

# **DISCIPLINE PLAN**

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## **GENERAL PROCEDURES**

(see <http://www.kwanga.net/procedures.html> for more 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 assigned seat, note-passing, talking during notes, doing other classes' work, etc.)

FIRST OFFENSE: verbal warning; name recorded

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

THIRD OFFENSE: 25-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

### **IV. ABUSE OF HALL PASS PRIVILEGES**

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

EACH OFFENSE: referral; parent contacted

### **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: 25-minute detention; 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