

**Lakewood Discipline Procedures**  
**Effective: August 27, 2018/September 4, 2018**

**Tardy Policy**

1st Offense: Teacher Warning

2nd Offense: Teacher Warning, Parent Contact/Teacher intervention

3rd Offense: Class Action in ABE with **dates** of the 2 warnings

- Administrative Detention student's full lunch block.

4th Offense: Office Referral in ABE - Administrator assigns ISS – Guidance Referral

5th Offense: Office Referral - Student suspended until parent conference with Administrator

6<sup>th</sup> and Other Offenses – Office Referral in ABE

**ID Policy**

We will be using temporary IDS this year if an ID is left at home. If IDs are lost, students will need to purchase a replacement ID for **\$6.00**. Send list to Bookkeeping with a student that has an ID.

All teachers stand at door and check IDs prior to students entering the classroom.

***~IDs must be properly displayed in chest area~***

1<sup>st</sup> Offense - Verbal Warning – Note in ABE

2<sup>nd</sup> Offense – Class Action in ABE – Intervention included – Could be parent contact

3<sup>rd</sup> Offense - Office Referral in ABE for ID Violation

**NO "ALL CALLS" Over the PA System this year.**

**Classroom Actions/Management – Teach To's**

- Not completing assignments/not participating in class activities (Utilize **Refocus procedures first**/Guidance Referral and/or Parent Contact)

--On third incident for the following, submit Office Referral if you have documentation and utilized the **Refocus procedures**.

- Excessive talking
  - Eating and drinking in class
  - Other minor offenses
- De-escalation of incidents – (Do not continue the verbal conversation)

### **Intervention Documentation/Parent Contacts**

Classroom Action/Interventions in ABE—documenting teacher-provided Interventions and Parent Contacts

Parent Contacts—speaking with parent on phone, parent conference, 2-way email correspondence, written response back from parent

If additional contact information is needed for a parent, please ask Guidance, Attendance or APs

Teacher-Student Interventions—student conferences, teacher lunch detentions, before and/or after-school tutoring to complete assignments, Guidance Referrals, peer mentoring

### **Immediate Call for an Administrator (Designee)/Student Removal from Class**

Category 3 and 4 incidents

Cell Phone Violation (Unauthorized use in class) - **Consistency**

Use of Profanity to adult or blatant use of profanity to another student

Major Classroom Disruption

- Parent Contact Logs due to Administrators each Monday for the previous week. (2-way communication)
- Teachers are required to make the initial contacts with the parents.
- Keep students in the classroom
- **Reteach all Teach To's as necessary.**
- **REMINDER:** Please do not send students to ISS without consent from an Administrator.

I have read and understand the Lakewood Discipline Procedures for **Tardies and IDs** which take effect on Monday, August 27, 2018, for Tardies and Tuesday, September 4, 2018, for IDs. (You will be notified if either date changes.)

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Print Full Name

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Signature

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Date

Please return this completed sheet to A. Busby-Webb by  
Tuesday, August 28, 2018.