

School-wide Discipline Plan Procedures Most Frequently Asked Questions

1) What are the steps in the process?

Step 1: Develop positive relationships with students

Step 2: Verbal warning. Indicate the behavior of concern and the expected behavior

Step 3: Time Out

Step 4: Exploratory Staff only—Blow Out pass to House Teacher on call

Step 4: ALC with a completed misconduct form

Behaviors which are not disruptive (e.g. sleeping, refusing to work) should not be sent out of class. Other methods of motivating the student should be applied (e.g. private conference, referral to support services staff, parent phone call, lunch detention, etc.).

2) Misbehavior Forms: Who gets them and what do you do with them?

Any staff member can complete a green misbehavior form. Once the form is completed it is to be submitted to the student's homeroom teacher. The homeroom teacher will keep a running log and submit it to Ann Brown on Fridays. Ann will enter the point loss for each student listed on the log. **ALL MISBEHAVIOR FORMS MUST BE LOGGED IN.**

3) Time Out Procedures:

Each teacher should identify a time out buddy (someone with a classroom near yours). No students should be sent to the ALC without a time out unless it is part of an IEP plan, an administratively approved plan, or the behavior is considered extremely serious (the bottom line behaviors).

4) Misconduct Forms:

Misconduct forms should only be filled out for level 2 or 3 behaviors and/or repeated pattern of level 1 misbehavior when intervention have been exhausted and remain unsuccessful. The referring staff member is to call the ALC to alert Zina that the student is coming. The misconduct form is to be completed immediately (if possible) or at the end of the class period. If the form is not received it will be assumed that the student is free to return to the next class period without having the behavior processed by administration. The referring teacher has the responsibility for contacting the child's parent unless administration indicates they will do so. Students who are sent to the ALC without the appropriate intervention documentation completed on the misconduct will be returned to the referring teacher.

5) Incentive Program:

Homeroom Teachers have the responsibility of keeping students informed of their point totals, and encouraging them to earn points back if they are nearing the 75 point mark. Reporting point totals on the weekly parent newsletter/report is highly encouraged. We will have a PTSO sponsored incentive twice a quarter. One incentive will be activity based (e.g. dance, basketball game, etc.) while one will be a token of some type (pens, edibles, etc.). Some houses also do some intermediary incentive rewards which is great!