

UNION HOUSE ELEMENTARY

Progressive Student Behavior Management Process

Staff Managed

Step 1 → Reminder – Classroom Intervention

Step 2 → Warning – Classroom Intervention

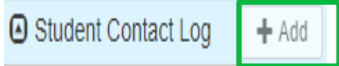
Step 3 → “Time Out”

Procedure & Documentation

A. Send student to a buddy room for 5-10 min to cool off.

B. Communicate with parents (via email or phone call)

C. Document on Synergy Student Contact Log how you communicated with parents.



Step 4 → Send to the Office for (Office Referral)

****Note** Staff should have documentation on Synergy prior to sending to office. If the recently occurred send an Incident Report to the office. Administrator require documentation to articulate to parents all prior interventions provide by teacher or staff. This will also determine the progressive discipline consequence.**



Office Managed

Multiple Progressive Discipline Violations

Or

Major-Illegal Violations

- Aggressive Behavior
- Bully/Harassment
- Chronic/Repetitive Minor Infractions
- Drugs/Alcohol
- Fighting
- Gambling
- Major Dishonesty
- Physical Aggression/Contact
- Truancy
- Vandalism
- Weapons

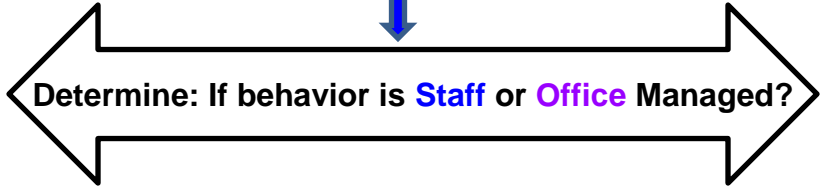
COMMUNICATE WITH ADMINISTRATION/OFFICE

ADMINISTRATIVE RESPONSE

Administrator investigates
 Student record is consulted
 Administrator determines consequence
 Administrative staff provides feedback to parents and staff within 24 hours.

First Always Model Expected Behaviors.
 Then, reteach desirable *Expected Behaviors.*

Observe and identify problem behavior



Staff Managed vs Office Managed

<p>Level 1 Incidental Violations</p> <p>Level 2 Minor Violations</p> <p>Synergy Documentation: **Note** All Level 1 or Level 2 Violations must be documented on Synergy under the Student Contact Log</p> <p>See Union House Discipline/Referral Levels in the Staff Handbook for details on page 15-16.</p>	<p>Level 3 Major Violations</p> <p>Level 4 Illegal Violations</p> <p>See Union House Discipline/Referral Levels in the Staff Handbook for details.</p>
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