

# Overlea High School - Restorative Practices - Behavioral Management Plan

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

### **1<sup>st</sup> Offense**

**FIRST: At the time of the event, choose one of these:**

- impromptu conference
- 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 "1<sup>st</sup> offense: ..." followed by a brief description of the incident and action(s) taken

### **2<sup>nd</sup> Offense**

**FIRST: At the time of / right after the event, choose one of these:**

- Send to buddy room or follow established department protocol
- Notify coach/AD or club sponsor
- 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 "2<sup>nd</sup> 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.*

### **3<sup>rd</sup> Offense**

**FIRST: At the time of / right after the event, choose one of these:**

- Send to buddy room or follow established department protocol
- Notify coach/AD or club sponsor
- Assign detention (with teacher, DC, or Eugene Simmons)
- 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 "3<sup>rd</sup> 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 3<sup>rd</sup> missed class in a row, skipping or absent)

### **4<sup>th</sup> Offense and every offense thereafter (still within the restorative process)**

**FIRST: Enter into FOCUS**, starting with "4<sup>th</sup> / 5<sup>th</sup> / 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 ☐ 1 setting / 1 "bad day in my class" = 1 incident**

- 1<sup>st</sup> offense/incident/day: student did any one or several of the "minor" offenses ☐ follow 1<sup>st</sup> offense protocol
- 2<sup>nd</sup> offense/incident/day: student did any one or several of the "minor" offenses ☐ follow 2<sup>nd</sup> 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:**

## Overlea High School - Restorative Practices - Behavioral Management Plan

**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.

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

**3<sup>rd</sup> 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.

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

**5<sup>th</sup> 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.

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

**7<sup>th</sup> 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.

**8<sup>th</sup> 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.

**9<sup>th</sup> 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.

## **Overlea High School - Restorative Practices - Behavioral Management Plan**

### **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*