



Politz Day School Discipline Action Plan

The following Step Program was designed to provide a system of clear expectations when addressing student behavior that does not respond to the teacher's classroom management plan on a consistent basis. Every effort will be made to address inappropriate behavior with the least restrictive intervention. Students and parents are expected to familiarize themselves with the Step Program in an effort to avoid confusion if the student's behavior warrants this level of intervention.

STEP 0: TEACHER RESPONSIBILITIES PRIOR TO DISCIPLINE ACTION PLAN:

- Speak to grade level colleague
- Discuss immediate concerns with appropriate Principal
- Consult Behavior Analyst/School Counselor for strategies and background information
- Tried several behavior strategies with the student in the classroom to correct behavior

STEP I: NOTIFICATION FROM THE TEACHER AND PARENT LOCKER MESSAGE TO PARENTS - If a student continually ignores a rule, the teacher will provide the student with a reminder of the rule. If the misbehavior continues, the teacher will discuss the behavior and the consequences with the student and the parents of the student in making every effort to resolve the problem. Step I will be initiated if there is no resolution of the problem. **The teacher will contact the parents of the student via ParentLocker to discuss this matter and inform the parent that the next incident will result in a referral to administration for the purpose of initiating Step II.** It is the teacher's responsibility to keep a record of all the ongoing communication with the parents.

STEP II: MEETING WITH THE ADMINISTRATION (Mrs. Gordesky, or Mrs. Young), STUDENT, AND TEACHER - If a similar behavior continues, the student, teacher, and an administrator will have a meeting. During this meeting, the student will complete a **Student Behavior Reflection** form which will need to be signed by the student, a parent, the teacher, and an administrator. A discussion about what future behavior looks like will also take place. The teacher will call the parent and list out all steps that have been taken to correct behavior. All information will be documented by the administrator.

STEP III: PHONE CALL HOME FROM ADMINISTRATION If similar behavior continues, a behavioral contract/plan will be set up by teacher, student, and an administrator. The administrator will also call the parents of the student to explain the issue(s), the new behavioral contract/plan, and the procedure that will follow. The administrator may offer the services of the school counselor at this time. This call will be documented.

STEP IV: INDEPENDENT LEARNING DAY if, after progressing through the first three steps, the student continues to be uncooperative, the student will be placed on Step IV. An

administrator will contact the parents by phone and an Independent Learning Day will be assigned which will be supervised by a staff member. The student will be required to complete assignments given by teacher(s). The student will be **ineligible** until the detention is satisfactorily completed. A student who is ineligible loses all privileges such as, but not limited to: field trips, special programs, athletics, and clubs, etc. A student will be placed directly on Step IV if he or she:

1. directly challenges the authority of any staff member at Politz.
2. leaves school premises without permission.
3. is involved in a physical fight (further offense result in a in-school suspension).
4. uses profanity, vulgarity, or an obscenity online or in person.
6. fails to follow the directions and/or cooperate with a substitute teacher.
7. violates hallway/lunchroom rules.
8. defaces school or private property.

STEP V: OUTSIDE PROFESSIONAL MEETING A meeting will be required with an outside professional, for a student who is still exhibiting inappropriate behavior. A new behavior contract/plan may be put into place or revisions made to the existing contract/plan. The student will be placed on Step VI if the objectives of the contract are not met. The student will become ineligible from the time the Step V is issued until the behavior contract/behavior program is activated.

STEP VI: OUT-OF-SCHOOL SUSPENSION, AND PERMANENT LOSS OF PRIVILEGES The Head of School has the authority to suspend students displaying gross disobedience or misconduct which is evidenced by a severe violation. The parents will be asked to attend a conference.

A student who receives an In-School Suspension will be:

1. immediately removed from all classes for a period not to exceed three school days.
2. will be required to attend a conference with his/her parents and the Head of School before being readmitted to all classes. The purpose of this conference is to establish final measures for changing behavior.

A student may be automatically placed on Step VI with an Out-of-School Suspension if he/she:

1. commits any act of gross disobedience or severe misconduct which would make his/her presence a continuing danger to the persons, property, and/or academic process of the classroom.
2. makes any verbal/written threat against the school, school personnel, or another student and will be removed from the situation. Parents will be called and a call will be made from the school to the Crisis Intervention Unit. The student will not be allowed to return to school without a written clearance from a mental health care professional, psychiatrist or psychologist. The student will be placed on a 30-day monitoring program upon returning to school.
3. A student on an out-of-school suspension is not to be on school grounds at any time. Homework will be available daily upon request.