

# **Safe Seat Rules**

- 1. Place both feet on the floor at all times.**
- 2. You are to face forward at all times.**
- 3. You are not to communicate or interact with other students in the class.**
- 4. You are to complete the think sheet and work provided before you will be allowed to return to your normal seat.**

**Failure to follow these rules will  
result in a detention or office  
referral**

Your Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

# Think Sheet

## Are You In Control?

**Do You** - - - Follow Directions and Stay on Task?

**Do You** - - - Respect the Rights of Others?

**Do You** - - - Allow Other Students to Learn?

**Do You** - - - Take Care of the Building, Furniture,  
and Property of Others?

What I did was \_\_\_\_\_

The problem this caused was \_\_\_\_\_

Who *could* this disturb or hurt? \_\_\_\_\_

I've had trouble with this behavior before: Yes \_\_\_\_\_ No \_\_\_\_\_

*How I will avoid* having this problem in the future:

1. \_\_\_\_\_

2. \_\_\_\_\_

Is it appropriate to apologize for the behavior I demonstrated? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, I need to apologize to \_\_\_\_\_

Good things will happen to me if I control my behavior. Some of them are: \_\_\_\_\_

*\*Completion of this sheet means I am ready to return to my class and to follow class rules.*

Your Signature \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

# Behavior Checklist

Name:

Date:

Do you:

- ✓ Follow directions and stay on task?
- ✓ Respect the rights of others?
- ✓ Allow other students to learn?
- ✓ Take care of the building, furniture, and property of others?

Were you doing any of these things when you got in trouble?

- ❖ Put downs
- ❖ Talking out
- ❖ Making noises
- ❖ Distracting or disturbing others
- ❖ Not following directions the first time
- ❖ Arguing when confronted
- ❖ Saying rude things
- ❖ Making rude or inappropriate gestures
- ❖ Not doing work
- ❖ Not following rules
- ❖ Not listening
- ❖ Not in assigned area
- ❖ Not letting the adult be in charge

1. Quietly go to the directed location.
2. When you are ready, please think about the items that have been marked by your teacher.
3. Complete the Think Sheet and wait for your classroom teacher to process with you.
4. Completion of this process indicates that you are ready to return to class and to follow class rules.

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Your Signature

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Teacher's Signature

## Discipline Log

[illegible]

## Parent Contact Log

[illegible]

## Clipboard Cruise Form for Effective Team Skill Evaluation

[illegible]

# **Discipline Management Plan**

## **Goals of the Plan:**

1. Keep students in the classroom where learning can take place.
2. Reduce the number of after-school detentions assigned for disciplinary infractions.
3. Reduce the number of in-school and out-of-school suspensions assigned for classroom disciplinary reasons.

## **The Disciplinary Process:**

The Safe Seat is an isolation desk within the classroom where the student can choose to sit to perform their work if they feel they are not able to focus and remain on task in their regular classroom seat. While in the “seat” the student must abide by the following rules:

1. Place both feet on the floor at all times.
2. Face forward at all times.
3. Student is not to communicate or interact with other students in the class.
4. Student is to complete the Think Sheet and/or work provided before they will be allowed to return to their normal seat.

Student may choose or are assigned to the Safe Seat by the following disciplinary steps:

### **1<sup>st</sup> Step:**

- Verbal conference between student and teacher
- Teacher asks student if they need to go the Safe Seat to complete work.
- Student chooses to remain in assigned seat or go to the Safe Seat.

### **2<sup>nd</sup> Step:**

- Student removed from assigned seat and sent to Safe Seat in room.
- Student asked to move to the Safe Seat are to fill out the attached Think Sheet.
- Conference with student and student given the choice after satisfactorily completing the Think Sheet to return to their assigned seat.
- Counseling referral at team discretion.
- Student and teacher sign-off on the Think Sheet.
- After student has three think sheets on file from the same teacher for the same behavior they are automatically sent to step three.***

3<sup>rd</sup> Step:

- Student is removed from the classroom to a Safe Seat in another classroom.
- Student is given a Think Sheet and alternative assignment.
- Conference with teacher at the end of period.
- If student cannot satisfactorily complete Think Sheet and conference appropriately at the end of the period. Proceed to 4<sup>th</sup> Step.
- Student and teacher sign-off on the Think Sheet.
- Parent contact by assigning teacher
- Student and team conference at team discretion.
- Counseling referral at team discretion.
- After a student has reached this step in the process three times from the same teacher they are automatically sent to the 4<sup>th</sup> Step for any disciplinary infraction.**

4<sup>th</sup> Step:

- Office referral.
- Students file of Think Sheets accompany referral.
- Team administrative conference on disciplinary action.
- Team, parent and student conference at team discretion.
- Team conference to decide re-introduction plan for student.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal

\_\_\_\_\_  
Date