Behavior Management Plan: What to do each step of the way, every time

1st Offense
FIRST: At the time of the event, choose one of these:
   a. impromptu conference
   b. Send to buddy room or follow established department protocol
NEXT: Check if student has IEP/504/BIP and be sure to incorporate strategies/ask case manager for guidance.
THEN: Call home [Mandatory]
FINALLY: Enter into FOCUS, starting with “1st offense: …” followed by a brief description of the incident and action(s) taken

2nd Offense
FIRST: At the time of / right after the event, choose one of these:
   a. Send to buddy room or follow established department protocol
   b. Notify coach/AD or club sponsor
   c. Assign detention* (with teacher, DC, or Eugene Simmons) – *necessary if you want to initiate admin action for attendance/ tardiness*
NEXT: Contact (call or email) home [Mandatory]
THEN: Enter into Focus starting with “2nd offense: …” followed by a brief description of the incident and action(s) taken
FINALLY: Email Eugene Simmons - He will look at FOCUS, and then hold a restorative conversation with the student.

3rd Offense
FIRST: At the time of / right after the event, choose one of these:
   a. Send to buddy room or follow established department protocol
   b. Notify coach/AD or club sponsor
   c. Assign detention (with teacher, DC, or Eugene Simmons)
   d. Phone detention (terms agreed upon in advance by parent, teacher, and student)
NEXT: Contact (call or email) home [Mandatory]
THEN: Enter into FOCUS, starting with “3rd offense: …” followed by a brief description of the incident and action(s) taken
FINALLY: Email Eugene Simmons [Copy school counselor on email if this is 3rd missed class in a row, skipping or absent]

4th Offense and every offense thereafter (still within the restorative process)
FIRST: Enter into FOCUS, starting with “4th / 5th / etc. offense: …” followed by a brief description of the incident
NEXT: Email Eugene Simmons

HOW TO ACCOUNT FOR MULTIPLE ISSUES IN ONE DAY:
If multiple things happen in one day / in one class in one setting / 1 “bad day in my class” = 1 incident
- 1st offense/incident/day: student did any one or several of the “minor” offenses follow 1st offense protocol
- 2nd offense/incident/day: student did any one or several of the “minor” offenses follow 2nd offense protocol (etc.)
- Even if you see another teacher has entered a similar note (date/behavior) for a student, you must enter what pertains to you and your interaction with the student

WHY WE MUST FOLLOW THIS PLAN...EVERY TIME...FOR THE WHOLE YEAR...CONSISTENTLY:
1) IF IT’S NOT IN FOCUS, IT DIDN’T HAPPEN. Using this tool and recording incidents helps Eugen Simmons and Admin support you.
2) DATA vs. LACK OF DATA: The more data that is in SIS, the faster a student moves to more serious consequences, and the more complete picture the RP team/admin team has for multiple future purposes.

HOW NOT TO COMMUNICATE:
Please do not send direct messages to the Admin team.
- Doing so may confuse the process and parties involved.
- Eugene Simmons and the Restorative Practices team will facilitate communication and action at the appropriate moment.

Notes on what Eugene Simmons does after each infraction.

**Mr. Simmons’s first meeting:** Restorative Conference. Restorative Questions asked – solutions pursued by both parties.

**2nd meeting:** Restorative Conference. Restorative Questions asked – solutions pursued by both parties, phone call home to parent.

**3rd meeting:** Restorative Conference. RQs asked – solutions pursued. Teacher Conference is requested by Eugene Simmons with the consent of the student and teacher. If either party refuses the conference, ALC for 1 period is assigned. Parent is called.

**4th meeting:** RC, RQs asked – solutions pursued. ALC assigned for 1 period (if Teacher conference was the option chosen at the 3rd meeting.) Otherwise, we will skip the 5th meeting option.

**5th meeting:** DC intervention. At Mr. Simmons’s request, DC will enter class for up to 10 minutes, observe the student, and then conference with the student. The DC will call home after the conference.

**6th meeting:** RC. RQs asked – solutions pursued. ALC for 2 periods is assigned.

**7th meeting:** DC intervention #2. At Mr. Simmons’s request, DC will sit down with the teacher and student, and possibly an administrator. Solutions and future consequences will be discussed, and an RPC (Required Parent Conference) will be explained.

**8th meeting:** RPC is enforced. Student will not be able to go back to class, until the parent comes in to meet with Mr. Simmons, and possibly the teacher and administrator.

**9th meeting and every other meeting thereafter:** Official Referral to Mr. Simmons. Mr. Simmons will send a referral to the appropriate administrator with his notes. Teacher will be emailed by Mr. Simmons that the referral was sent on. Administrator will inform the teacher of the consequences applied.

**FOCUS note – High Importance!!**

All notes in FOCUS can be seen by parents and students. Keep notes very short and to the point.
Restorative Practices Team

Restorative Practices Coordinator-Eugene Simmons

Restorative Practices Co-Coordinator-Phillip Williams

Restorative Practices Assistant-Martin Harris

Security Assistant-Sharika Barnes

Security Assistant-Theodore Dargan

Security Assistant-Keith Terry

Socio-Emotional Teacher/Coach-Crystal Edwards

Restorative Practices Supervising Administrator-Michael Silverman