Van Nuys Middle School Behavior Intervention Guidelines

Our dean and counselors are provided to support you in maintaining a well-managed learning environment in your classrooms. Their responsibilities include dealing with violent, disruptive, defiant or disrespectful students. We believe it is important that these students be referred to receive appropriate consequences. With this in mind, the counseling office and dean’s office may not be used as an alternative to effective classroom management. Students should never be sent to the counseling/dean’s office without a note or a referral (follow-up referral okay if in a timely manner) detailing the behavior and actions taken by the teacher prior to the referral. Discipline measures may and should vary according to the severity of the infraction.

### Teacher Responsibility

**Student Behaviors**

1. Eating or chewing gum
2. Writing on the desk
3. Use of electronic devices (teacher confiscates, gives to dean with student name)
4. Not working/non-participation
5. Littering/throwing paper or other
6. Making noises
7. Cheating/plagiarism - 1st offense
8. No homework/classwork
9. Not motivated/participating
10. Sleeping in class
11. Out of seat
12. Passing Notes
13. Playing with school supplies or other
14. Profanity directed at another student
15. Excessive disruptions/talking/yelling
16. Bullying (unless unable to correct)
17. Tardiness (three or fewer)
18. Refer uniform/dress violations to dean

### Counselor Responsibilities

**Student Behaviors**

1. Excessive profanity, inappropriate language
2. Poor overall academic performance
3. Pattern of poor overall attendance
4. Truancy
5. Leaving class without permission
6. Pattern of no homework / completing assignments
7. Pattern of not participating/completing classwork
8. Pattern of not bringing supplies
9. Pattern of off-task behavior
10. Disruption of school-wide activity
11. Ongoing lack of motivation
12. Racial / ethic / gender remarks
13. Sexual harassment / obscene acts
14. Student(s) in emotional crisis/danger to self
15. Student(s) in need of mediation
16. Student Success Team (SST) Coordination
17. Verbal confrontations between students

### Dean Responsibilities

**Student Behaviors**

1. Assault/fighting/gang related activity *
2. Possession/brandishing/use of weapons*
3. Possession/sale/use/tobacco/alcohol/drugs *
4. Pattern of defiance/disrespect/profanity
5. Profanity directed at adults
6. Injury to a student/adult *
7. Bullying/unresponsive to teacher correction
8. Acts of hate
9. Sexual harassment/assault/obscene acts
10. Possession drug paraphernalia
11. Uniform/dress-code violations
12. Gang-related activity
13. Tardiness (four or more documented)
14. Theft/xtortion/possession-stolen property
15. Vandalism/graffiti
16. Cell phone/electronic device violation (bring device, not child)
17. Repeated offenses/no improvement

### Security Issues

1. Non-student on campus
2. Suspicious activity around campus

### Teacher-Issued Consequences

**Consequences to be in this order:**

1. Student-teacher conference – done privately (explain expectations, discuss behavior)
2. In class detention
3. Parent contact via phone or email
4. Parent-teacher conference after assigned detention(s)
5. Referral to dean, counselor, or magnet coordinator (after all steps above have been done)
6. Class suspension (remainder of period & next day, file paperwork, contact parent)
7. Repeat steps 1-6

### Possible Consequences

1. Student-counselor conference
2. Teacher/parent/student/counselor conference
3. Conference with nurse
4. Assessment for substance abuse by nurse (School police and dean must be contacted for drug or alcohol involvement)
5. Referral to intervention program (small group counseling)
6. Referral to nurse/dean for suspected drug abuse

### Possible Consequences

1. Counseling/warning
2. Detention – after school (Mon, Wed, Thu, Fri)
3. Mediation
4. Restorative Justice
5. Parent/student/dean conference
6. Referral to intervention program (small group counseling)
7. Referral to school police and possible citation or arrest
8. Suspension (in-school and out-of-school)
9. Opportunity transfer
10. Recommendation for expulsion
* The following infractions warrant an Administrator/dean/counselor to be summoned:

If you suspect one or more of the following, call the office immediately and do not send the student

1. Possession of a weapon
2. Possession, sales, or under the influence of a controlled substance
3. Possible danger to self or others
4. Theft of personal or school property
5. Injury to another student or adult

Hall passes/out of class students

Students should be in the classroom whenever possible and teachers should do their best to limit the number of students that leave their classroom. The following factors should be considered when allowing a student to leave the classroom:

1. Students should never be allowed to leave the classroom during the first or last 10 minutes of any class unless instructed to do so by an office-initiated summons or in the case of emergency.
2. Only one student should be allowed out of class at a time. If more than one student is required to perform a task, each student should have their own pass.
3. Students must wear the orange or yellow vest when permission is given to leave the classroom.
4. Students who meet with teachers in their classrooms during non-instructional times must be in possession of a written note provided by the teacher.

Final notes

1. Unless student behavior is extreme and warrants immediate removal, please make sure that you follow steps 1-6 under Teacher-issued Consequence before sending a student to the office.
2. Documentation concerning a student’s inappropriate behavior must be submitted to the counseling/dean’s office. Also, MiSiS must be updated with the referral.
3. In conjunction with the above, it is highly recommended that classroom teachers supervise the hallways and areas outside of the classroom. Please be at your door before school, after school and during passing period
4. It is not recommended that students line up outside the classroom before entering. Students should enter the classroom, be seated, take out supplies, and begin the warm-up or bell-work.