DRAFT General Procedures for Dealing With Problem Behavior 11/01/09

KENYON WOODS MIDDLE SCHOOL

Decision Flowchart

NO

Minor Acts of Misconduct

Verbal Warning/Restate Expectation

Conference w/Student

Behavior Improvement Form

Minor Referral Sent Home

For Parent Signature

Teacher Detention & Parent

Contact via phone, email, 1:1

Does the Student Have 3 Minors?

Behavior Stops: File Necessary Documentation in Classroom

Behavior Continues:

Send Office Referral to Office w/ Detailed Interventions

Summary in Teacher Mailbox w/in 72 hours

IS THE INCIDENT OFFICE MANAGED?

Classroom Managed	Office Managed
Inappropriate Language: i.e. Not abusive, profanity **Disrespect:** i.e. Sleeping in class, failure to follow simple directions **Non-compliance**: i.e. off task, not turning in homework, not being prepared for class **Disruption**: i.e. excessive talking **Possession of Electronics:** i.e. IPODs, cell phones, cameras **Hands-off**: i.e. PDA/horseplay, inappropriate physical contact **Teasing**: Verbal **Tardy to Class**: 1-3 tardies **Cheating** **Dress Code**: i.e. no ID, no PE Uniform	**Inappropriate Language:** abusive or threatening **Gross Disrespect**: i.e. socially rude interactions **Repeated Non-Compliance**: i.e. challenging authority **Repeated Disruption:** i.e. repeated severe offenses **Use of Electronics**: i.e. Listening to IPOD, texting or talking on cell phone, taking pictures during school **Physical Aggression/Sexual Harassment**: i.e. Fighting and inappropriate touching and/or comments, lewd notes or comments **Bullying:** i.e. Verbal or Physical **Excessive Tardies**: 3+**Forgery/Theft**: i.e. student possesses or passes on someone else's property; or has signed a person's name w/out permission **Weapons/Drugs/Security**

YES

Major Acts of Misconduct

Ensure Safety of Others

Write an Office Referral

Send Student to Office

Problem Solve

Gather Information

Determine Consequences

Follow Documented Procedures

Follow Through With Consequences

File Necessary Documentation

Summary in Teacher Mailbox w/in 48 hours