



## **General Policies and Procedures**

**Policy Topic: Behavior Management**

**Policy Number:**

**Applicable: K-12**

**Effective Date: July 1, 2011**

In partnering with students' parents/guardians and family members, it is the responsibility of the entire school community to assist children in learning and putting into practice appropriate behavior. School personnel – namely Teachers, Aides, Behavior Coaches, and Administrators – are charged with preserving the integrity of the learning environment.

In managing their behavior, Irvington Community School Inc. students are all reminded to be mindful of "The Irvington Way":

**Be Respectful** to our students, parents, staff, and greater Irvington community

**Be Responsible** for my learning, actions, behavior, and attitude

**Be Safe** in my choices, words, actions, and in my life

**Be Involved** in our classrooms, school, and community

**Be Focused:** on my plan for the future, academic success, test performance, and doing more than expected

*(For more detail, refer to "The Irvington Way" Policy.)*

Irvington Community School Inc. views student discipline issues as behavior management learning opportunities, which reflects our "compassionate but firm" discipline philosophy and methodology. Much of our approach is influenced by leading experts in the field of school discipline such as psychologist Allen Mendler, Ph.D., and educator Richard Curwin, Ed.D., authors of *Discipline with Dignity for Challenging Youth*. The authors' five discipline principles for educators, which we embrace, are:

1. Teachers have a responsibility to teach all students.
2. Difficult behavior should be viewed as opportunities to educate for change; leverage should be reserved for excessively disruptive or dangerous situations.
3. More motivation means less discipline.
4. Discipline is just another form of instruction.
5. Numerous strategies and lots of heart are necessary for success.

ICS Inc. makes these principles reality through a progressive three-step behavior management process that involves:

1. Classroom management;
2. Behavior coaching; and
3. Community management (i.e., parental involvement).

## **Classroom Management**

ICS Inc. teachers are empowered to work with their students in innovative, instructional, engaging behavior management strategies and tactics. Corrective techniques are numerous and may include consultation, verbal or nonverbal redirection, one-on-one hallway discussions, and/or parent contact. If a teacher has a student who demonstrates significant misbehavior, whether involving repetitive infractions or a more serious single incident, which the teacher cannot manage effectively in the classroom, the teacher may refer the student to the ICS Behavior Coaching Team.

## **Behavior Coaching**

ICS Behavior Coaches work with students to help them understand their behavior and its negative implications – how it impacts themselves and others. Students involved with Behavior Coaches engage in constructive conversations and receive appropriate consequences, which can include (among many other techniques) reflective writing, personal and public apologies, community service to benefit the school's appearance, detention, in-school suspension, out-of-school suspension, and recommendation for expulsion. What most distinguishes our behavior management methodology is our Behavior Coaches' frequent communication with parents, informing them by phone and in-person of their students' misbehavior, measures being taken, and progress being made (of note, parents are also informed of outstanding student behavior, even involving students who have little or no behavior issues while in school). *Effective parenting is central to managing and improving students' behavior.* By partnering with parents and teachers, ICS Behavior Coaches implement corrective behavior action that stands the best chance of succeeding in encouraging students to grow in character, maximize their educational experience, and evolve into upstanding citizens.

## **Community Management**

Students who continue to be disruptive and show little progress in managing their behavior are referred to a Behavior Referral Board (BRB). The BRB is staffed by a Behavior Coach and several faculty members who meet with the student and his/her parents/guardians to review behavior issues and determine how to most effectively address them. This group dynamic is an expression of unified support so that the student feels valued, understands the gravity of the transgression(s), and receives clear coaching on behavior modification.

## **Misbehavior Warranting Suspension or Recommendation for Expulsion**

- Chronic misbehavior, including disrespect and classroom disruption
- Insubordination
- Violence/threat of physical aggression
- Possession of a weapon on school property
- Being under the influence and/or being in possession of illegal substances (alcohol, drugs, drug paraphernalia, tobacco, lighter)
- Bullying
- Cheating/plagiarism
- Theft or vandalism
- Chronic tardies and/or absences (Refer to "ICS. Inc. Attendance Policy")

## **Suspension Procedure**

When a Behavior Coach determines that a student should be suspended out of school, the following process is initiated:

1. **Incident Review:** A discussion between the Behavior Coach and Chief Operating Officer (COO) will be held prior to the suspension of any student and parent/guardian notification, unless circumstances dictate a more immediate removal of the student from school premises.

Follow-up discussion regarding the situation and consequences will take place as soon as possible after the incident.

2. **Parent Notification:** The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.
3. **Intake Meeting:** Upon return from suspension the student will participate in an intake meeting with the involved Behavior Coach and member of Senior Management; if determined as necessary, the student's parent/guardian may participate. At this time, a behavior contract may be introduced, stating that further misbehavior will result in a recommendation for expulsion.

### **Expulsion Procedure**

When a Behavior Coach determines that a student should be suspended out of school, the following process is put in motion:

1. **Incident Review:** The Behavior Coach consults with the COO, explaining the reason(s) for the recommendation. The student's discipline history is also revisited at this time. The Chief Executive Officer (CEO) is then notified, the recommendation for expulsion explained, and a determination is made to go forward with the recommendation or determine other consequences or course of action.
2. **Parent Incident Notification:** The parent/guardian of the suspended student pending expulsion will be notified of the recommendation.
3. **Parent Due Process Notification by Mail:** Parents/guardians will receive through certified mail notice of the recommendation for expulsion and their recourse in the expulsion appeal process. The parents/guardians have 10 days upon receipt of this letter from the CEO to file for an appeal. The appeal will be overseen by an independent authority, typically an uninvolved Behavior Coach from another ICS Inc. school. Failure by a student (18 years old or above) or the student's parent/guardian to request an appeal will be deemed a waiver of rights administratively to contest the expulsion.
4. Notice of the appeal meeting being granted will be delivered in writing by certified mail or in person, and contain the reason(s) for the expulsion and the date, time, place, of the meeting.
5. At the expulsion appeal hearing, the involved Behavior Coach will present evidence to support the charges against the student. The student and parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position and make a case for reinstatement.
6. If an expulsion meeting is held, the Appeal Officer will make a written summary of the evidence heard at the meeting, determine whether to uphold the expulsion or reinstate the student. The Appeal Officer's decision will be sent by mail to the student's parent/guardian. This decision is final unless the parent/guardian wants to seek an appeal with the Marion County Juvenile Courts.

Note: Students who are withdrawn from school under threat of expulsion may still not be admitted to other schools if the school decides to honor the expulsion.