

Procedure Title: Draft Disciplinary Procedures

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Procedure:

In the case of serious or repeated misbehavior that disrupts, inconveniences or affects the well being of the class, the teacher(s), after consulting with colleagues, may:

- Contact the parent/guardian to set up a conference.
- Create a verbal or written agreement with the parent/guardian to set behavioral goals for the child. The agreement process would clearly explain the area of concern, the procedure being used to monitor and help modify the behavior, and the expected results. It would also clarify the steps to be taken following the agreement period, such as renegotiating the agreement, obtaining outside services, or considering suspension of the child.
- Consider, in extreme cases, dismissal from school.

All of the adults in the community need to work together to support the disciplinary procedures. Parents/Guardians who are contacted about their child for any reason need to be aware that the contact is being made to help everyone involved work together for the benefit of the child. Parents/Guardians are encouraged to request a conference with their child's teacher for any questions or concerns involving the discipline of their child.

Documentation

Adult communication is a vital tool in correcting problems. The implementation of a negotiated and signed agreement needs consistent and regular follow-up. This follow up can be in the form of daily, weekly, or monthly reports which are dated and signed by the teacher(s) and at least one parent/guardian. The school will keep all such documentation confidential.

Conflict Resolution

In the rare case of a disagreement between parent/guardian and teacher regarding classroom discipline, the parent/guardian or teacher may initiate the Conflict Resolution Procedure.

Related Policies and References: Conflict Resolution Policy and Procedure (Faculty-3a)