

Discipline Plan/Interventions for Ms. Cross 2020-2021

1. Verbal Warning / one-on-one conference / redirection
2. Parent Phone Call / student sent to another class to work
3. Detention (lunch or afterschool)
4. Parent-Teacher Conference
5. Referral

Procedures:

1. SEATS – Please come in and sit in your assigned seat every day when you get to class. I check attendance by looking to see if you are in your seat! For those in Digital Academy, you will submit your “attendance” via Remind.
2. TARDIES – You must be sitting in your seat when the bell rings; otherwise you will be marked tardy. If you arrive after the bell, you must have a written pass from another teacher. Remember the 4th unexcused tardy counts as an unexcused absence, and may cause you to receive an F for that quarter.
3. ABSENCES – If you are absent, you must submit a note from your parent to the attendance office within 3 days. If you know ahead of time that you will be absent, please get a pre-excused absence form. After 3 days, a doctor’s note is required, or it will be an unexcused absence. If you have 4 or more unexcused absences, you may receive an F for the quarter.
4. QUESTIONS – When you want to answer or ask a question, please raise your hand and wait until I call on you. I will be monitoring the chat for the Digital Academy, so you may submit questions and/or “raise” your hand digitally. Please do not use the chat while Ms. Sullivan is speaking, and keep content/questions academic.
5. LEGIBLE WRITING – Since many of your assignments will be hand written they need to be legible. I **cannot grade what I cannot read**. Be sure to write as neatly as possible to avoid receiving a grade of 0.
6. PENCIL OR PEN? FRONT OR BACK? – Assignments may be in pen or pencil. Please write compositions on every other line. You may write on the back of your paper if you are writing in pencil. Pen makes this too difficult to read easily.
7. CHEATING - Please do your homework and other assignments alone. You will not learn if you copy from others, and you will not be helping your classmates to learn if you allow them to copy from you. If you have copied or have allowed others to copy from you, you will receive a zero.
8. SUBMITTING WORK – I will collect papers directly from individuals. Write your name, date, period, and assignment in the top right corner of every paper. For digital assignments, you must include your name, date, period, and assignment at the top of the document and add your first initial and

last name to the filename. Put your signature on every page (this signifies it is your own paper and you did not copy from someone else)

9. PHONE – No students may use my phone. If you have an emergency, you may ask for a pass to use the Student Affairs phone. If I see you use your cell phone for calls or texting, I will take it away for the duration of the class period.
10. AGENDA/ HALL PASS – Bring the Agenda every day to write down homework assignments, and for your hall pass. No pass will be given out during the first 15 minutes or last 15 minutes of class. Please go to the bathroom before coming to class. Only one pass will be given out at a time and this is at the discretion of the teacher.
11. MAKE-UP WORK – It is your responsibility to obtain any materials and find out what we did during your absence. **You have as many days as you were absent to make up and turn in work.** See me before school, during lunch, or after school to make up a test. Make-up tests will be different than the original.
12. LATE WORK – Grades for compositions and projects are lowered 10% each day it is late; therefore, 2 weeks (10 business days) after the original due date the grade for that assignment would be zero.
13. DISCIPLINE – Any behavior which does not suit the classroom will be dealt with in the following way. First offense - Students will receive a verbal warning and behavior will be documented. Second offense – Students will receive a verbal warning and may be removed to an adjoining teacher’s classroom and parents will be contacted. Third offense – Students will serve a 30 minute afterschool (or lunch) detention with Ms. Cross which will involve either the organization/cleaning of the classroom or an assignment as the teacher sees fit and parents will be contacted. Fourth offense – The teacher will call a parent-teacher conference. Fifth offense – Referral to Student Intervention Services, and Dean Striplin. Student may receive either OFI or OSS.
14. DRESS CODE – All students are expected to adhere to the school dress code as set out in the student handbook. Any student who does not meet the dress code will receive a dress code violation notice at the beginning of class and will be reported to Dean Striplin and may be asked to go home and change. This includes adherence to the LCS mask policy. Digital Students must also wear appropriate clothing.

Student Name: _____

Student Signature: _____