

School-Wide Discipline Plan/Procedures

General Information:

The key to our discipline system is to give timely and meaningful consequences that students cannot skip. Teachers escorting students to detention ensures that students do not have the option of skipping and only takes 2 minutes right before lunch or after school. If students refuse to go with you, it becomes an administration issue that will have different consequences; just let administration know.

- It is the responsibility of the person assigning the consequence to make any parent contacts required.
 - Parent contact required by teacher at least after 3 detention assignments.
 - The QR will notify parents after 3 total visits to the QR (assigned from any staff member).
 - ASD always requires parent notification.
- The person assigning the consequence must make a student log entry regarding the incident. If the staff member does not have the student in class and therefore cannot make the log entry, please email the details to an administrator and he will submit the log entry for you.
- Use 2 as a general limit when assigning your consequences. If you feel a greater number is warranted, please discuss the incident with an administrator. Also, LDT and ASD can be assigned together for the same incident.
- Students must serve detentions when scheduled and will miss school sponsored events that conflict
- ***Please do not use the school-wide Lunch Detention system for students that are failing to complete, turn-in, or do work in general.*** That action (or inaction) has its own consequence – the student gets a poor grade.

Daily Lunch Detention or Work Detail:

- Location: QR
- Teachers log any assigned LDT or work detail into PowerSchool (submit log entry)
 - The log entry is automatically emailed to the principal, vice-principal, and quiet room supervisor. Please be sure to include the consequence assigned in the log entry.
 - If the student receives LDT and the teacher does not have time to make the log entry, the teacher should escort the student to LDT and inform the QR of the incident, and then log it as soon as possible.
 - If the student's name is not on the LDT or work detail list, he/she will not be required to stay
- Office aide picks up LDT and work detail list/notice from QR and delivers it to teachers 10 minutes before the end of 4th period (before advisory begins)
 - If you have a student that earns LDT during the period before lunch, escort the student to QR and add the student to the list.
- Teachers check the LDT list/notice for any students they have and escort the student to QR after advisory ends.
- Students fill out a Lunch Request in the QR. The office aide fills the requests and delivers the lunches to the QR. The Lunch Request sheets are given to the lunch room so the students can be appropriately charged.
- Guidelines:
 - Students don't talk, don't get up, & are not a distraction
 - Any issues during LDT = ASD or Extended ASD
 - Students who have work detail eat lunch and then are escorted to the lunch room to wash tables and clean up trash.

Daily ASD

- Location: QR
- Teachers log any assigned ASD into PowerSchool (submit log entry)
- Teachers must sign the student onto the ASD list (student names can be emailed as well)
 - o QR supervisor must verify any student showing up for ASD, but whose name is not on the ASD list. If the student's name is not on the ASD list and cannot be verified, he/she will not be required to stay

- The office aide picks up the ASD list from the QR and delivers it to all 7th period teachers with a student on the list.
- Students are held after the bell by the 7th period teacher; and then escorted by the classroom teacher to the QR.
- ASD ends at 3:30
- **Parent must be notified.**
- QR supervisor will make the initial contact with parents for transportation arrangements. **Teachers must make contact with the parents within 24 hours of the incident.**
 - o Transportation arrangements may need to be secured for the student (*ask if any of the following are possibilities*):
 - Parents pick up
 - Relative pick up
 - Neighbor/friend pick up
 - Walk home
 - Walk to friend's house and parent can pick up from there
 - o If none of the above is a possibility, the ASD can be deferred to another day or 2 LDT's can be given in its place.

- **Guidelines:**
 - o This is for the more serious offenses
 - Not heeding minor warnings or consequences (*for example: the student has already been refocused or given LDT, defiant actions, ... etc.*)
 - o Student being sent to QR with for the period.
 - *If you are sending a student to the QR for the period (not as a refocus), you are also giving the student an ASD and must make contact with the parent (this is when the student will spend more than 15 minutes in the QR).*
 - o No more than 2 days (per incident) without administration notification/approval
 - o Students will miss any school sponsored event that conflicts with detention