

# **Classroom Management and Discipline**

## **OFFICE REFERRALS**

Use an office referral form to refer a student to the office. **Please do not send a student to the office without an office referral.**

## **PASSES**

If, for any reason, you allow a student to leave your classroom, please give him/her an official hall pass. **No student should be in the hall without a pass. After school begins, students must have an official hall pass signed by a teacher, in order to use the telephone in the front office. Remember the 15 minute rule when issuing student passes.**

## **HANDBOOK FORM**

To ensure that each student and parent is aware of the contents of the High School Handbook, please make sure that the form in the back of the handbook is signed and returned to 1<sup>st</sup> Block.

## **STUDENT TECH / BYOD**

Technology in schools is a trend that will continue to increase over time. Teachers should develop procedures/policies that manage student use within each classroom. The policy should be clear and consistent. Our expectation is that the use of these tools will be for instructional gain.

**\*DO NOT** allow students to stay after your class period to finish a test or exam without getting permission from the students' next teacher(s). It disrupts the operation of the school and school day. It is also a professional courtesy to get prior agreement from the teacher(s) affected by the situation.

# ROSA SCOTT SCHOOL

## OFFICE REFERRAL

(Sample Copy)

Student \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Block \_\_\_\_\_

### Infraction

\_\_\_\_\_ 4 or more tardies

\_\_\_\_\_ Disturbing Class

\_\_\_\_\_ Fighting/Physical Harm

\_\_\_\_\_ Intentional Disrespect

\_\_\_\_\_ Cell Phone

\_\_\_\_\_ Insubordination

\_\_\_\_\_ Skipping

\_\_\_\_\_ Dress Code

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Teacher Action

\_\_\_\_\_ Verbally corrected

\_\_\_\_\_ Parental contract

\_\_\_\_\_ Assigned different seat

\_\_\_\_\_ Kept after class/school

\_\_\_\_\_ Assigned written report

\_\_\_\_\_ Parent Notice

Other \_\_\_\_\_

### Administrative Action

\_\_\_\_\_ ISD \_\_\_\_\_ Days

\_\_\_\_\_ OSS \_\_\_\_\_ Days

Date(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

\_\_\_\_\_ Corporal Punishment

Parental Contact: \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator Signature \_\_\_\_\_

Office Referral must be signed by a parent/guardian and returned the following day after receiving form.

Parent/Guardian Signature \_\_\_\_\_