

DISCIPLINE INTERVENTION
POLICY
2008-2009



Hannahville Indian School

N14911 Hannahville B-1 Rd.
Wilson, MI 49896

Tom Miller, Superintendent
William E. Boda, Principal
Rose Potvin, Elementary Principal
Brendan Williams, SPED/Discipline Coor.

**ALL POLICIES ARE SUBJECT TO REVISION AS NEEDED WITH THE APPROVAL OF THE
BOARD OF EDUCATION**

Discipline Intervention Policy

Step 1

Any conduct referral containing unexcused tardies, leaving the classroom without permission of staff, or disruptive behavior that interferes with classroom instruction will result in the student being dismissed to the office. Staff must inform office of student dismissal.

Administrator will consult with student and contact parent/guardian. Student will be sent home for the remainder of the school day and will not return unless accompanied by a parent/guardian. If parent/guardian is unreachable, student will remain in the office and a letter will be sent home.

In order to reenter, the parent and student must consult with administration regarding reason for dismissal. Administrator will inform parent and student that the next conduct referral received will result in Tuesday or Thursday school from 3:15-5:00. Student will then return to class.

Step 2

The second conduct referral that is received will result in an assignment of a Tuesday or Thursday school from 3:15-5:00. Parent and student will be notified of the assigned after school detention date (via phone and letter) by the discipline coordinator/designee and the room monitor will be informed of student's schedule date. Student will be sent home for the remainder of the school day. If parent/guardian is unreachable, student will remain in the office. The student must attend the scheduled detention assignment on time and follow the classroom rules. Failure to do so, as reported by room monitors, will result in a consultation between the school board, the parent and student. Room monitors will report failed compliance to both parents and administration (via phone and letter). Non-compliant students will be dismissed from detention and will not be allowed to reenter until meeting with the school board.

Step 3

Administration will request a school board meeting to address failed detention compliance or when a 3rd conduct referral is issued. Students receiving a 3rd conduct referral will be sent home for the remainder of the school day. If parent/guardian is unreachable, student will remain in the office. Parents will be notified of date and time of meeting (via phone and letter). Meeting will occur regardless of parent and student attendance. The board will make recommendations for further action regarding student issue(s). However, the student will not return to school until parent meets with school board.

Step 4

Failure to comply with school board recommendations or any additional conduct referrals will result in immediate student dismissal until school board quorum is able to schedule a meeting with the parent and student. Administration will follow step 3 to initiate process. This will be a repetitive step until student compliance is achieved.

NOTE: Student will be responsible for all work missed due to disciplinary action.

STEP 1

Staff

- Staff reports conduct referral to office & dismisses student to office.
- Staff provides documentation via referral form.

Administrator

- Administration will consult student & check # of referrals received.
- Contact parent (call or letter).
- Placement of student (home/office)
- Must meet with parent for re-entry of student; inform parent of consequences of next conduct referral (Tuesday/Thursday School); obtain current contact information in case of dismissal from detention.
- Document action/indicate step on referral form & file pink copy.
- Post action on Power School Daily Bulletin (communication for Linda/Staff).

Parent

- Must accompany student for reentry.
- Must meet with Administration.

Student

- Student will be sent home or remain in office for remainder of day.
- Student is responsible for all missed assignments.

STEP 2

Staff

- Staff reports conduct referral to office & dismisses student to office.
- Staff provides documentation via referral form.

Administrator

- Administration will consult student & check # of referrals received.
- Contact parent regarding Tuesday/Thursday School via phone and letter & consequences for non-compliance.
- Inform room monitor of students assigned date.
- Placement of student (home/office) for the remainder of the day.
- Document action/indicate step on referral form & file pink copy
- Post action on Power School Daily Bulletin.

Room Monitor

- Inform students of classroom rules.
- Record attendance.
- Report any non-compliance to administration & parent via phone and letter. If parent is unreachable – contact Hannahville Police Department.
- Document / file the compliance or non-compliance form.
- Contact 21st Century Program of any student who is dismissed from after school detention.

Student

- Student will be sent home or remain in office for remainder of day.
- Student will be responsible for all missed assignments.
- Must report to assigned date for detention on time & follow room rules.
- Non-compliance will result in dismissal from detention.
- Student will not return to school until board meeting has occurred due to non-compliance.
- Compliance results in reentry until next referral is issued which initiates school board action.

