
Sycamore: Discipline

1. Understanding the big picture

a. Types of violations

i. Teacher/Office level

1. In the list of possible violations, these begin with “Teacher/Office.”
2. Teacher corrects a student, tells the student, and submits the violation (or warning) online. The student and his/her parents can see this immediately, should they look in the discipline area of the student’s record.
3. Student should be told right away by the teacher that the teacher has submitted a violation—no surprises. In many cases, the parent would also appreciate an alert about it.
4. Student may choose to contest the violation by meeting with Mr. Tompkins. (See Student & Parent Handbook for more information.)

ii. Administrative level

1. In the list of violations, these begin with “Administration” or “Tier 2.”
2. Only an administrator submits these violations.
3. Depending on the situation, the teacher may correct a student first or talk to Mr. Tompkins first. Mr. Tompkins will direct the process.

- b. Descriptions of violations: once you select a violation, you can also see the number of discipline points and a description. (For a warning, change the default number to 0.)

Name **Chloe Davis**
Date Jan 27 2020 11 : 07 AM
Author Baker, Esther Created: 01/27/2020 11:07 AM

Violation Teacher/Office : Wrong Chapel Seat Pts 10
Student did not sit in their assigned chapel seat.
Victim

2. How to submit discipline points

- a. *For a student in one of your classes:* Classroom | Teacher’s Desk | Discipline. Click check box by the name, then “Add Discipline Log.”

Class Home	Teacher's Desk / Discipline
» Class	Current Add Discipline Log
» Front Desk	
» Teacher's Desk	
Attendance	
Lunch Orders	
Discipline	
Seating Chart	

<input checked="" type="checkbox"/>	Name	Grade
<input checked="" type="checkbox"/>	Abdo, Michael	Freshman
<input type="checkbox"/>	Albert, Ellen	Sophomore
<input type="checkbox"/>	Bryan, Elias	Freshman
<input type="checkbox"/>	Connor, Grey	Junior
<input type="checkbox"/>	Godwin, Kaitlin	Sophomore

- b. *For a student not in one of your classes:* click New Log or Add Discipline Log, and type the name (last first) in the name field.
 - i. Under School Home, go to My School | My Discipline Logs. Click New Log.
 - ii. Under Class Home, go to Administration | Students. Click Add Discipline Log.

Name: davi

Date: 01/27/2020 11:03 AM

Students	Grade
Davis, Chloe S	7th
Davis, Jack C	6th
Davis, Joshua D	Freshman
Davis, Katie V	Junior
Davis, Lillian G	3rd

Violation: []

Author: []

Victim: []

Description: []

Resolution: []

Notifications:

Send PAN BLIP to all Discipline Managers

Send to Family

Send to Student

- c. Select violation from among the drop-down options that begin with Teacher/Office.
 - d. Briefly describe the offense and any critical information.
 - e. Do not select notification boxes.
3. Content in description box: visible to parent & student
- a. As always in these kinds of situations, we need to stick with the facts, not suggesting underlying motives or assessing attitude (unless the student actually articulates that to you).
 Example: DO write “untucked shirt.” DO NOT write “He untucked his shirt in blatant disobedience. He had a horrible attitude when I talked to him. He probably won’t make it to graduation if his attitude doesn’t change.” (In the second situation, because the situation escalated beyond a dress violation, you’d also talk to Mr. Tompkins rather immediately than submitting a dress violation.)
 - b. In situations involving multiple students, what is visible to multiple students and multiple families should not include identifying information about another student. Use your good judgement about whether to submit separate violations in a situation that involves multiple students. Do not use the “victim” box.
 Example: DO write “both were throwing snowballs at squirrels.” DO NOT write “John threw the first snowball, then Billy threw another.”