



DISCIPLINE PLAN February 2018

Bloomington Public Schools Behavioral Support Philosophy

We believe that keeping students in class is essential to ensuring their readiness to thrive in our rapidly changing world. Therefore, our behavior support system will:

- be proactive in developing positive behavioral support processes;
- be culturally intelligent;
- only use removal from class and/or school as a last resort;
- guide building level decision making in regards to student misconduct.

This Discipline Plan addresses the following problem statement.

Problem Statement: Description of the issue that needs to be addressed

Students can be denied the full utilization and benefit of a public school system by being suspended out of school. This denial can negatively impact the affected students' educational outcomes.

Problem Measurement: Description of how the problem is measured

The Discipline Incident Reporting System (DIRS) report data shows that almost half of the District's Out of School Suspensions (OSS) are for subjective/discretionary reasons = Attendance, Bullying, Cyber-Bullying, Disruptive/Disorderly Conduct/Insubordination, Harassment, Threat/Intimidation (unless it is a credible threat of violence, i.e. social media post with weapon threat or sexual abuse

Out of School Suspensions Abuse Unduplicated Reasons for Suspensions	16-17	16-17
Illegal Activities	159	55%
Subjective/Discretionary	132	45%
Total	291	100%

Metrics that Measure Problem Correction:

18-19 and 19-20 targets may be revised when 2017-2018 data is available.

Out of School Suspensions Unduplicated Reasons for Suspensions	16-17	17-18	18-19	19-20	20-21
Illegal Activities	159	147	89	66	50
Subjective Discretionary	132	107	57	38	30
Total	291	254	146	104	80

Board Strategies and Action Plans

Board's Responsibilities	Strategy	Action Plan to Implement Strategy
Policies	Schedule review/update of School Board policies relevant to OSS	Review/update of policies relevant to OSS by Jan. 15 of each year
District Leadership Oversight	Schedule the review of OSS data and decisions Schedule the study of the Metrics that measure problem correction	Study OSS data and decisions and the problem correction metrics for the year just ended by July 15 of each year Establish School Board protocols if targets are not met
Community and Student Engagement	Establish and maintain process to obtain parent/student feedback on OSS	Obtaining Parent Teacher Student Association Council and Board Student Advisory Council feedback by Dec. 1 of each year
Plan Review and Support	Establish annual review of this Plan	Plan review and support to be part of the District's annual budgeting process (District's budgeting process starts in Jan. and ends in June of each school year)
Reporting to the Department	Department and District will annually agree/update reporting format and content requirements	Proposed Annual Report form is Exhibit A of this Plan The Annual Report for the school year just ended to be submitted to the Department by Sept. 15 of each year. This reporting will end if the District achieves the Plan's Targets

District Leadership Strategies and Action Plans		
Supt./Asst. Supt Responsibilities	Strategy	Action Plan to Implement Strategy
Leadership	Assistant Superintendent to be the District's Discipline leader	Asst. Supt.'s Job description has been amended to include this responsibility Asst. Supt. will ensure that Sites and Schools execute their respective plans
Organizational Development	Establish a Student Discipline Support Team (SDST) to review district discipline data, review current building-by-building OSS practices and strategies and make recommendations for system-wide improvements in an effort to reduce OSS	A principal has formed and is leading the SDST The SDST will provide a written report of its recommendations no later than May 1, 2018 Recommendation to be ready for implementation for the 18-19 school year
Operational Oversight	Establish protocols for engaging Asst. Supt. and Supt. in OSS decisions Regularly study of the metrics that measure problem correction	Supt. and Asst. Supt. to study OSS data and decisions on a monthly basis Establish leadership protocols if targets are not met
Governance Reporting	Provide School Board with information to fulfill their District Leadership oversight responsibilities	Provide annual student discipline report for the school year just ended to the School Board before September 1 of each year.
State Reporting	Schedule the study of the Metrics that measure problem correction Establish School Board protocols if targets are not met	The District will complete annual report for the Board's review and approval. This was completed on August 27, 2018.
Community and Student Engagement	Collaborate with School Board to establish and maintain process to obtain parent/student feedback on OSS	Ensure that the Board obtains Parent Teacher Student Association Council and Board Student Advisory Council feedback by Dec. 1 of each year

