

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) Portable electronic devices such as phones 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. **CLASSROOM DISRUPTION / FAILURE TO COOPERATE (MINOR OFFENSES)**
(out of seat, talking during notes, doing other classes' work, etc.)
FIRST OFFENSE: verbal warning; name recorded
SECOND OFFENSE: teacher-student mini 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: 20-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