

# GCS Classroom Management Plan Documentation Form

Student Name: _____	Teacher: _____	
School: _____	IEP Plan	504 PST Behavior Plan
Monitored Behaviors	Behavior #1	Behavior #2
<b>Step 1: Verbal Warning</b> Enter the date and what the warning referred to		
<b>Step 2: Redirection and Reflective Conversation</b> Enter the date, redirection provided, outcome of conversation		
<b>Step 3: Parent Contact</b> <b>*PST referral required</b> Enter the date, method of contact, and who answered		
<b>Step 4: Final Redirection w/ Reflective Conversation</b> Enter the date, redirection provided, outcome of conversation		
<b>Step 5: Office Referral</b>		

## **Gadsden City Schools Elementary Classroom Management Plan**

***ALL STUDENTS MUST COMPLETE THE RHITHM PROGRAM EACH MORNING***

***GRADES K-2 WILL COMPLETE THE RHITHM PROCESS BEFORE THEY COMPLETE STEPS  
1-5***

***GRADES 3-5 WILL COMPLETE THE RHITYM PROCESS EACH MORNING***

### **Step 1: Verbal Warning**

- Warning is delivered directly by teacher in a calm, non-confrontational tone and student acknowledges the warning
- Ex: "Hey (student), this is whole group time, stop talking please"

### **Step 2: Redirection with Reflective Conversation (at an appropriate time)**

#### **Part 1: Redirection**

- Redirections are quick and direct with student in a calm, non-confrontational tone
- Redirections can require one directive or provide the student with a choice of an alternative plan
- Ex: "(student) since you are still talking, I'm going to move you over here to this spot"
- Ex: "(student) since you cannot work with that friend, you may choose to work with this group or work independently at your seat"
- Ex: "(student) since you are still hitting the keyboard, you will need to put up the computer for the rest of the day"

#### **Part 2: Reflective Conversation**

- The purpose of a reflective conversation is for the teacher and student to discuss the behavior that occurred, why it was inappropriate/incorrect, and how it could be handled differently
- These can be held at a later moment in the day if the time of the infraction is not appropriate
- These should be discreet conversations between the teacher and student only

### **Step 3: Parent Contact**

- A phone call home will be made or a conference will be held to inform the parent of the behavior and steps taken thus far to correct the behavior. (If no contact can be made, the teacher will immediately notify the principal so that contact can be attempted in nontraditional means)
- Parent/Guardian is to be informed that one more redirection will be provided and then an office referral will occur
- Phone calls can be made later in the day at an appropriate time for the teacher
- A referral to the PST team must be made at this point for general education students
- If the student has a 504/IEP and reaches this point, an IEP/504 meeting **must** be held to determine if LRE and/or accommodations/services are adequate

### **Step 4: 2<sup>nd</sup> Redirection with Reflective Conversation**

- Redirect with quick, direct statement
- Hold Reflective Conversation at an appropriate time

### **Step 5: Office Referral**

- Student and completed documentation form are sent to the office

**\*Any extreme behavior will result in an immediate removal to the office**

**PARENTS AND PRINCIPAL WILL BE REQUIRED TO MEET WITH CENTRAL OFFICE STAFF BEFORE THE STUDENT CAN RETURN TO CLASS**

### **Teacher Responsibilities:**

1. Follow the steps outlined in the Classroom Management Plan approved by the administrator
2. Teachers are to have 3-5 class rules that are explicitly taught to students and posted in the classroom
3. Rules are reviewed regularly
4. Document efforts at all steps of the classroom management plan
  - a. The office referral is not a cumulative result of going through the first 4 steps on multiple behaviors. This means a teacher cannot document step one for excessive talking, step two
  - b. Documentation plans will restart each 9 weeks
  - c. For yelling, step three for talking, and step four for being disrespectful and then refer to the office. The teacher must document each step of the plan for each behavior.
  - d. Documentation plans will restart each nine (9) weeks

# Gadsden City Schools

## Administrator Responsibilities:

If an exclusion occurs:

Step 1: Administrator will take custody of the student and review the situation

Step 2: Administrator will talk with teacher and student

Step 3: Administrator will determine if classroom management plan was followed and if discipline is needed or not.

Step 4: Administrator will complete the SCCS Exclusion Data Collection Form linked [HERE](#)

Step 5: Administrator will notify the appropriate individuals based on decision and number of exclusions that have occurred:

### **First Removal:**

- A. If NO discipline is needed, the administrator will provide written notification to the teacher stating:
  - a. The student can return to class
  - b. No further discipline is needed
- B. If discipline is needed, the administrator will provide written notification to the parent containing:
  - a. What the infraction was, and the discipline being imposed
  - b. An attempt to get the parent of the phone is required in the law
  - a. An email will work as an acceptable method if no contact is made by phone as well as a copy of the letter going home with the student to be signed and returned
- C. If discipline is needed, the administrator will follow the steps below regarding teacher communication:
  - a. The student has been disciplined
  - b. The nature of the discipline being imposed.
  - c. That the student can return to class

### **Second Removal in a semester by the SAME teacher:**

- A. If NO discipline is needed, the administrator will provide written notification to the teacher stating:
  - a. The student can return to class
  - b. No further discipline is needed
- B. If discipline is required, the administrator will:
  - a. Hold a conference with the teacher, and parent if possible, to discuss the student's behavior
  - b. Notify the parent and teacher of the course of discipline moving forward
  - c. Make sure to comply with any requirements in the local Code of Student Conduct
  - d. Then the student can return to class

### **Third Removal in a semester by the SAME teacher:**

- A. If NO discipline is needed, the administrator will provide written notification to the teacher stating:
  - a. The student can return to class
  - b. No further discipline is needed
- B. If discipline is needed, the teacher can ask and the principal must assess the maximum discipline available in the Code of Conduct

[Referral for Behavior Support – PDF](#)

[Referral for Behavior Support - Excel](#)