DISCIPLINE POLICY

Student Discipline Referrals
Teachers must turn in written documentation using the Student Discipline Form and referral to the Discipline Office describing prior actions taken by the teacher in relation to the offense. **If the teacher does not provide appropriate documentation, the student and the referral will be returned to you for further interventions.**

The teacher must also describe, in detail, the current offense, as well as sign and date the bottom of the referral. Referrals should be submitted on the day that the offense occurred. Do not submit cumulative referrals. The referral must be completely filled out. Incomplete referrals will be returned for completion.

Level I Referrals (See the Appendix for Level I Referrals)
- Do not send students to the office for Level I referrals without utilizing the school wide discipline plan, unless it is a non-negotiable offense. *(Please see the Non-Negotiable list below.)*
- Submit referrals that are not a part of the non-negotiable offenses by 12:00 and 3:00 pm.
- Referrals will be handled according to the Student Code of Conduct.
- Interventions **must** be documented in Schoolnet.

Level II- IV Referrals
- Please call ext. 502-5542 (Mrs. Rodriguez, Discipline Clerk) or 502-5500 (main number) to have a student escorted to the discipline office.
- Please fill out referral immediately and call the front office for an office helper to retrieve the referral.

Teacher Expectations:

*Please keep your hands off students!*
1. Observe the 10/10 Rule. Students are not allowed to leave the classroom during the first and last 10 minutes of class.
2. **Every** student in the hallway will need a hall pass with a current date and time.
3. **All** teachers must be in the hallway between passing periods. Monitoring students and moving them along.
4. Teach from bell to bell. Maximize your instructional time by making every moment an instructional moment. Dismiss at the bell. **Do not hold students after the bell or line students up several minutes prior to the bell.**
5. **Placing unsupervised students in the hallway or telling students on your roster to “get out” is PROHIBITED.** All students should be supervised at all times.
6. **Please refrain from sending students out of your classroom for any personal errands (i.e. vending machine, cafeteria for your lunch, to your car, getting water for you, etc.)**
7. Please refrain from escorting students to the office when class is in session.
   a. Please refrain from sending students to the Discipline Office with their referrals. Please call for an escort when you have a non-negotiable disciplinary issue. If a student must be removed from your classroom a referral needs to be given to the hall monitor at the time that the student is removed.

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DISCIPLINE REFERRAL PROCEDURES

Mandatory interventions that must be made and documented before writing a Level 1 Referral:

Step 1: Address the student misbehaving briefly during class.
  - Redirect
  - Quiet please
  - Standing near the student
  - Teacher Classroom Consequences

Step 2: Move the student to an isolated location in the classroom.
  - A desk away from group activity
  - **Never ever leave a student in the hallway:** They can wander, disturb other classes, vandalize, leave the building, get hurt, have a fight, have inappropriate physical contact or use drugs. **If a student is left unattended and any of the above occur, the teacher of record who placed the student in the hallway WILL be responsible.**
  - Create and monitor an intervention plan in Schoolnet.

Step 3: Briefly conference with the student away from other students. Request the student’s presence respectfully. Document on the Student Discipline Form.
  - During independent class time, off to the side quietly
  - In the doorway, briefly
  - Never, ever hold students after class
  - Revise or create new intervention plan in Schoolnet.

Step 4: Make parental contact. Be sure to document the conversation on the Student Discipline Form and the parent contact log.
  - Date and Time
  - Number called and whom you spoke to or if a message was left via voicemail
  - If a parent is unreachable by phone, please attempt to reach them by e-mail if available
  - In case a parent is unreachable by phone or e-mail, please send a letter home and alert Ms. Sanchez in the attendance office
  - Please be sure to discuss the behavior, expectations, next level consequences, and interventions
  - Revise or create new intervention plan in Schoolnet.

Step 5: Refer student to the grade level counselor.
  - Request a home visit with appropriate Counselor, if all parental contacts have been unsuccessful
  - Document the date you referred student to the counselor
  - Follow up with counselor and document on Student Discipline Form
  - Revise or create new intervention plan in Schoolnet.

Step 6: Have a parent conference.
  - Conference with parent and student and document outcome on Student Discipline Form
  - Discuss behavior, steps taken to intervene with students, and academic concerns
  - Revise or create new intervention plan in Schoolnet.

Final Step: Write a discipline referral and reference Student Code of Conduct.
  * (Attach the Student Discipline Form and a copy of the parent contact log.)
  - Make sure all the previous steps listed are documented under the box title “Previous Action Taken” and a copy of Student Discipline Referral Form Submitted with referral.
  - If this box is not filled out in detail, administration will return the referral and student back to the teacher for completion.

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**Non-negotiable Level I:**
- School Wide Disruption
- Insubordination as defined in the Student Code of Conduct
- Gang activity
- Sexual misconduct
- Smoking or using tobacco or related products
- Refusal to give cell phone to a personnel
- Threats
- Throwing Objects
- Suspected drug activity
- Threatening behavior

*Level II, III, and IV are all Non-Negotiable (No documentation needed)

*These require an intervention plan in Schoolnet.

If any of these infractions are committed anywhere on the school property a teacher observing the infraction is immediately to respond in the following manner:
1. Teacher will call the discipline office at ext. 502-5542 or main office at 502-5500 and notify the location of the alert.
2. The Main Office will radio for an administrator/monitor/officer to the location of the alert to handle the situation or remove the student.

Disclaimers
- Not having supplies is not a reason to write a referral!
- Not sitting in a specific classroom seat is not a reason to write a referral.
- Students that will not stop talking is not a reason to write a referral.
- Only administrators have the authority to send students to ISS/OSS.
- Hall monitors and campus officers should not be called to handle discipline, they are here for campus safety and security.
- Do not write cumulative referrals. Previous behaviors should be documented in a discipline log. Administration will only handle the current infraction.
- One teacher per incident. Please refrain from collaborating with teachers on writing one referral.

**Please note the changes in the Student Code of Conduct and consequences that may apply.**
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