

## Student Discipline (Remedial Discipline Plans)

1. Staff members must refer incidents of disruptive behavior to the building principal who for purposes of these procedures will be called the "disciplinary officer."
  - School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, on school vehicles or at school activities or events which is willful and overt and which requires the attention of the school official reporting the incident.
  - The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian either by telephone or in person to discuss the nature of the incident.
  - The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary which will be placed in the student's cumulative file. The student and/or parent/guardian may submit a written response to the incident report which will be attached to the written summary.
2. The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the third time in a school year, based on the incident reports on file.
  - The disciplinary officer at his discretion may develop a plan for any student prior to the filing of the third disruptive incident report.
  - To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the officer deems need to attend.
  - The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.
  - The plan may be written in the form of a contract which the student and his parent/guardian will sign and date.
  - The parent/guardian will be provided a copy of the remedial discipline plan, and it will be placed in the student's cumulative file.
3. Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP). These procedures for disruptive student behavior apply only to the extent that staff members must file incident reports on disruptive behavior by all students. It will be the responsibility of the disciplinary officer and other appropriate district personnel to coordinate these procedures with a special education student's IEP.
4. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than five times during the school year and violates his remedial discipline plan.
  - The principal will inform the superintendent if a student is disruptive for the fifth time in violation of his remedial discipline plan.
  - District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

Approved April 26, 1994