

Ogden Elementary School's

Process for Addressing

Misconduct

2023-2024

Teacher Managed	Teacher Managed & Documented (Minor Incident Documented)	Administrator Managed (Referral Submitted to office)
1) Noncompliance: Not following directions Out of Seat Calling Out Loud Voices / Yelling Talking in line Refusing to comply Off task talking	Not following directions (repeated refusal) Sitting under a table Leaving the classroom without permission	When not following directions becomes an unsafe behavior. (Physical or verbal violence) Student leaves school building. (stop prior to following the student out of the school building to ask someone to contact administration)
2) Cell Phones visible (Board Policy 3220, Letter C)	Cell phones being used to video incidents or making phone calls.	Refusal to hand over phone after a video, text or phone call has been made.
3) Inappropriate language or arguing	Inappropriate language / Obscenities that are directed toward the staff and / or peers	Repeated documentation of disrespect to teacher, verbal tirades, and vulgarities directed toward staff members and/or peers
4) Nonthreatening touching, pushing, horseplay, hitting, thumping, pinching, kicking, slapping (not keeping hands to self)	Continued horseplay or any physical contact that is previously mentioned and could include accidental property damage	Physical Violence that requires an intervention Inappropriate touch
5) Bullying – Race, religion, personal appearance, gender (orientation) (Refer to counselor)	Persistent bullying or harassment (Refer to counselor)	Substantiated Bullying determination by counselor
6) Inappropriate items or use of items	Inappropriate items on campus (turned into administration, toy guns, rubber knives, handcuffs) If item is used as a weapon, it becomes a weapon.	Weapons of any type Possession of illegal substance Obscene materials Destruction of property Stealing

Student in Crisis = Misconduct that results or could result in the harm of the student in crisis or another individual.

1. Take action to ensure the immediate safety of the student in crisis or other individuals.
2. Call extension 74751 (74752, 74755, 74756) and state your name, student's name, location, and crisis.
3. A school administrator will determine next action:
 - a. Use the intercom to invite the student to the office

OR

 - b. Report to the location with another member of the Crisis Management Team.
4. The administrator will give a radio to the teacher or contact them when all is clear to return to class
5. The teacher is then expected to remove the remainder of the students from the situation if it has not already occurred.

**Ogden Elementary School's
Interventions for Addressing Student
Misconduct
2023-2024**

Interventions for Teacher -Managed Incidents	Interventions for Teacher -Managed Interventions with Documentation	Interventions for Administrative-Managed Incident
<p>The staff member addresses the behavior using classroom management strategies such as:</p> <ol style="list-style-type: none"> 1. Re-direct the correct behavior 2. Proximity control 3. Nonverbal cue to correct behavior 4. Private conference with student in classroom, hallway, playground, or cafeteria. (Dine in or Drive Through?) 5. Modify in-class seating 6. Time out in classroom 7. Use MindUP™ strategies 8. Provide additional Harmony lesson or social skills lesson (EC Team) 9. Verbal or written apology, but don't pressure student to do it immediately. 10. Review expectations matrix 11. Restitution – Help student plan a way to make things “right.” 12. Re-teach the behavior in the setting 13. Model correct behavior for the student 14. Discuss incident in future Morning Meeting (Role Play) 	<p>The staff member addresses the behavior using classroom management strategies and logical consequences such as:</p> <ol style="list-style-type: none"> 1. Redirect the correct behavior 2. Private student/staff member conference (Dine in or Drive Through) 3. Time Out in Classroom 4. Assign to “relocation” teacher for short time period. This must be recorded on College Park form/log. 5. Document behavior for teacher records only 6. Develop strategy to help student self-monitor infraction if appropriate. 7. Phone call or other correspondence with parent/guardian. 8. Silent lunch 9. Loss of privilege 10. Limit menu of choices on playground (i.e., student can play with hula hoops and jump ropes, but can't swing if swinging is his favorite choice 11. Restitution (i.e., if student is disrespectful to a teacher, then student can assist the teacher with a task late that day or next day. It is time to make things “right.”) 12. Written behavior reflection by student for documentation. Send copy home with student 13. Talk with another teacher or EC team about possible interventions. 14. Conduct a home visit with social worker 15. Teacher facilitates peer mediation 16. Teachers will utilize the school counselors for individual student or peer mediation. 17. Talk administration and begin discussing interventions for Tier 2. 18. If behavior continues, staff member will contact parent and complete the Office Discipline Referral in full and attach required information. Parent must be contacted in advance to attend a parent conference with the teacher and a administrator. 	<p>The school administrator addresses the situation after receiving an Office Discipline Referral. The school administrators will:</p> <ol style="list-style-type: none"> 1. Provide due process for the student. 2. Review all documentation with the Office Discipline Referral 3. Hold a conference with the student and possibly the staff member who wrote referral. 4. Issue a consequence based on Board Policy #8410 (i.e., restitution, loss of privilege, temporary relocation, contact parent, suspend for ten days or less, etc.) 5. Parent is contacted for all suspensions.