

DISCIPLINE PLAN <http://www.kwanga.net/sharednotes/disc-plan.pdf>

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GENERAL PROCEDURES (see <http://www.kwanga.net/procedures.html> for details)

- 1) Be in your seat when the bell rings.
- 2) Bring proper materials to class.
- 3) Listen to the speaker; raise hand to be recognized.
- 4) Food and drink are prohibited except for bottled water.
- 5) Electronic devices must be turned off and stored unless they are being used for a class activity.
- 6) Safety rules must be followed in the lab at all times.
- 7) Treat our classroom with respect and pride.
- 8) Respect one another.

GUIDELINES

I. MINOR OFFENSES

(out of seat, playing on phone, talking during notes, doing other classes' work, etc.)

FIRST OFFENSE: verbal warning; name recorded

SECOND OFFENSE: teacher intervention (student conference); parent contacted

THIRD OFFENSE: 20-minute detention or work detail option; parent contacted
(referral if not served)

ADDITIONAL OFFENSE: referral to the office; parent contacted

II. TARDIES: school policy will be followed.

FIRST TARDY: verbal warning

SECOND TARDY: 25-minute detention or work detail option; parent contacted

THIRD TARDY: 40-min detention or work detail option; parent contacted

FOURTH TARDY and additional: tardy referral

Tardies start over every grading period; absences accumulate throughout the semester.

III. SKIPPING CLASS

EACH OFFENSE: referral; parent contacted; teacher intervention (student conference) when student returns

IV. ABUSE OF HALL PASS PRIVILEGES

(skipping with a hall pass; staying out more than 10 minutes, etc.):

EACH OFFENSE: referral; parent contacted; teacher intervention (student conference) when student returns

V. CHEATING

A. TEST OR QUIZ:

paper collected as evidence; grade of zero given; referral; parent contacted

B. IDENTICAL CLASSWORK, REPORTS, LAB ESSAYS, etc. that are not group work:

paper collected as evidence; grade of zero given; referral; parent contacted

VI. IMPROPER LABORATORY PROCEDURES: (messy use of chemicals/specimens, not working with assigned lab group, sloppy lab station, etc.)

FIRST OFFENSE: verbal warning; name recorded

SECOND OFFENSE: teacher intervention (student conference); parent contacted

THIRD OFFENSE: 20-minute detention or work detail option; parent contacted
(referral if not served)

ADDITIONAL OFFENSE: referral to the office; parent contacted

VII. UNSAFE/DANGEROUS LABORATORY PROCEDURES

(abuse of equipment, playing with equipment, horseplay, running around in lab, etc.)

FIRST AND ADDITIONAL OFFENSES: immediate referral; parents contacted

VIII. EXTREME MISBEHAVIOR (defiance, yelling, obscenity, running around, unauthorized experimentation, vandalism, verbal/physical abuse of others)

FIRST AND ADDITIONAL OFFENSES: immediate referral; parents contacted