

**James Madison High School**



**Discipline Management Plan**

## STEP PROCESS FOR DISCIPLINE MANAGEMENT

**Immediately:** Check for dress code violations and send to the AP office.

Explanation: Discipline Action for Violations of the standards of conduct are categorized into a two step process, which identifies the disciplinary options available to the teachers and administrators. Offenses and disciplinary options are detailed below.

### **STEP I: TEACHER CLASSROOM MANAGEMENT**

Offenses are those occurring *in the classroom* and should be *corrected by the classroom teacher*. There must be immediate, consistent, and documented intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the classroom.

#### **Classroom Procedures:**

1. Intervention must be initiated, carried out, and documented by the classroom teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions will be maintained by the teacher.
3. **Check SPED students and their Behavior Management Plans.**
4. **Samples of Level I Behavior Violations:**
  - A. Out of seat w/o permission
  - B. Talking w/o permission
  - C. Horseplay or scuffling
  - D. Minor/non-permanent damage to school property or property of others
  - E. Throwing objects (paper/pen/pencil/etc.)
  - F. Refusal to participate in classroom activities
  - G. Negative attitude
  - H. Inappropriate language (student/student, casual conversation w/other students)
  - I. Personal grooming (putting on makeup etc.)
  - J. Sleeping in class
  - K. Other behavior the teacher sees as disruptive to the learning process

#### **Disciplinary Actions for Step I:**

- A. Verbal Correction (warning) \*
- B. Conference with student \*

## **HALLWAY BEHAVIOR GUIDELINES**

- **Please Keep Moving - Be on time!**
  - *Students will not be allowed to “post up”, congregate, or loiter.*
- **Use Appropriate Language.**
  - *Students are to be aware of their choice of words and their conversations. Volume control is appreciated.*
- **Electronic Devices Prohibited.**
  - *No cell phones, listening devices, pagers, ear buds, etc. during instructional time, lunch and passing periods. We do not want to see them or hear them between 8:45am - 4:05pm.*
- **Public Display of Affection (PDA) - Strictly prohibited!**
  - *All public displays of affection are prohibited and discouraged.*
- **Travel Smart**
  - *Find the shortest route to your class.*

**CLUB/ORGANIZATION****SPONSOR**

Math Club	Gerald Martin
Mavs Make a Difference	Jeremiah Cayce
Meat Processing	Doak Stewart
Montpelier/Yearbook	Allison Boerger
National Art Society	Cliff Tinker
National Honor Society	
National Ocean Science Bowl	Glenn Hitzfelder
Occupational Health Club	Peggy Loveless
Onyx Club	Linda Martinez
Orchestra	Don Bustos
PAL (Peer Assistance Leadership)	Gretchen Barrera
ROTC	Amador Cano/Xavier Sandoval
School Store	Sylvia Rodriguez
Senior CORE	Juan Rivera/Katie Sorenson
Sheet Metal	Don Henson
Speech/Debate	Chris Mifflin
Softball	Laurie Friesenhahn
Sophomore CORE	Kacy Norgan
Spanish Club	Emma Salas/Maria Zapata
Special Olympics	Teresa Sullivan
Student Council	Julie Masters
Swimming	Bob Duin
Technology Students Association	Janet Jenkins
Tennis	Jennifer Cordova
Theatre/Drama	Cami Murphy
UIL Academic Team	Joe Henning
Unity Club	Rachel Bartley/Cynthia Suarez
Volleyball	Shannon Wolfe
Wrestling	Paul Miller

- C. Telephone/Note to Parent/Conference w/ parent \* (You are encouraged to call the parent more than once if needed.)
- D. Detention (Teacher maintained)
- E. Change in seating assignment
- F. Withdrawal of privileges
- G. Confiscation of disruptive articles
- H. Behavioral Contract
- I. Exclusion from classroom activities
- J. Other (Teacher's Discretion)
- K. Alternative assignment
- L. Counselor referral

5. After the teacher has conducted and documented at least four of the above disciplinary actions including the 3 starred (\*) actions, and misbehavior continues, the student may be referred by the teacher to the office for administrative action. You are encouraged to call parents as often as needed.
6. Individual teachers should use discretion when sending a student to the office. Offenses should be severe and fall into the Level II category of behavior violations.

