

DISCIPLINE PLAN

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Center for Wellness and Medical Professions

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 DRINKS 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 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: 15-minute detention or work detail option; parent contacted

THIRD TARDY: 30-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