

Hathaway 5-Step Student Success Plan

1. Formal Warning:

- Student counseled re: CHAMPS/Character Counts!/ Expectations violation
- Advised of official warning

2. First Formal Consequence (for repeat offense of Step 1):

- Teacher assigns wellness break, monitored by the teacher
- Or, student counseled by teacher and/or:
 - a. given wellness break with a buddy teacher
 - b. restorative dialogue, student reflection, apology etc.

3. Parent Contact (for repeat of the same offense after Step 2):

- Teacher/parent contact (face-to-face, by phone, email, letter home)
- Acknowledgement returned by the parent (returned call/email, signed paper, letter)

4. Second Formal Consequence (for repeat of the same offense after Step 3):

- Teacher-assigned wellness break (longer time than first break)
- Wellness break with buddy teacher or restorative dialogue, reflection sheet, etc.
- Parent-Teacher conference **and/or referral to administration (see 5)**

5. Referral to Administration (*for repeat of the same offense after Step 4*):

- For continued disruptive/defiant **behavioral** problems
- Send the **referral form** and **student** to the office (Please use electronic or ncr referral)

PLEASE NOTE:

Severe disruptive and/or extremely defiant behavior or previous student history, may proceed directly to steps 3, 4, 5 and the student may be sent to the office as needed.

When possible, student should be sent to a “buddy teacher” (not the same grade level), with work or writing tasks, for the rest of the class period.

- **Minor offenses** (e.g. gum, no homework, lack of supplies, etc.) do **NOT** proceed to Step 5, but instead loop through steps 1 – 4 as needed.
- **As per CHAMPS, students should be treated with *dignity and respect* at all times.**