

# Dealing with Disrespectful Behavior

Russell Helmstedter

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# 1 The Problem

There is a consensus that disrespectful behavior exhibited by students has reached an unacceptable level. We are defining disrespect as deliberate action such as walking away, defying, or talking back to a reasonable request from any adult on campus. While we agree that there are other important issues, this is the principle non-negotiable issue we are facing. Teachers have committed to focusing on this one issue above all others. We need to reset the current narrative by coming out in full force and presenting a united front. The solution to this problem is twofold:

1. Educate
2. Enforce Consequences

## 2 Solutions

### 2.1 Educate

We are educators and this is what we do best. We need to teach students what constitutes disrespectful behavior and that it will not be allowed at this school. Teachers have committed to creating slides that show clear examples of disrespect. These slides are to be pushed out in homeroom. When appropriate, all staff members need to identify disrespectful behavior and explain to students why it is disrespectful.

### 2.2 Consequences

Teachers have agreed that any student who exhibits disrespect to any adult on campus will serve a lunch detention. There will be an initial 2-week implementation where teachers will volunteer to host detention in their classrooms. There will be no clubs during these two weeks since teachers will be hosting detention. Lunch detentions will consist of no more than 5 students per room. While serving a lunch detention, student use of electronic devices is prohibited. Furthermore, students are to complete a *staff apology letter*. This letter will provide students an opportunity to reflect on their behavior. If the letter is not completed, students will be assigned additional detentions until the completion of the letter.

### 2.3 Scope

In order for this campaign to be successful, it is crucial that our focus remains narrow, and all staff members work to de-escalate situations when possible. Lunch detentions may only be assigned for disrespectful behavior. Behavior outside the scope of disrespect includes, but is not limited to: dress code violations, cell phone use, tardies, missing assignments, or academic infractions. Behavior outside the scope of disrespect must be addressed in another fashion.

If teachers need further support with broader classroom management, Mike Robinson has offered support for implementing CHAMPS.

### 2.4 Logistics [10/10]

1. Create Slides for Homeroom WULFF  
Slides have been reviewed by St. Clare, Gonzales, Cohen, and Helmstedter 03/01/2023. [Slides for homeroom](#) are finished.

2. Create Google Sheet HELMSTEDTER  
Admin emailed staff asking for volunteers to host detentions *03/01/2023*. Durkee placed volunteers in the sheet. Helmstedter updated sheets to include the information indicated below *03/04/2023*. [Final draft](#) of spreadsheet.
  - (a) Sum number of students per day HELMSTEDTER
  - (b) Add links to documents HELMSTEDTER
  - (c) Add a column for teacher who assigned student HELMSTEDTER
  - (d) Add a sheet containing all students in detention HELMSTEDTER
3. Create Staff Apology Letter WILLIS:STCLARE  
Helmstedter spoke with St. Clare *02/28/2023*. Draft has been reviewed by Lukins, Willis, Helmstedter. [Final draft](#) done *03/01/2023*.
4. Create Generic Parent Email PIPKIN  
Helmstedter spoke with Pipkin and the parent email draft sent to Durkee *02/28/2023*. The quote from Cohen was added at the beginning. [Final Draft](#) has been reviewed by Helmstedter *03/02/2023*.
5. Determine if We Must Contact Parents HELMSTEDTER  
From VUSD [Board Policy Manual Regulation 5144:Discipline](#):

### Recess Restriction

Teachers may restrict a student's recess time only when they believe that this action is the most effective way to bring about improved behavior. When recess restriction involves the withholding of physical activity from a student, teachers shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

- The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- The student shall remain under a certificated employee's supervision during the period of restriction.
- The student's teacher shall inform the principal of any recess restrictions imposed.

Helmstedter's interpretation is that we are **not required** to notify parents of a lunchtime detention. However, it is important to involve the parents if we wish to make a difference. ~~As the monitor teacher, Helmstedter will work with admin to get access and send out the parent email.~~ Klopfenstein will send out emails to guardians of all students who receive a lunch detention.

6. Assign a Monitor Teacher HELMSTEDTER  
Email was sent to staff asking if there were volunteers for the monitor teacher. No teacher volunteered. Helmstedter has been assigned to be the monitor teacher for the initial two-week period. Helmstedter will coordinate with admin, campus supervisors, and detention teachers.
7. Create Standard Operating Procedures HELMSTEDTER  
[Slideshow](#) and [Lunch Detention SOP handout](#) are complete.

