



Steps to Allow Success

STEP 3 NOTIFICATION FORM

"No individual has the right to interfere with the learning, safety or well-being of others."

GOAL: To implement a system that protects the educational environment for students who choose to learn.

STEPS TO ALLOW SUCCESS

- **STEP 1:** When a student has chosen STEP 1, the teacher revisits the student after 2-3 minutes quietly and politely asking the student "How did you choose STEP 1?"
 - A student chooses off Steps to Allow Success if they are able to answer appropriately. If the student answers appropriately, they are immediately brought back with their classmates.
 - The student chooses to remain in STEP 1 if they are not able to answer appropriately. If the student does not answer appropriately, the teacher, quietly and politely, tells the student, "I will give you more time," and the process repeats after 2-3 minutes.
- **STEP 2:** When a student has chosen STEP 2, the teacher revisits the student after 2-3 minutes, quietly and politely asking the student, "What is the rule?"
 - The student chooses STEP 1 if they are able to answer appropriately. If the student answers appropriately, they are immediately transitioned to STEP 1.
 - The student chooses to remain on STEP 2 if they are not able to answer appropriately. If the student can not answer appropriately, the teacher, quietly and politely, tells the student, "I will give you more time," and the process repeats after 2-3 minutes.
 - As a reminder, if a student chooses STEP 2 multiple times during a class / block of classes, the teacher is not obligated to provide that student the opportunity to choose STEP 1.
- **STEP 3:** The following process occurs when a student chooses STEP 3:
 - The student completes this "Steps to Allow Success Notification Form." Once completed, EMS Office Staff assists the student in contacting a parent / guardian via phone.
 - If the office staff and student are able to contact the parent / guardian, and the student signs the form and returns* the form, the student is able to return to that / those class period(s) the following school day. (*The form is returned to office staff)
 - If the office staff and student are not able to contact a parent / guardian, the student signs the form and must have a parent / guardian sign the form. Once the student returns* the signed form, the student is able to return to that / those class period(s) the following school day. (*The form is returned to the teacher who placed them in STEP 3).

When a student chooses STEP 3 multiple times in a quarter:

- 1st time: in addition to what has been explained, the student will serve 30 minutes DETENTION.
- 2nd time: in addition to what has been explained, the student will serve 60 minutes DETENTION.
- 3rd time: in addition to what has been explained, the student will serve 2 hours of DETENTION or COMMUNITY SERVICE.
- 4th time: in addition to what has been explained, the student will serve 2 hours of DETENTION or COMMUNITY SERVICE and a BEHAVIOR CONTRACT will be created.



Steps to Allow Success

STEP 3 NOTIFICATION FORM

Student Name: _____ Grade: _____ Incident #: _____

Teacher Name: _____ Date: _____ Period: _____

Parent / Guardian Information:

Name: _____ Phone: _____ Email: _____

☐ Contacted

☐ Unable to Contact

☐ Prefers Phone

☐ Prefers Email

Office Staff Name: _____ Office Staff Signature: _____

I *chose* STEP 1 when (describe how you *chose* not to show TIGER PRIDE)

I *chose* STEP 2 when (describe how you *chose* not to show TIGER PRIDE)

I *chose* STEP 3 when (describe how you *chose* not to show TIGER PRIDE)

Next time, I will *choose* to show TIGER PRIDE by:

Number of times STEP 3 was chosen this quarter:

1	30 minutes of DETENTION	3	2 hours of DETENTION of COMMUNITY SERVICE
2	60 minutes of DETENTION	4	2 hours of DETENTION or COMMUNITY SERVICE <u>and</u> a BEHAVIOR CONTRACT

Student Signature: _____ Parent Signature: _____

Additional teacher comments (ONLY if necessary):

Teacher Signature: _____

*Additional teacher comments (if necessary) will be added once the form is returned to the teacher by the student or office staff. Upon receipt of this form and the addition of teacher comments (if necessary), the teacher will sign this form and it will be sent home. If you have questions, please call the EMS Office: (509) 754-4659.