

Ford Discipline Procedure Flow Chart

TEACHER MANAGED (Minor)

Intervention 1: Re-Direction

Level 1 Behaviors
Intervention 2: Teach & re-teach expectation not being followed
 -Document minor behavior in Synergy
 -Preventative Parent Contact

Level 1 Behaviors - continued
Intervention 3: Teach & re-teach expectations not being followed using a different technique.
 -Make/log home contact.
 -Document minor behavior in Synergy
 -Behavior Notice

Level 2 & 3 Behaviors
After 3rd intervention if minor behavior reoccurs:
 1. Write a Referral Form
 2. Check that minor behaviors are entered into Synergy
 3. Turn in Referral Forms in to the office on Friday

Teacher/Staff Managed

- Inappropriate language
 - Name Calling
- Physical contact (**reaction**)
 - Wrestling w/another student
 - Pushing/shoving/kicking
 - Biting (w/o marks)
- Disrespect
 - Talking back
 - Rude remarks
- Defiance
 - Not completing work
 - Not following directions/noncompliance
- Observable Behavior
 - Running in hallway
 - Poor line behavior
 - Throwing food
 - Inappropriate voice level
- Disruptive
 - Tattling
 - Distracting other students
 - Calling out

Observe Problem Behavior



See Behavior Definitions Below

Intervention Techniques

- Restorative Practice
- Proximity
- Reinforce others for appropriate behavior
- Restate expectation
- Reteach expectation
- Seating change
- Offer reinforcers more frequently
- Pre-correct
- Offer student alternative activity
- Reflection time in another classroom.
- Use planned ignoring
- On the spot documenting
- Checking for understanding
- In-classroom make-up

Teacher/Staff Managed Continued

- Property misuse
 - "Snooping" in other's desk or belongings
 - Throwing materials
- Dress code violation (follow school protocol)
- Stealing
 - **Petty theft** – little to no value
- Electronic devices (follow school protocol)

OFFICE MANAGED (Major: If student is endangering self or others)

Step 1: Call office to notify that student and documentation need to be picked up.

Step 2: Ensure Referral Form is completely filled out (including minor behaviors in Synergy) and is sent to the office

Step 3: Administration/Counselor determines consequence/intervention using behavior matrix as a guide but with discretion.

Step 4: Administration/Counselor provides feedback to staff.

Office Managed

- Inappropriate language toward staff (intentional)
- Abusive language
 - Racial taunting/bullying
- Fighting/physical aggression (**intentional**)
 - Kicking, hitting, pushing, shoving, biting, etc. w/intent to do harm
- Leaving school grounds without permission
- Threat or intimidation/bullying
 - Verbal threats of harm or aggression against another person
- Vandalism of personal or school property (**intentional**)
- Weapons/dangerous items
 - Knives, bullets, lighters, matches, etc.
- Lying/cheating
 - Forgery
- Harassment/sexual harassment
- Theft
 - **Major theft** – items of high value
- Drugs/Alcohol, tobacco
- Pornography