

Wachter Middle School Minor Process Guide

Teacher
Managed

Administration
Managed

Teacher Administration

Step 1: Student doesn't meet expectations (Teacher Intervention)

Acknowledge the behavior with the student without entering into a power struggle.

Teacher should make the choice if they want to write out a Minor Incident Referral (MIR) **OR** reteach and redirect the behavior. Reteach is preferred.

Any time that a MIR is written: The student calls their parent; a copy of the MIR is sent to the parent, the Team Leader, and the Counselor; MIR is put into PowerSchool.

Team leader files the MIR and determines if Step 2 is necessary.

- Cell phone violation
- Cheating/plagiarism
- Defiance
- Disrespectful tone/body language
- Disruptive behavior
- Dress code
- Inappropriate displays of affection
- Lying
- Misusing technology
- Misuse of property
- Property damage
- Profanity
- Tardiness
- Teasing
- Unprepared for class
- Unsafe or rough play

- Abusive/inappropriate language or gestures
- Alcohol
- Attendance
- Bullying
- Credible threats
- Drugs
- Fighting/physical aggression
- Gang activity
- Technology violation
- Theft
- Tobacco
- Truancy
- Vandalism/property damage
- Weapons
- Repeat of minor incidents

Referring staff completes a log entry in PowerSchool to be reviewed by Assistant Principal(s)

Note: Staff should notify the office if a student is sent to the office

Administration follows up with teacher/staff member

Administrative action in PowerSchool, parent notification, and possibly SAT

Step 2: Team level detention

If a student receives their 2nd MIR: The student receives a Team level detention to be served at lunch or after school.

The Team Leader is given the MIR and updated information is placed in PowerSchool.

Team Leader files the MIR and determines if Step 3 is necessary.

Step 4a: BIP Plan created

If a student has received a 4th MIR: The Team Leader sets a meeting with the Counselor to create a Behavior Intervention Plan (BIP)

Log entry entered as Major Discipline Referral by the Team Leader.

A plan is created to help the student with minor behaviors that includes realistic expectations, goals, and actions. Meeting may include members of the Team, the Counselor, an Administrator, and parent(s).

Step 3: Parent Meeting

If a student receives a 3rd MIR: The Team Leader puts together a parent meeting that includes the counselor and Assistant Principal(s) as necessary.

Log entry entered as Major Discipline Referral by Team Leader.

Consequence assigned by Administration according to Major/Minor document.

Step 4b: BIP Plan reviewed (approx. 4 weeks following BIP with fidelity)

What is the data telling us?

Is the student making progress on the BIP?

Is there fidelity with the BIP?

Plan with change due to data or stay the same until the student reaches their goals.