OSS information system	Establish and maintain information system needed to make informed OSS decisions	New system was installed in 16-17 school year. System is now operational.
Student Handbook	Establish Guidelines for sites/schools regarding OSS suspensions.	Exhibit B are the guidelines that will be put into effect for 18-19 student handbooks
Minnesota Department of Education (MDE) Collaboration	Collaborate with the MDE	Engage the MDE to explore and utilize their technical assistance support

Site/School Leadership Strategies and Action Plans		
Principal/Site Leader Responsibilities	Strategy	Action Plan to Implement Strategy
Continuous Improvement	<p>Assign an existing site team to establish a continuous improvement plan in an effort to reduce subjective OSS for all students and in particular for students who are African American and are in special education.</p> <p>Utilizing the Plan-Do-Study-Act model (Continuous Improvement Process), this team will review school discipline data, review site/school student behavior support and discipline practices and strategies and set targets.</p>	<p>The principal/site leader will guide the development, implementation and evaluation of significant policies, initiatives, professional development, programs, instructional practices, and budget issues to address the impacts on equity.</p> <p>Specifically, each school will have a team to review discipline. Each building site team will:</p> <ul style="list-style-type: none"> ● Designate a team lead to coordinate the work of the team and its meetings; ● Consider all <i>school personnel</i> input as the school moves toward full implementation of behavior and interventions supports through a multi-tiered system. ● Consider <i>student</i> input as the school moves toward full implementation behavior and interventions supports through a multi-tiered system, ● Use a continuous improvement process to evaluate consistent use of fidelity measures at sites. ● Ensure positive behavior and intervention systems expectations

		<p>and processes are reviewed regularly with staff, including sharing discipline data (Office Discipline Referrals).</p> <ul style="list-style-type: none"> ● Use a continuous improvement process to review and analyze suspension decisions on a weekly basis. For example, any discipline decision, which could possibly lead to an OSS, will be made, in collaboration with 2 or more site team members.
Professional Development	Professional development focused on preparation and capacity building to promote evidence-based methods of fostering positive school engagement.	<p>Each site will assess their suspension data, define the problem and develop a professional development plan to reduce OSS.</p> <p>Coordinating with the District's PD Steering Committee as well as recommendations from the district advisory team, principals/site leaders, Learning Support Leads, and Instructional Leads will expand professional development opportunities offered and available through Bloomington Public Schools to all staff,</p> <ul style="list-style-type: none"> ● <i>Examples of effective strategies may include, but are not limited to: Implicit Bias, Cultural Competency, Evidence-based Positive School Discipline, Trauma Informed Schools, De-escalation Techniques, Restorative Justice, Conflict Resolution and Age Appropriate Responses to Behaviors, etc.</i>
Consistent Language and Procedures for Discipline	Sites will develop and implement a comprehensive positive school discipline strategic plan. This plan encompasses positive behavioral intervention and supports foundational concepts including, but not limited to, explicit teaching of agreed upon school-wide expectations, establishing a continuum of positive consequences	<p>Ensure sites are implementing foundational concepts with fidelity, which includes explicit teaching of agreed upon school-wide expectations, establishing a continuum of positive consequences and a continuum of discipline responses.</p> <p>School site teams will support effective implementation, monitor progress and evaluate outcomes.</p> <p>School site teams will analyze and review regularly consistent procedures for removing students from class,</p>

	and a continuum of discipline responses.	involvement of parents/guardians, and early identification of students at risk for suspension.
Implementation of MTSS	Schools will create a comprehensive plan to implement supports and services within the MTSS framework that is aligned with the District's overall vision and mission.	Continue current work around incorporating student-centered instruction, SEL, PBIS, and Mental Health practices under the Student Wellness umbrella in order to provide a continuum of services and supports through all tiers.