**STEP II: ADMINISTRATIVE INTERVENTION**

Some infractions will result in a referral to an administrator. The disciplinary action will depend on the offense, previous actions, and the seriousness of the misbehavior.

Procedures:

1. Any student fighting, using/or under the influence of alcohol, drugs, dangerous objects, stealing or engaging in physical assaults against other students or staff should be referred immediately to the AP office. Call immediately for an administrator. Do not send students to office unescorted.

**2. Samples of Level II Behavior Violations:**

- A. Fighting
- B. Profanity/Derogatory remarks towards teacher
- C. Threatening a teacher/staff member
- D. Possession or use of alcohol, drugs, tobacco
- E. Extreme defiance, insubordination
- F. Vandalism-permanent damage to school property or another person's property
- G. Truancy
- H. Gang related drawings, signs, or gestures
- I. Theft of private or school property
- J. Sexual harassment
- K. Dress Code Violations (Including hair color/piercings)

### 3. Administrative Disciplinary Actions for Step II:

- A. Administrative detention
- B. ISS
- C. Community service on campus
- D. Behavioral contract
- E. Over night suspension
- F. Suspension
- G. Alternative High School
- H. Expulsion
- I. Other actions deemed appropriate by administrator

#### TARDY POLICY

- 4th Tardy:** \*Teacher contacts parent (Mandatory)  
\*Document in Compass (Mandatory)  
\*Teacher/Student Conference  
\*Warning-Future Teacher D-Hall
- 6th Tardy:** \*Teacher makes note on Compass (Mandatory)  
\*30 minute teacher assigned/monitored d-hall  
\*Failure to attend teacher assigned d-hall = office referral to AP  
\*Administrator assigned d-hall (T/W/Th-4:15 - 4:45)
- 9th Tardy:** \*Office Referral (Include parent contact dates)  
\*Document in Compass  
\*Over night suspension = parent conference
- 12th Tardy:** \*Office Referral  
\*Document in Compass  
\*ISS I Failure to attend ISS = extended time in ISS I
- 15th Tardy:** \*Office Referral  
\*Document in Compass  
\*ISS I
- 20th Tardy:** \*Office Referral  
\*Document in Compass  
\*AP contacts parents  
\*ISS I

*This is for "One grading period"...We will restart the count with each grading period. Teachers should enter attendance and tardies every single period. Students over 5 minutes late should be marked absent.*

#### **CLUB/ORGANIZATION**

#### **SPONSOR**

Advocate - School Newspaper	Allison Boerger
Aquaponics Club	Joshua Anderson
Band	Phillip Flynn/Darrel Gan/Michael Reynolds
Bowling Club	Thomas Gates
Boys Baseball	Jacob Raley
Boys Basketball	Chris Romine
Boys Soccer	Jason Hendrick
Boys Track	Keith Randle
Business Prof. of America/OEA	Belinda Hill
Cheerleaders	Brandi Boyd
Choir	Edie Cooksie
Computer Club	
DECA I, II	Sylvia Rodriguez
Dollies & Fillies	Shelly Flynn/Mary Ann Barrow
FBLA	Diane Bode
FCCLA	Ashley Yow
Fellowship of Christian Athletes	Tracy Hastings
FFA	Jeanette Crawford
First Ladies	Mary Ann Barrow
Floral Design	Joshua Anderson
Football	Jim Streety
French Club	Lee Coffee
Freshman CORE	Jessice Parlette/Rita Villanueva
German Club	Arleen Torres
Girls Basketball	Tracy Hastings
Girls Soccer	Candace Pearson
Girls Track	Kayla Cross
Golf	Lyn McDonald
Guitar Club	Mark Harris
HERO	Ronald McCulloch
Homecoming Coronation	Julie Masters
Honor Court	Juan Rivera/Katie Sorenson
HOSA	Peggy Loveless
Japanese Anime & Culture Club	Lauren McDonald
Junior Core	Annie Dugosh
Latin Club	Janet Brown
Legacy Club	Janeen Kellogg