

Progressive Discipline Plan

In a handbook, the progressive discipline plan may be described in the following way.

1. Outline your school discipline plan.
2. Parent Notification: If we feel the situation warrants it, the parent(s) will be notified by a note or verbal communication (face-to-face, phone conference) on the day of the behavior problem.
3. Progressive Discipline Procedures:
We take a team approach to addressing behavioral problems. The teachers, director and parents work together to find the best solution to behavioral problems that may arise.

When a child is having behavioral difficulties at school the following procedures, listed in increasing severity, may be used to remedy the situation.*

- 1. Conference with regard to behavior problems:** The parent(s) will be requested to have a conference with the teacher if the following occurs: 1) the child repeatedly refuses to follow the classroom rules, or 2) the child becomes physically or verbally violent and is threatening to the other children or teacher. The director will be made aware of any behavior problems in the classroom that are problematic to the operation of the class. If the parent(s) and the teacher need further assistance, the director will meet with the parent(s) and teacher.
- 2. Referrals:** If the child's behavior continues to be problematic, it will be recommended that the parent(s) seek outside help. The director will provide a list of referral sources.
- 3. Probation:** The child will be placed on probation for an indeterminate time period until help is secured and/or the parent(s), teacher and director agree that the behavior has been corrected and the child may return to school.
- 4. Dismissal:** The child will be dismissed from school: 1) if the child's behavior is continually disruptive and/or threatening to the well-being of others or 2) if the parents have not displayed documentation of securing help for the child when requested by the school.

Note: The director will be informed of any problems with children enrolled in the center. The director will observe any child exhibiting behavioral problems. The director will be involved with the teacher and parent(s) from the beginning of conferences. The director and teacher will keep records of all events revolving around the child.

*These same steps will be followed if there are indications of other special needs.