

PTISD Secondary Campus Discipline Plan

The following is a copy of the discipline plan that will be used by Pine Tree Secondary Campuses for 7th - 12th grades:

Minor Offenses

Students will be assigned 1 $\frac{1}{2}$ hours of detention for a minor offense (including excessive tardies).

Students will be referred to an Assistant Principal when minor behavior offenses cannot be successfully redirected in the classroom or when a student is not following campus expectations in common areas (hallway, cafeteria, etc.).

One day of detention will be assigned for each minor offense. Missing a day of detention, without an administrator's approval, or refusal to follow expectations in detention are considered major offenses and will result in the student moving to the next step on the discipline plan.

If a student has 3 minor offenses in the same week, each subsequent offense that week could result in the student moving to the next step on the discipline plan for major offenses.

Steps for Major Offenses

Step One - Major Offense - Referral to Assistant Principal/Principal. ISS placement will be a minimum of 2 days.

Step Two - Major Offense - Referral to Assistant Principal/Principal. ISS placement will be a minimum of 3 days.

Step Three - Major Offense - Referral to Assistant Principal/Principal. ISS placement will be a minimum of 5 days. Parent conference with an administrator.

Step Four - Major Offense - Referral to Assistant Principal/Principal. ISS placement will be a minimum of 6 days.

Step Five - Major Offense - Referral to Assistant Principal/Principal. ISS placement will be a minimum of 10 days. Parent conference with an administrator.

Step Six - Major Offense - Referral to Assistant Principal/Principal. Suspension for 3 days pending hearing for Discipline Alternative Education Placement (P.A.C.E.)

**** A single major offense may constitute a more severe consequence due to the nature of the offense at administrator discretion.**

Implementation:

The administrator will make every attempt to contact the parent the day they speak with the student and assign a consequence. Detention will be assigned for the next available day that detention is being held. Administrators have the flexibility to change the date the detention is served after talking with the student's parent. If the student fails to attend detention without prior administrator approval, it will result in the student moving to the next step on the discipline plan for major offenses.

Pine Tree Secondary Tardy Policy

Learning the responsibility of getting to class or school on time is an integral part of Pine Tree ISD's standard of excellence, which prepares students for success. During the first days of school all teachers will be working with their students, focusing on getting organized and arriving at school and class on time, or early, every day.

The student's responsibility is to consistently improve personal efficiency in utilizing passing time, planning the quickest route while still moving safely with the hall traffic.

The teacher's responsibility will be standing at the classroom door to supervise students during passing time and to encourage students to be punctual to class.

The parent's responsibility is to discuss this policy with their child, reinforcing the student's ability to meet this responsibility of learning promptness, and supporting the necessity for the school's establishing immediate consequences to prevent chronic tardiness. It is also the parent's responsibility to get their student to school before the first bell rings at school.

Getting tardiness under control impacts more than just the front desk. Reducing tardiness:

- Minimizes classroom interruptions for students who have shown up on time and prepared for class.
- Establishes clear, consistent expectations for students and parents.
- Keeps teachers from having to choose whether or not to spend instructional time reprimanding students who are late.

Every 3rd tardy to class or school shall result in an absence in that class for the day. Students who arrive later than ten minutes to class or school shall be marked absent and sent to the office. Tardies will reset at the semester.

1st-2nd Tardy	Warning; Contact parent on 2nd Tardy
3rd-5th Tardy	1 to 2 detentions; 5th tardy is Saturday School. Parent Contact, home visit from parent liaison.
6th-7th Tardy	ISS depending on which step the student's are on. Conference with parent
8th-9th Tardy	ISS depending on which step the student's are on and Saturday School
10th-more Tardy	Student shall be assigned DAEP, parents will be asked/or court ordered to attend Parent University

Teachers should require students who arrive late to class to have a tardy pass to enter the class. Tardy passes are available at the tardy kiosks and the kiosk automatically changes the student's absence to a tardy in Skyward.

Thank you for working together to get students to class! Your presence in the halls between classes will contribute greatly to our students' success! The expectation at PTHS is that all students arrive on time to class.

PTISD SECONDARY DETENTION GUIDELINES

Detention at the high school will be available Tuesday afternoons from 4:00 - 5:25 p.m. in the cafeteria and Thursday mornings from 7:00 - 8:25 a.m. in the library and may be assigned by administrators. Detention can be assigned for any minor offense in the Student Code of Conduct.

The administrator will make every effort to notify the parent of the detention. A written notice will be sent home with the student. It is the student's responsibility to give the notice to the parent.

Transportation will not be provided; therefore, parents must make arrangements to have their student picked up NO LATER than 5:30 PM after detention. **Siblings of students assigned After-School Detention must be picked up after school or ride the bus home as usual.**

Guidelines:

- Students must arrive at the detention room by 4:00 PM or by 7:00 AM.
- Students must go to the restroom and get drinks before entering detention. They will not be allowed out of seats until 5:25 PM or 8:15 AM.
- Students should bring assignments to keep them busy during detention. If students do not bring assignments they may read a book or write a behavior reflection essay.
- Students will turn in their cell phones when they enter the room. They will be unable to use technology, watch videos or TV, eat snacks, walk around the room, or place their heads on the desks.
- They are to sit in chairs, work in silence and not engage teachers or other students in conversation.
- If student behavior is an ongoing issue in the detention room, then the student can be assigned an additional day of detention or move to the next step in the discipline plan.
- Detention will be assigned to the student by an administrator after 3 tardies.

Our goal for detention is that it will serve as an incentive to motivate and encourage students to monitor their own behaviors. Thank you, in advance, for your help in making this a success!

PTHS Conditions for Success

Successful People...



Arrive on time

Show a positive & respectful attitude

Give their best effort

Contribute to the team

PTHS “ALL IN” 21st Century Skills



Critical Thinking

Collaboration

Communication

Creativity