STEP 3

Support Staff (Mary Sievert)

- Must arrange board meetings.
- Notify administration of date & time.

Administration

- Have support staff arrange school board meeting.
- Administration will notify parent of date & time of board meeting (via phone & letter).
- Placement of student (home/office) for the remainder of the day.
- Will present student information to the school board.
- May Request teacher participation at school board meeting.
- Post board action on Power School Daily Bulletin.

School Board

- Will hold meetings on scheduled dates & times regardless of parent & student attendance.
- Make recommendations for action regarding student non-compliance.

Parent

- Attend school board meeting.
- Enforce board recommendations.

Student

- Student will be sent home or remain in office for remainder of day.
- Student will be responsible for all missed assignments.
- Attend board meeting.
- Follow recommendations given by school board.

Staff

- May be requested to attend school board meeting.

Step 4

Staff

- Repeat Step 2
- May be requested to follow Step 3

Administration

- Student will not return until scheduled board quorum meeting.
- Follow Step 3 to initiate school board quorum.

Support Staff

- Follow Step 3.

Parent

- Follow Step 3, with school board quorum.

Student

- Failure to comply with School Board recommendations will result in immediate dismissal until the School Board Quorum is able to meet again.
- Follow Step 3

School Board

- Follow Step 3, with school board quorum.



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556
Principal Office Fax: (906) 466-9115

To: High School Parents/Guardians
From: School Board/Administration
Re: Policy change in response to behavior issues
Date: 1/10/08

Dear Parents/Guardians:

Due to the overwhelming behavior issues within the high school (tardiness, students walking out of class, and disruptive classroom behaviors) we, as a school, have met to resolve these challenges. The outcome of these meetings is as follows: The school has implemented a new policy for discipline to help enforce school rules on these issues.

- Step 1 - Parent will be contacted of any conduct referral (containing the above behaviors) and will result in your child being sent home or placed in the office for remainder of day.
- In order for your child to reenter you must meet with Administration regarding conduct referral.
- Step 2 - Parent will be contacted of 2nd conduct referral and a Tuesday or Thursday after school detention for 3:15 – 5:00 will be assigned. Your child will be sent home or placed in the office for the remainder of the day.
- Failure to attend school detention or failure to follow detention room rules will result in dismissal from detention and school until a school board meeting is scheduled.
- Step 3 - Students that attend their assigned after school detention will be allowed to return to school the following day.
- Students that *do not* attend or *do not* follow after school detention rules and/or receive a 3rd conduct referral will *not* be allowed to return to school until the school board meets regarding student issues.
- Step 4 - Failure to follow school board recommendations will result in immediate student dismissal until school board quorum meets to address student issues. This step will be repeated until student issues are resolved.

Please read the attached policy for specific details. If you have any questions please feel free to contact Mr. Boda (ext. 157) or Mr. Williams (ext. 188).

Sincerely,
School Board & Administration



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556
Principal Office Fax: (906) 466-9115

Student Dismissal (Step 1)

To: Parents/Guardians
From: School Board/Administration
Re: Conduct Referral/Student Dismissal

Dear Parent/Guardian:

This letter is to inform you that your child received a conduct referral on _____ for: tardiness/leaving the classroom without permission/ disruptive classroom behavior. According to the school's discipline intervention policy, your child was placed in the office for the day because we were unable to contact you. Please contact the school to arrange a meeting with administration, as your child *can not* return to school until this meeting occurs.

School contact information:

Hannahville Indian School - 466-2952

Mr. Bill Boda, Principal - ext. 157

Mr. Brendan Williams, Discipline Coordinator - ext. 188

Note: The phone number we called was _____. If this is incorrect, please notify the office of your current number.

Sincerely,

School Board & Administration

cc: Parent
Student file



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556

Principal Office Fax: (906) 466-9115

Tuesday / Thursday After School Detention (Step 2)

To: Parents/Guardians
From: School Board/Administration
Regarding: Tuesday/Thursday After School Detention

Dear Parent/Guardian:

On _____, your child, _____, received their 2nd conduct referral. Per our previous conversation, both you and your child were informed of the after school detention consequence if a second conduct referral was received. Your child has received a second conduct referral (please see attached copy) and is expected to report to detention on _____ from 3:15 – 5:00. Transportation home will be provided at 5:00.