School Resource Officers (SRO)

1. The District will ensure that all contracts with local law enforcement agencies explicitly provide that SROs shall not recommend, determine or provide input on student discipline.
2. The District shall not request SROs to respond to any situation that District personnel can adequately handle. Incidents such as disorderly conduct, bullying, cyber-bullying, disruption of school assembly or activities, profanity, dress code, and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials unless the SRO is necessary to protect the physical safety of students, school personnel, or public.
3. The District shall provide training to school personnel regarding the appropriate role of the SRO and the circumstances under which school personnel may request assistance or make a report to the SRO. The training will also emphasize that school personnel are not to refer students to law enforcement because of conduct in the classroom unless the physical safety of students, school personnel, or the public is jeopardized. A copy of this training agenda/materials will be submitted to Department by October 1, 2018.

**EXHIBIT A
ANNUAL OUT OF SCHOOL SUSPENSION REPORT**

Annual – First Report

- Submitted to the Department by September 1, 2018
- Reviewed by the School Board by August 28, 2018
- Reviewed and approved by the Superintendent by August 20, 2018

Annual – Second Report

- Submitted to the Department by Feb. 1, 2019
- Reviewed by the School Board by Jan. 30, 2019
- Reviewed and approved by the Superintendent by Jan. 15, 2019

PLAN	DATE REVIEWED
Annual Plan Board Review	8/27/18 2/25/19

RELEVANT POLICIES	DATE REVIEWED
Policy 413, Harassment and Violence	2/12/18
Policy 514, Bullying Prohibition	Scheduled 6 /19
Policy 506, Student Discipline	4/9/18

FEEDBACK
<p>Parent Teacher Student Council – Parents from each of our schools, parents from our early childhood programs, parents from minority groups meet monthly. The Superintendent and a Board member attend these meetings. Eric Melbye will attend a spring 2019 meeting to share data and collect feedback on year one of the plan. Formal feedback document will be shared in Sept. 2019 report.</p>
<p>Board Student Advisory Council – This Council is established by Board Policy - Comprised of middle and high school students – a representative from each high school is a student representative on the School Board. After presenting mid-year report to the school board on 2-25-19, the board has agreed to have Eric Melbye present plan and data to student advisory groups this spring (2019). Student feedback will inform any year 2 plan adjustments and be shared in September 2019 report.</p>

Metrics that Measure Problem Correction:

Out of School Suspensions Unduplicated Reasons for Suspensions	17-18 Actuals	18-19 Actuals	19-20 Actuals	20-21 Actuals
Illegal Activities	147	TBD	TBD	TBD
Subjective Discretionary	107	TBD	TBD	TBD
Total	254	TBD	TBD	TBD

Assessment of Actual Results and Action to be Taken:

Included with this report is a spreadsheet with all the student OSS information requested in #4 of our agreement. School are implementing plan components as directed in the final plan. Both parent and student feedback groups need to be engaged and feedback compiled this spring (2019). We are projected reduced OSS for the 2018/19 school year. To date, African American and Special Education students have spent less time out of class for OSS than the previous two years. We also updated our Policy 413 Harassment and Violence reporting form and electronic routing procedure February 2019.

Approved by _____ Eric Melbye (electronic) _____ (Assistant
Superintendent) _____

Superintendent

Date ___3-1-19_____

EXHIBIT B
STUDENT HANDBOOK GUIDELINES

All Sites/Schools will have student handbooks that comply with the following guidelines.

- The following policies will be referenced
 - Policy 413, Harassment and Violence
 - Policy 514, Bullying Prohibition
 - Policy 506, Student Discipline

- Contact information
 - The Assistant Superintendent will be identified as the District's leader in charge of discipline. The Assistant Superintendent's contact information will be included.
 - The person in charge of discipline at a site/school will be identified along with his/her contact information.

- District's behavioral supports philosophy will be included.