## Memorial High School

**Topic: Discipline Referrals Revision date:** August 15, 2010 **Use:** Policies and Procedures

For Clarification, contact: Vice Principal or Assistant Principal

A safe and disciplined learning environment is the responsibility of everyone at Memorial High School. Remember that students are primarily accountable to you, the classroom teacher. Therefore, employ daily effective classroom management strategies.

Effective discipline begins in the classroom. The following strategies should be used before writing a referral or contacting an administrator:

- conference with the student
- change of seating
- loss of privileges (hall passes, seat choice)
- verbal warning
- conference with other teachers, counselor, coach, special education case worker or social worker
- parent contact

Write-ups for "sleeping in class" or "does not bring supplies" should be avoided. Teachers should follow the discipline management process: 1) FYI form; 2) Stage I form; 3) referral form.

Administrators are here to support you when your efforts have not been successful. An administrator should always be contacted for the following: abusive or threatening remarks made to the teacher, fighting, sexual harassment, drug activities, weapons, and tagging/gang graffiti.

In most circumstances, the student should be notified that a referral is being written and the entire referral turned in to the Discipline Center. The last copy of the referral will be returned to the teacher after the administrator has met with the student.

If a student becomes disruptive in the class and needs to be removed, the teacher should call the Discipline Center (8322) or the front office (8300) and ask for an administrator to come to the room. The teacher should have the referral ready for the administrator. If an administrator cannot come, the student should be sent with the referral to the discipline center (the teacher can keep the last copy).

The discipline referral has 4 copies. Please press firmly – the last copy will be returned to the teacher with the result of the referral. The top portion of the referral must be filled out completely. The description of the infraction should remain factual and be devoid of editorial comments.

Utilize an FYI Form when you need to keep the administrator informed for an offense that may not require a formal referral.