

## **ACCESS Academy**

### **General Discipline Policy and Student Code of Conduct**

The vast majority of parents, caregivers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when negative attitudes or actions towards the school are expressed, this can result in aggression either verbal and or physical, towards members of school staff and/or the wider school community.

We expect students, parents and other visitors to behave in a reasonable way towards members of school faculty and student body. This policy outlines the steps that will be taken when behavior is unacceptable.

The following types of behavior towards a staff member or student are considered serious and unacceptable and will not be tolerated:

1. Purposeful physical abuse or assault of a student or a staff member
2. Verbal abuse of a student or staff member—in person or over the phone
3. Making threats towards a student or staff member
4. Racial slurs or comments
5. Bullying
6. Fighting
7. Destruction of school property
8. Theft of school property
9. Inappropriate use of technology
10. Profane language
11. Aggressive Behavior--hitting, slapping, pushing, punching, aggressive hand gestures, kicking or spitting
12. Horseplay
13. Breaching the school's security procedures

This is not an exhaustive list but seeks to provide illustrations of such behavior. Any and all behaviors will fall on a continuum of severity. The level of severity and the number of occurrences of the behavior will determine the decision as to what recourse will be taken in regards to discipline of the student.

#### **Options for Discipline:**

- Time-Out--minutes per age for younger children (with no attention or talking)
- Natural Consequence--actions logically connected to the wrong
- Detention (determined by management--Held in a space outside of the classroom)
- Student Conference--held with the student and teacher and possibly a member of management
- Parent Conference with or without the student ( determined by staff)

- Go Home for Day--will be determined by member of management (Academy Coordinator or Director)
- Suspension--2-3 days determined by the Director
- Expulsion--determined by Director

There will be situations that a child has a set behavior plan as determined by their ABA therapist or other behavior therapist. In these situations the course of action will be determined by the established behavior plan. In these circumstances it is necessary that the educational team meet with the behavior therapist to learn about the behavior plan and how to implement the steps. It may or may not involve some of the behavior strategies listed above.

The governing body of ACCESS Group, Inc. expects and requires the faculty to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of senior staff members and other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, use of appropriate self-defense.

An identified staff member is "in charge" each day to handle daily operations, as well as, emergency situations. In most instances the identified person is a senior staff member; however, there may be other staff identified that can step in should all senior staff be unavailable. The senior staff member in charge for the day is posted at front desk so that staff only need to contact the front office staff and the office can easily identify the person who will handle emergency situations if they were to occur.

First and foremost, attempt to de-escalate any situation to prevent aggressive behavior. For situations that become more physically aggressive, staff will be trained in Crisis Prevention Intervention (CPI) techniques to assist with this process. Until all staff is trained, key staff in each building will be trained to come and assist.

*As of this date, 12-1-16, the following staff is trained: Becky Terbrack, Cheri Stevenson, Janice Edmonson, Michaela Tingley and Keith Mathis. This list will be continually updated and posted with the front desk. This will allow the front desk staff to know who to get to assist with a situation. The updated list of trained people will also be available in each building. This will allow accessibility to all staff on campus.*

Should a staff member be in a situation where they are alone or somewhat isolated with a client/student that becomes aggressive or violent, ACCESS will implement the code word "STAFF" so that anyone that hears a staff member call out that word they know to immediately go and assess the situation and call the front office to locate the necessary assistance. Often times, a staff member that is handling a volatile situation simply needs eyes on the situation. At other times they will need physical assistance from another staff member. The senior staff member will determine the immediate plan of action along with any plan action that is necessary going forwards (i.e. development of a behavior plan). It is to be noted that in extreme situations law enforcement will be notified.

Parents are to be called as soon as possible, after the situation has de-escalated. In situations that cannot be well de-escalated or the student does not turn their behavior around after numerous attempts, going home for the remainder of the day may be warranted. This will be determined between the classroom teacher and the Academy Coordinator or Director.

A thorough write up of the incident on the same day that it occurred is a requirement. This is mandatory to ensure that all of the details of the event are documented accurately. The events will be documented on an incident report with as many accompanying pages as necessary to properly document the incident. A copy of the incident report goes in the student file immediately. The original incident report will be given to the parent for signature within 2 days of the incident and kept in the student's permanent file to replace the copy upon return of the signed document.

### **Meetings Regarding the Behavior Incident**

#### **Staff Meeting:**

A follow-up meeting with staff to assess what could have been done differently prior to, during and after the incident will be held as soon as possible. If the student has a set behavior plan, it will be important to determine if the protocol put in place was followed. If so, any necessary modifications needed to the plan will need to be determined at this follow-up meeting. The follow-up meeting will determine the long-term results of the student's actions. In most situations, a physically aggressive episode may result in expulsion from the program, however, each situation is handled on an individual basis; however, less severe behavior situations may have a less severe outcome.

#### **Parent Meeting:**

Depending on the severity of the situation, staff may or may not attend the parent meeting. For situations that the faculty feels we can quickly or systematically modify the behavior to an acceptable outcome, staff will join the director in meeting with the family to develop a written plan including the action steps, time frame and consequences should the behavior continue or escalate.

If the behavior is severe in nature, the director of the program will have follow-up with the family in regards to the final outcome for the student.