

## Heartland Elementary Classroom/Office Behavior Communication

Staff members will use behavior communication notices in coordination with their own personal classroom management system. These documents inform parents/guardians of particular situations should students make a poor decision. Staff members give students a number of chances in the classroom to resolve their misbehaviors before informing parents; should students continue to misbehave, staff members will use the classroom behavior notice to inform parents and come up with a plan to improve behavior.

The classroom behavior communication notice will be sent home for a parent signature; the form is in triplicate, and we kindly ask that the parent signs/returns the appropriate pages. When a student receives three classroom behavior notices for the same behavior, administration will then address the situation with the student. At this time, an office behavior notice may be sent home.

Consequences for classroom-managed behaviors can include but aren't limited to:

- Conference/conversation with the student
- Loss of classroom/recess privilege
- Phone call home
- Office referral

Consequences for office-managed behaviors can include but aren't limited to:

- Conference/conversation with the student
- Loss of privilege
- Individualized instruction
- Time in office
- After school time
- In-school suspension
- Out of school suspension

