

On Dec. 10th 2007 Plainfield Academy implemented a new, more positive and aggressive discipline procedure. Our new student referral and discipline procedure will now be focused on accountability. **As an educational community, we will make sure all of our Plainfield Academy students continue to advance forward in their academic progress.** We are now offering tutoring after school five days a week from 2:16 to 4:16. **Students that are not productive during the school day or earn discipline referrals, and do not complete their school work, will now be expected to stay after school until their daily work is completed** – this expectation will foster the understanding that class assignments and projects will be completed daily, or there will be **Restitution for Incomplete Academic and Behavioral Work.** We are asking our Plainfield Academy families to support the Academy School in the success of all of our Academy Students. We must work together in this forward movement and accountability for our students, even if it means some of our students will be expected to stay after school to complete their daily academic work (keep in mind that students at Plainfield Academy are not given homework, but they are expected to complete any missed daily work due to lack of school attendance or poor student behavior/choices). The step-by-step process for our new Plainfield Academy Referral Procedure is as follows:

### **Entry Phase (Student "In Crisis"/De-escalation)**

1. Welcome to office
2. Positioning (between student & door)
3. Track physically & verbally (if needed)
4. Obtain commitment to stay in chair
5. Visit to referring teacher; check for file

### **Corrective Teaching**

1. Describe inappropriate & appropriate behaviors
2. Rationales
3. Check for understanding
4. Practice & Feedback
5. Consequences
6. General Praise

### **Classroom Re-entry**

1. Determine how to restore situation
2. Formulate apology (three components)
3. Practice apology (seated, standing)
4. Feedback on apology
5. Prepare teacher for readmission

6. Reinforce student; inform of make-up work
7. Practice apology
8. Deliver apology
9. Readmission to class

## **Goals of the Behavior Intervention Process for Administrators and Support Staff**

### **Short Term Goals**

- Avoid escalating the problem
- Help the student regain self-control
- Teach the student alternative behaviors
- Return student to the classroom environment

### **Long Range Goals**

- Teach the student skills for managing his/her behavior under a variety of conditions
- Teach the student skills so as to reduce negative outcomes for his/her behavior