

## **POSITIVE BEHAVIOR SUPPORT**

### **BEHAVIOR MANAGEMENT PLAN - DAEP**

**The Three B's will be taught at DAEP.**

- ✓ Be SAFE
- ✓ Be RESPECTFUL
- ✓ Be RESPONSIBLE

### **DISCIPLINARY REFERRALS**

All disciplinary action that requires intervention by a campus administrator is to be recorded on an office referral form. The student, referring teacher, school office, and parent will receive a copy of the referral once a campus administrator has assigned consequences.

#### **TARDIES**

Tardies will be documented by the attendance clerk and will call parents notifying them of the tardy and consequences. The following consequences apply at DAEP:

- 1<sup>st</sup> Tardy** .....Warning
- 2<sup>nd</sup> Tardy** .....15 minutes of after school detention
- 3<sup>rd</sup> Tardy** .....15 minutes of after school detention
- 4<sup>th</sup> Tardy** .....30 minutes of after school detention

#### **Dress Code Referral**

After each student is searched, teachers are to be the vigilant at determining if students are following the dress code (hair/dress/accessories, etc.). Students in violation of the dress code should be escorted to the office:

- 1<sup>st</sup> Violation** .....Warning
- 2<sup>nd</sup> Violation** .....Office referral 30 minutes after school detention
- 3<sup>rd</sup> Violation** .....Office referral 45 minutes after school detention

### **DOCUMENTATION AND DISCIPLINE STEPS for INCIDENT REPORTS**

Teachers will document student behavior (from our Level I and Level II PBS discipline system) the teacher feels is **very inappropriate** and a **serious or persistent disruption** of the classroom on a Documented Offenses (DO) form. Teachers will be provided with Documented Offenses forms inside their Discipline Binders to be used for each class period throughout the year. **(Documented Offenses DO NOT start over each new nine weeks.)** Teacher discretion (using our Level I and Level II PBS discipline system as a guide) will be used to determine student behaviors that require a Documented Offense.

### **HOW DOCUMENTED OFFENSES WORK**

**1<sup>st</sup> Offense** - Teacher Conference with student, fill out Documented Offense & have student sign, drop bottom portion in box at the secretary's desk, and keep the top portion of form for your personal records inside your Discipline Binder.

**2<sup>nd</sup> Offense** - Teacher Intervention, student calls parent during or after class, drop the bottom portion in the box in the office, and keep top portion of form in your Discipline Binder for your records.

**3<sup>rd</sup> Offense** - Automatic office referral stating offense.

**4<sup>th</sup> and Subsequent Offenses of Semester** - Automatic office referral.

## **DOCUMENTED OFFENSES SUMMARY:**

In an effort to identify and correct students whose behavior is causing regular disruption but does not constitute an automatic referral, DAEP has instituted a Documented Offenses plan. When a student commits an offense in class that causes the teacher to have to stop teaching to deal with the situation, the teacher will inform the student that the offense is being documented. On the first offense, the teacher will hold a conference with the student and submit the bottom of the form to the office. The second time a student commits an offense, the teacher will conference with the student, have the student call the parent(s), and submit the bottom of the form to the office. The third offense will constitute an automatic office referral stating the offense and requesting a meeting between the student and the parent.

Each time a student commits a Documented Offense, the teacher will fill out the appropriate form with the student, drop the bottom portion in the box at the secretary's desk in the office, and keep the top portion in the Discipline Binder. This bottom portion is collected and recorded by the office to track the number of documented offenses students are receiving.

**Three Documented Offenses by one teacher or a combination of five Documented Offenses by multiple teachers at any time throughout the year constitutes an Office Referral and a request for a support team meeting.**

The support team is scheduled through the office. The teacher will send copies of the three offenses to the Secretary, who will make copies and send teacher reports to all teachers who have the student. These reports must be filled out immediately and returned to the Secretary. The support team meeting will be scheduled for the next conference period of the support team. The student will work with the teachers in the support team to make a plan to correct the behavior.

## **PARENTAL CONTACT**

According to the DAEP Plan "...when a student exhibits behavior problems that interfere with classroom objectives and the learning of others, parents will be contacted by the teacher." The sooner one contacts parents of a student with poor behavior choices the more positive and permanent the results. Phone calls home should be viewed as a proactive, positive necessity to establish rapport and communication with the parents. At DAEP the parents will be contacted on an as needed basis, when a student has an N (Needs Improvement) in the classroom, or when an Office Referral was sent to the office for Misconduct. If it is necessary for a teacher to issue a 2<sup>nd</sup> Office Referral for Misconduct, a parent conference is required and should be set up by the teacher. At this time a behavior improvement plan is to be developed.

## **DETENTION**

Detention is held after school from 3:30-4:00 p.m. After school detentions are assigned by the MS, HS Teams or principal for student tardies and inappropriate behavior.