

## John Marshall's Discipline Policy

In order to promote and assure the highest student achievement and safety at John Marshall High School, due process discipline procedures need to be followed and documented. Please use the following protocol(s) (Phases I – IV) in your discipline practice to ensure that our students receive a fair and consistent opportunity to be successful. Our goal is to correct the student behavior and enable them to be successful students and productive members of our society.

### Role of the Teacher

Teachers will provide a well-planned, standards driven curriculum in a clean, safe, nurturing environment. They will model respectful communication, sound decision making and lifelong learning skills. Teachers will work with all other staff to implement the school-wide expectations, rules, policies and procedures on a daily and ongoing basis.

### Helpful tips for Teachers

1. Monitor student progress
2. Maintain a clean, clutter free and safe learning environment
3. Provide academic and behavioral interventions and seek support when needed
4. Schedule to meet with parents during hours that are more convenient for working parents
5. Maintain open lines of communication between parents and all school personnel
6. Treat students and parents / community members with respect when visiting campus
7. Use the schools messaging service to inform parents of student progress

### Phase I (Teacher's Responsibilities)

No Books or Materials	Profanity (Not at teacher)	Out of seat	Eating
Talking Out	No Work	Attendance	Cheating
Lack of Attention	Sleeping in class	Attire	"Horseplay"
No PE clothes	Electronic devices	Disobedience	Defiance

***Teacher Intervention (Please take these measures before sending to counselor) Three intervention strategies need to be documented and #4 must be included).***

1. Counsel student
2. Change seat
3. Connect ED
4. Direct parent phone call
5. Parent conference
6. Parent sits in class
7. Teacher suspension – requires #4, 5 as follow-up
8. Restorative Justice Practices

**Teacher Suspension** – Per UTLA Article XXIV - a teacher may suspend a student from class two days (the day he/ she leaves the class and the following Day). The teacher must complete a referral form, check off one or two day suspension, and notify the Dean, Assistant Principal and the Attendance Office. The teacher contacts the parent/ guardian to arrange for a parent conference. Student returns to class after the second day.

## Role of Support Staff

Support staff are expected to consistently promote and enforce the school-wide expectations, rules and policies and display friendly, welcoming and respectful treatment to all stakeholders. Counselors, Coordinators, Dean, Restorative Justice Teacher Advisor (RJTA) and Administrative staff will communicate with all other stakeholders to support the academic and social growth of students. They assist and support teachers when students experience academic and behavioral problems and counsel students and parents/ guardians when interventions are necessary.

## Phase II (Counselor's Responsibilities)

All continuous Phase I problems not resolved by the classroom teacher.

No Books or Materials	Profanity (Not at teacher)	Out of seat	Eating
Talking Out	No Work	Attendance	Cheating
Lack of Attention	Sleeping in class	Attire	"Horseplay"
No PE clothes	Electronic devices	Disobedience	Defiance
Illegal Food Sales	Profanity at Staff Member	Personal crisis	

***Counselor Intervention - Three intervention strategies need to be documented and #2 must be included.***

1. Counsel student
2. Contact parent
3. Parent conference
4. Daily attendance
5. Student contract
6. Refer to PSA
7. Refer to PSW
8. Refer to outside support services
9. Restorative Justice Practices
10. Refer to RJTA

## Phase III (Dean's Responsibilities)

Fighting	Weapons dangerous objects	Setting False Alarms	Drugs/ Alcohol
Terrorist	Harassment/ Bullying	Pornography	Smoking
Threats	Stealing/ Robbery/ Extortion	Profanity at staff	Tagging
Tagging Tools	Violence	Cyberbullying	

Illegal Sales - Drugs/Alcohol/tobacco/weapons/ Substitutes for these items

***Dean Intervention - Three intervention strategies need to be documented and #2 must be included.***

1. Counsel student
2. Contact parent
3. Parent conference
4. Daily attendance
5. Student contract
6. Refer to PSA
7. Refer to PSW
8. Refer to outside support services
9. Restorative Justice Practices
10. Refer to RJTA

. The fall exams will be **Phase IV (Administration)**

All continuous Phase IV problems not solved by the Dean.

Fighting	Weapons dangerous objects	Setting False Alarms	Drugs/ Alcohol
Terrorist	Harassment/ Bullying	Pornography	Smoking
Threats	Stealing/ Robbery/ Extortion	Profanity at staff	Tagging
Tagging Tools	Violence	Cyberbullying	

Illegal Sales - Drugs/Alcohol/Tobacco/Weapons/ substitutes for these items

***Admin. Interventions***

1. Counsel student
2. Contact parent
3. Parent conference
4. Daily attendance
5. Student contract
6. Refer to PSA
7. Refer to PSW
8. Refer to outside support services
9. Restorative Justice Practices
10. Alternative educational placement

<b>Administrative Oversight:</b>	Suspension	Expulsion	OT (in or out)	Spec. Ed
	Title IX	Appeals	Safety permits	Attend. permits