

SCHOOL-WIDE DISCIPLINE PROGRAM

ALLEN ELEMENTARY SCHOOL

Due Process:

The due process of this Discipline Program would be as follows:

1. Level #1 - Verbal Warning/Notification of Parents
2. Level #2 - Referral to Office & Notification of Parents
3. Level #3 - Parent Involvement
4. Level #4 - Suspension

Level #1: Verbal Warning/Notification of Parents

School Disruptions

Disruptions addressed by the individual classroom teachers include:

Talking out of turn	Out of Seat
Not Listening	Interrupting
Not following directions	Incomplete class work/homework
Student-student disagreements	Mild disrespect/argumentative
Minor infractions of classroom rules	

Level #2: Referral to the Office

Incidents that require referral to the office include:

Inappropriate language (profanity, obscenities)

Inappropriate gestures

Destruction of property

Blatant disrespect/defiance

Stealing, lying, cheating, forging

Physical contact (hitting, pushing, fighting, etc.)

Bullying/Harassment behavior: **deliberate harassment, teasing**—(name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves,) **exclusion, threatening, intimidation** (physical or verbal).

At level #2 the student will be referred to the office and receive a consequence. The consequence will depend on the severity of the behavior or:

1. First referral = 1 day
2. Second referral = 3 days
3. Third referral = 5 days (level #3)
4. Fourth referral = suspension from school (level #4)

Level #3: Parent Involvement

When a student has been referred to the office three times, a parent conference may be required. This conference will be scheduled within two days of the infraction. The purpose of this conference will be to develop a stronger plan of action for the student in an attempt to avoid a suspension from school. This conference will be arranged by the referring teacher. Persons in attendance: Parent(s), Student (optional), Teacher, and Principal.

Note: *this conference does not take the place of the Lunch Detention; consequences to behavior are a part of life.*

Level #4: Suspension

If a student is referred to the office four times, a suspension will be assigned as a consequence. This suspension may be In-School Suspension (ISS) or Out-of-School Suspension (OSS), based upon the determination of the principal after consulting with the referring teacher/staff member and the severity of the incident. The number of days suspended will be based on the actual behavior. The durations would be a minimum of 1-2 days, but would not exceed five days. Students eligible for Special Education services may require a Manifestation of Behavior. In the case of 3 or more consecutive suspensions, a conference would be required prior to the student's return to school with the parent, teacher, principal, and student attending. School work would be assigned and due upon the student's return to school.

Note: Consequences may differ based on actual behavior and are only assigned by the Principal.

Explanation of Consequences

Lunch Detention: while peers are at recess, student engages in quiet, solitary, school work under the Principal's supervision.

In-School Suspension: student attends school but does not mingle with peers, completes academic work outside of the classroom under the Principal's supervision, has lunch detention, has

lunch in a non-social setting, does not attend specials, and cannot participate in extra-curricular activities.

Out-of-School Suspension: student does not attend school, completes the days work at home to turn in when he/she returns to school.

Expulsions:

http://www.michigan.gov/documents/mde/weapons_expulsion_oct_10_369956_7.pdf