As a reminder, your child needs to report to after school detention *on time* and *comply with the classroom rules*. Failure to do so will result in dismissal from detention and a mandatory meeting with the school board to address this issue. This meeting must occur before your child can return to school.

Note: Please provide the school with current contact information in case of dismissal from after school detention, as transportation will only be provided at 5:00. If we are unable to reach you by phone, Hannahville Police Department will be contacted.

Sincerely,
School Board & Administration

cc: Parent
Student file

_____ Date

Tuesday / Thursday After School Detention
Understanding Of Detention Room Rules

Per the School Board, these are the after school detention classroom rules.

1. Be here on time and be prepared.
2. Be respectful.
3. Must work on school work.
4. No food, drinks, music or any electronics.
5. No bathroom or water breaks.
6. No swearing.
7. No hats or hoods.
8. No Socializing.

Failure to comply with these rules will result in immediate dismissal from detention and both you and your parent will be expected to meet with the school board regarding this issue.

I have been informed of the after school detention room rules. I understand the consequence if I fail to obey by them.



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556
Principal Office Fax: (906) 466-9115

Tuesday/Thursday After School Detention Compliance or Non-Compliance

To: Parents/Guardians
From: Administration/Detention Monitor
Re: Compliance or Non-Compliance

Dear Parent/Guardian:

Your child, _____, was assigned to attend after school detention on
_____ from 3:15 – 5:00. The result of this detention is as follows:

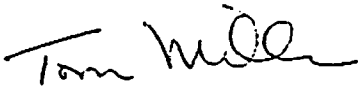
_____ Compliance

_____ Non-Compliance

Note: If Non-Compliance occurred, both you and your child will have to meet with the School Board regarding this issue. Your child can not return to school until this meeting occurs.

Number of Conduct Referrals _____

Number of Non-Compliance with Tuesday/Thursday After School Detention _____

Sincerely, 
Administration/Detention Monitor

cc: Parent
Administration
Student File



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556
Principal Office Fax: (906) 466-9115

Mandatory School Board Meeting (Step 3)

To: Parents/Guardians
From: School Board/Administration
Re: Mandatory School Board Meeting

Dear Parent/Guardian:

This letter is to inform you of _____ refusal to follow school's rules. We are requesting that *you and your child* attend a mandatory school board meeting to address this issue. Your child will not be able to return to school until this meeting occurs.

The school board will be meeting on _____ at _____. Recommendations from the board will be presented at this time to help your child succeed here at Hannahville Indian School.

Sincerely,
School Board & Administration

Number of Conduct Referral _____

Number of Non-Compliance with Tuesday/Thursday After School Detention _____

Number of Meetings with School Board _____

cc: Parent
Student File



Nah Tah Wahsh Public School Academy

Hannahville Indian School
N14911 Hannahville B-1 Road
Wilson, Michigan 49896

Phone: (906) 466-2952

Superintendent Office Fax: (906) 466-2556

Principal Office Fax: (906) 466-9115

Mandatory School Board Quorum Meeting (Step 4)

To: Parents/Guardians
From: School Board/Administration
Re: Mandatory School Board Meeting

Dear Parent/Guardian:

This letter is to inform you of _____ refusal to follow school board recommendation. We are requesting that *you and your child* attend a mandatory school board quorum meeting to address this issue. Your child will not be able to return to school until this meeting occurs.

The school board will be meeting on _____ at _____. Recommendations and/or decisions from the board will be presented at this time to help your child succeed here at Hannahville Indian School.

Sincerely,
School Board & Administration

Number of Conduct Referral _____

Number of Non-Compliance with Tuesday/Thursday After School Detention _____

Number of Meetings with School Board _____

Number of Meetings with School Board Quorum _____

cc: Parent
Student File

Discipline Intervention Policy Understanding

Today I was informed of the new discipline intervention policy that was passed by the school board on 1/10/08. I understand that this policy will be effective starting January 21, 2008, which is the start of the 3rd quarter/second semester. I have received a copy of the policy and understand the process.

_____ I refuse to sign that I understand this policy and know that I will have to meet with the school board regarding this issue.

_____ I have received the discipline intervention policy and understand the process.

Student Signature

Date