

OAC

STUDENT DISCIPLINE

Classroom Discipline

- When a student has misbehaved and all classroom procedures have been exhausted, the student will be referred to the principal, depending on the need.
- All adults will make classroom corrections prior to an office referral, except for serious offenses.
- Use the principal, counselor and parents to help solve a discipline problem before it becomes necessary to remove a student from the classroom.
- Whenever a student has a discipline issue, the teacher will:
 - Document the incident in the Log Entry feature in PowerSchool.
 - Describe the issue, state concerns, and what he/she did to correct the behavior.
- Thoroughly document the steps you are taking and save emails sent and received.
- Do not assign “office” during recess as a classroom consequence.
- Staff members are to contact parents when a classroom discipline issue has been handled during a school day.
- Contact parents when it appears that you need their support or at least want them to be aware of a situation, and follow-up to inform them of progress being made.

OFFICE REFERRALS

- When the supervising adult has exhausted the steps they are to complete, the student may be brought to the office, accompanied by the teacher/para.
- At no time is a student to be brought to the office and left, without explanation.
- An office referral must be digitally filled out and submitted by the end of the school day, preferably as the student is coming to the office. Each student involved needs to have his/her own report.
- The principal and/or counselor will begin a matrix record on the initial office visit, record steps completed, and enter the incident and consequences in the Log Entry feature of PowerSchool.
- The teacher and/or principal will contact the parents. The principal will meet with the teacher to discuss the incident and to inform the teacher of the course of action.
- We will need to follow-up with the student(s) and/or parents within a week to let everyone know that the situation has improved or our concern has continued.
- Notify the office if you need assistance removing a student from the classroom. Do not physically remove a student without the assistance of the principal unless it is an absolute emergency.
- Any form of corporal punishment is prohibited.