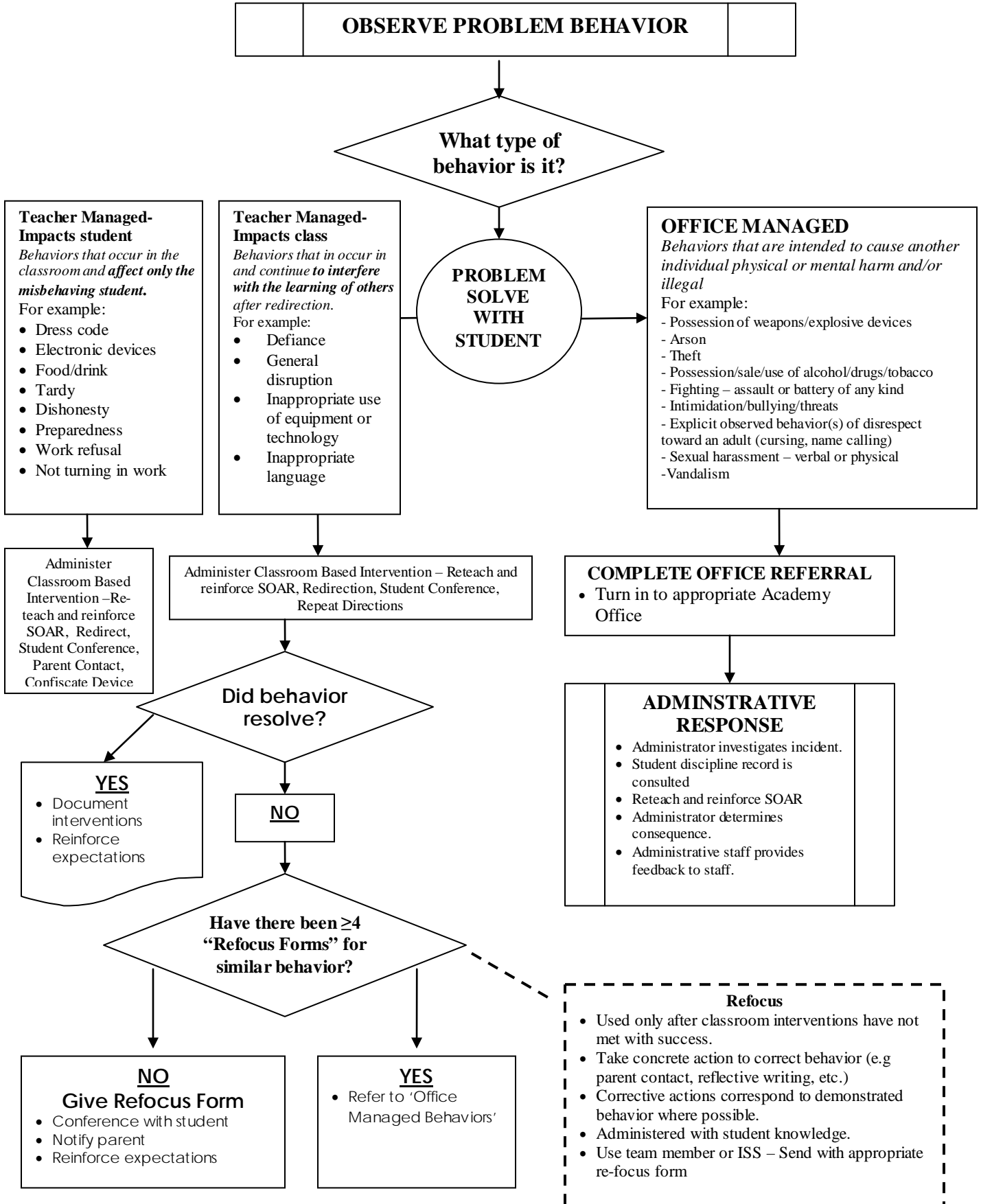


VOLCANO VISTA HIGH SCHOOL DISCIPLINE PROCEDURE FLOW CHART



OBSERVE PROBLEM BEHAVIOR

What type of behavior is it?

Teacher Managed-Impacts student
Behaviors that occur in the classroom and affect only the misbehaving student.
For example:

- Dress code
- Electronic devices
- Food/drink
- Tardy
- Dishonesty
- Preparedness
- Work refusal
- Not turning in work

Teacher Managed-Impacts class
Behaviors that in occur in and continue to interfere with the learning of others after redirection.
For example:

- Defiance
- General disruption
- Inappropriate use of equipment or technology
- Inappropriate language

OFFICE MANAGED
Behaviors that are intended to cause another individual physical or mental harm and/or illegal
For example:

- Possession of weapons/explosive devices
- Arson
- Theft
- Possession/sale/use of alcohol/drugs/tobacco
- Fighting – assault or battery of any kind
- Intimidation/bullying/threats
- Explicit observed behavior(s) of disrespect toward an adult (cursing, name calling)
- Sexual harassment – verbal or physical
- Vandalism

PROBLEM SOLVE WITH STUDENT

Administer Classroom Based Intervention – Reteach and reinforce SOAR, Redirect, Student Conference, Parent Contact, Confiscate Device

Administer Classroom Based Intervention – Reteach and reinforce SOAR, Redirection, Student Conference, Repeat Directions

COMPLETE OFFICE REFERRAL

- Turn in to appropriate Academy Office

Did behavior resolve?

YES

- Document interventions
- Reinforce expectations

NO

Have there been ≥4 “Refocus Forms” for similar behavior?

NO
Give Refocus Form

- Conference with student
- Notify parent
- Reinforce expectations

YES

- Refer to ‘Office Managed Behaviors’

ADMINISTRATIVE RESPONSE

- Administrator investigates incident.
- Student discipline record is consulted
- Reteach and reinforce SOAR
- Administrator determines consequence.
- Administrative staff provides feedback to staff.

Refocus

- Used only after classroom interventions have not met with success.
- Take concrete action to correct behavior (e.g parent contact, reflective writing, etc.)
- Corrective actions correspond to demonstrated behavior where possible.
- Administered with student knowledge.
- Use team member or ISS – Send with appropriate re-focus form

VOLCANO VISTA HIGH SCHOOL DISCIPLINE PROCEDURE FLOW CHART

Suggested Teacher Managed Behavior Interventions – In Appropriate Progression

- Re-teach and re-enforce school wide “core values” Safety, Organization, Achievement and Respect (SOAR).
- Repeat directions
- Re-direction to task
- Give warning (s)
- Teacher conference with student
- Loss of privileges
- Seat change
- Parent Contact
- Re-focus form

Definitions of Some Teacher Managed Behaviors

- Dress code: Non-compliance with VVHS dress-code policy - see student handbook for complete details
- Electronic devices: All electronic devices (IPOD, phone, etc.) are to be turned off and put away from 7:30AM-2:25PM
- Tardy: Student is not physically in class prior to tardy bell ringing
- Defiance: Refusing to comply with any reasonable directions or request within 7 seconds.
- General disruption: Willful conduct which materially and in fact disrupts or interferes with the educational process
- Inappropriate use of equipment or technology: deliberately or maliciously destroying, defacing or damaging school property; not following APS internet use policy
- Inappropriate language: Using language which is crude, offensive, insulting or irreverent; use of course words to show contempt or disrespect; swearing