

## ***Paul Revere Charter Middle School*** ***Mathematics, Science and Technology Magnet***

### ***School Discipline Referral Guidelines and Procedures***

#### **Mild Behavior Issues (Classroom Intervention):**

Mild behaviors are defined as those actions exhibited by students that, although disruptive to the learning environment, are able to be corrected through classroom teacher intervention. When addressing these behaviors, a teacher may be required to provide verbal prompts, hold an individual conference, assign class detention, contact the child's parent/guardian by phone and/or issue any applicable written notification, such as a "U" Notice. Examples of these types of offenses are as follows:

- Failure to bring a book or school supplies
  - Failure to complete homework(s)/assignment(s)
  - Chewing gum or eating in class
  - Demonstrating poor work habits
  - Talking excessively out of turn
  - Tardiness
  - Lethargic and/or sleeping in class
  - Profanity (not directed at anyone)
  - Passing notes
  - Arriving late to class
  - Cheating on a test
  - Throwing paper in class
  - Out of seat without permission
  - Wearing a hat in class
  - Listening to IPOD in class (confiscation)
  - Using cell phone in class (confiscation)
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- ❖ Following classroom intervention, mild-level behaviors that impede an individual student's ability to successfully participate in a classroom activity, such as issues relating to work habits, lack of supplies, and/or homework continue, then the teacher may refer the student to his/her counselor.
  - ❖ If classroom-based interventions fail to address more disruptive behaviors such as profanity, talking, throwing objects, defiance related to the confiscation of electronics and the inappropriate dress code, then the teacher may refer the student to the Student Services Office.

### Classroom Intervention Strategies:

The following is a list of suggested strategies to be implemented in the classroom when addressing mild to moderate disruptive student behaviors. These strategies may assist with mitigating the behavior(s), and preventing them from increasing in either their frequency and/or severity.

- Keep anecdotal student record
- Individual/private conference with the student
- Refer the student's cumulative record for background information
- Check with the student's other teachers or counselor for pertinent information
- Hold the child after class
- Contact the parent by the phone and/or in writing
- Schedule a parent conference
- Organize and utilize a "Buddy System"
- Have the student and parent agree to and sign a written behavior contract

### Issues to be referred to the Counseling Office:

Students should receive referrals to the Counseling Office for issues relating to the social, emotional, or psychological welfare of a student. Classroom teachers may choose to refer a student to meet with his/her counselor for any of the following reasons.

- An urgent personal, emotional and/or family problem
- Lethargic, withdrawn behavior
- A noticeable change in behavior
- Fails to complete class work or homework (habitually)
- Excessive absences; erratic attendance resulting in missing significant amounts of instruction. (Teacher should also notify the Attendance Office)
- Persistent problems regarding the student's academic performance(i.e. failure to complete assignments or bring materials)

### Issues that should be referred to Student Services:

Students should be referred to Student Services for behavior issues of *severe and/or habitual nature*. For issues related to progressive discipline, classroom personnel must first address their concerns with both the student and his/her parent(s). Behaviors that warrant immediate referral often threaten the physical and/or emotional safety of the student or student body, or impede the teacher's ability to foster a classroom environment that is conducive to learning. Examples of these types of offenses are as follows:

- Repeatedly refusing to comply with staff member instructions
- Fighting/Assault
- Inciting acts of violence
- Setting off fire alarms
- Truancy
- Defacing school property
- Stealing
- Gambling
- Possession of a controlled substance

- Possession of a weapon
- Verbally or physically threatening harm to a student or adult
- Bullying
- Harassment of another student
- Possessing or circulating pornographic material
- Repeated dress code violation
- Involvement in gang activity
- In addition, teachers may choose to refer a student for offenses or behaviors that fail to be resolved through teacher or counselor mediation.

Every student referred to either the Counseling or Student Services must be sent with a hand-written referral with the box marked for the appropriate office. The referral should also include a brief description of the reason for the referral. Please include any specific terms used by students for example, “S\*\*\*\*” or “B\*\*\*\*\*”

- These students will then be counseled and issued a consequence with the severity of the infraction
- For lesser offenses, the students may return to class within the same class period following intervention
- Copies of referrals with feedback regarding the dean’s actions will be returned to the issuing staff member in his/her mailboxes within two school days.