Teacher accepts the Student back. At the conclusion of class, the Student should remain to accept his/her consequences. This should be a brief meeting focusing on the facts. Avoid rehashing or scolding the student as emotions may still be running high. "As you know, when you are sent out of class for failing to follow directions, you owe me _____ on _____. I hope tomorrow is a better day for both of us."

SUGGESTIONS:

- ☐ Be pro-active and set up a menu of options for student consequences for having to be removed from the classroom. Inform students of those consequences on the first day of classes.
 - ☐ Individualize for repeat offenders. Collaborate with the case manager, house teacher, or support staff when determining a menu of options for a specific student. Complete a contract with the student clearly identifying expectations, unacceptable behaviors, a system for warning the student, and consequences for having to eject a student from class.
 - ☐ Communicate with the Parent/Guardian every time a Student reaches a point where they have to be sent out of class. Parents/Guardians can be our best line of support. They may have suggestions for consequences that could be used at school, or they may have consequences they can implement at home as a support to your efforts. Remember, whenever you have to make a negative home contact, follow-up with positive news is greatly appreciated by the Parent/Guardian as well as the Student.
8. A Student should be sent directly to the ALC when the Student threatens the safety of him/herself or others. Call the office if an Administrative escort is needed.