

ICES BEHAVIOR PROCEDURE MANUAL

PARTNERS:



BEHAVIOR PROCEDURE

Procedure

1. If a minor incident takes place during the day and it is not necessary that the Site Director be involved, the Program Leaders should relay the information to the Site Director so it can be communicated to the guardian(s) at the end of the program.
2. The incident should be documented in the General Behavior/Incident Documentation Chart and/or other forms, if applicable.
3. All steps must be used in accordance with the Behavior Management Plan.

Templates

- ◆ Classroom Behavior Think Sheet
- ◆ General Behavior/Incident Documentation Chart
- ◆ Documentation of Incident/Inappropriate Behavior Form
- ◆ Behavior Agreement Form
- ◆ Suspension Notice Form
- ◆ Warning of Dismissal Form
- ◆ Student Dismissal Letter Form

All forms located in the forms section of the online portal

Classroom Behavior Think Sheet (On a needed basis, but suggested for all situations)

This form is used as a guide for staff members to evaluate the student's comprehension of the incident.

General Behavior/Incident Documentation (Step 1)

General documentation of every specific incident, serious or minor, must be entered on the chart.

Documentation of Student's Behavior (Step 2)

This form is to be used:

- ◆ At any and every time a Site Director is involved
- ◆ At any time an incident has a consequence (time out, etc.)

A copy of the completed form will go out to the guardian every time a major offense is committed.

Major Offenses:

- ◆ Hitting
- ◆ Not following directions
- ◆ Defiance
- ◆ Stealing
- ◆ Repeated offenses after multiple warnings
- ◆ Other incidents at the discretion of staff

When the Student Behavior form has been filled out, it must be **reviewed with the student**. A copy of the form must be made and given to the guardian(s). It is critical that the incident/s is/are explained to the guardian the day it occurs and that the guardian signs the document. A copy of the signed document must be kept on file at the site. Please note, if an incident takes place with other students, the student's name cannot be mentioned due to privacy and safety reasons. You can complete any forms by stating "student 1" and "student 2" when referring to different students. Guardian(s) should only see the name of their student on any paper work handed over for them to sign. Student's names are to remain private from any other guardian at all times.

Behavior Agreement (Step 3)

As long as the Documentation of Student's Behavior Form has been filled out at least once, this letter can now go out to the guardian(s). The Behavior Agreement outlines the responsibility of each person involved: the student, the guardian, and the program staff. Blank lines are available to note specific agreements made concerning the student's behavior. A copy of this must be made and given to the guardian **the same day** it is written. The guardian is to sign the site's copy. The student must also sign the agreement.

Suspension Notice (Step 4)

Generally, a student may not be suspended from the program until a Behavior Agreement has gone home and used properly. However, if a student's behavior is severe enough and it warrants a suspension, but the student has never been documented for unacceptable behavior before, it may go out the same day as the Suspension Notice. This applies if the student is involved in a fight, leaves the program during program hours, or engages in behavior that warrants immediate suspension. The lower portion of the Suspension Notice provides details of the suspension. The guardian must sign the Suspension Notice and be given a copy.

If a student is to be suspended for unacceptable behavior and has not been written up before, the Documentation of Student's Behavior must also be filled out and given with a Behavior Agreement (the documentation of student's behavior documents the exact incident in detail). **Please consult your Program Coordinator before suspending any students from the program.**

Warning of Dismissal Letter (Step 5)

After several attempts and corrective actions have occurred to improve the student's behavior and there is no improvement, the student may be dismissed from the ICES Extended Day Program. The Warning of Dismissal Letter is to go home as the last step before removal. This letter states that if the student "breaks one more rule and is written up again" then he/she will be dismissed from ICES. **Copies of all official documentation must be attached to this sheet to clearly outline the continued inappropriate behavior of the student.**

If a student's behavior warrants the dismissal of the student, even if he/she has never been suspended, the Program Coordinator and/or the District Personnel must be informed. The student's dismissal from the program will be left to the discretion of the Program Coordinator, and/or District Personnel. **When dismissing a student from the program, the Principal and Program Coordinators must be consulted.**

Dismissal Letter (Step 6)

Only after the Program Coordinator has been consulted, **the Principal has been notified**, and the Warning of Dismissal Letter has gone home will the student be dismissed. The Dismissal Letter is to be filled out, signed by the staff member involved and the Site Director, and then given to the guardian. A copy must be placed in the Principal's mailbox.

All forms located in the forms section of the online portal