8. Make Copies of Apology letter DURKEE  
Copies were made and placed in plastic sheet protectors for sustainability. These were placed in teachers boxes *03/13/2023* in the morning.

9. Inform Staff of SOP HELMSTEDTER  
The first thirty minutes of the department meetings on *03/08/2023* were devoted the Lunch detention SOP. We met as a staff. Helmstedter gave a presentation outlining the procedures, provided hard copies of the handout, and emailed it to the staff.

Helmstedter was available to answer questions before school *03/09/2023* and *03/10/2023*, or after 2:45 pm *03/10/2023*.

10. Create Second round of Slides WULFF:LUKINS  
Admin approved *03/03/2023*. Wulff and Lukins have created three more scenarios for the first week of the detention. Helmstedter shared slides with Cortez. She will include them in homeroom slides for the following week.

## 2.5 Admin Support [5/5]

Helmstedter met with Klopfenstein & Cohen *03/02/2023*.

1. Determine Consequences for No Shows ADMIN  
Students who do not show up will attend an after school detention in C-3 on Fridays. This option requires transportation, and a Saturday option for any student who wishes to do that instead of after school. Details are in the works for this process. *03/02/2023*. Klopfenstein will have a dedicated sheet that includes the students for the Friday after school detentions.

2. Create Student Notification Procedure ADMIN  
The paper slip shown below (Figure 1) will serve as an initial notification for the student. The white copy is sent to the office, the pink copy is given to the student. After office use, the white copy will be placed in the teacher's box. On the day of the detention, Navarro (or whoever is in the support secretary/attendance position) will go through the spreadsheet and create call slips. That will be sent during the second block period.

3. Draft Parent Square Notification ADMIN  
~~Cohen will draft a notification that will address this issue specifically.~~ Helmstedter's draft sent to Cohen *03/10/2023 Fri 15:48*. Cohen sent out message *03/10/2023*.

4. Create Meal Service Operations [3/3] ADMIN  
The following items have been completed:  
☒ Communicate meal pick-up time to cafeteria manager  
☒ Assign people to pick up and distribute lunches  
☒ Figure out how delivery people know the correct number per class

Helmstedter met with Carrier *03/06/2023*. The cafeteria will provide meals for students who are serving detention. The spreadsheet includes a total number of meals required per day. Helmstedter will check in with her on *03/13/2023* and *03/07/2023* at nutrition.

As of *03/13/2023*, this was not finalized. Helmstedter sent an email *03/06/2023* to Admin asking for

**DATA Detention Slip**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Has been assigned:

☐ Nutrition Detention \_\_\_\_\_ ☐ Nutrition Clean Up \_\_\_\_\_

☐ Lunch Detention \_\_\_\_\_ ☐ Lunch Clean Up \_\_\_\_\_

☐ Other \_\_\_\_\_

On these dates: \_\_\_\_\_

Assignor: \_\_\_\_\_

After completing your task and getting signatures, return this slip to the main office.

Figure 1: image of detention slip

support with the points listed above. Z. Johnson came into Helmstedter's room during instructional time because he did not know the procedure for delivering meals *03/13/2023 Mon 12:15*. Helmstedter put in place a temporary procedure for *03/13/2023*, then sent a follow-up email to Admin asking for confirmation on meal service procedures *03/13/2023 Mon 15:20*.

Helmstedter and Klopfenstein spoke *03/14/2023*. Klopfenstein will be responsible for pickup and delivery of meals.

#### 5. Inform Support Staff of SOP

ADMIN

Helmstedter sent an email requesting admin keep support staff up to date on procedures *03/06/2023*. Meal delivery procedure was not communicated to campus supervisor. Support staff in the office did not know how to process the paper detention slips. Helmstedter sent a follow-up email to admin *03/13/2023 Mon 15:20* to address these concerns. Helmstedter and Klopfenstein spoke *03/14/2023*. Klopfenstein will cover detention slip procedure with office staff.

## 3 Long-term Lunch Detention

After the initial two-week period, we will scale back the number of teachers involved in hosting the detentions. This will involve a rotation of teachers who will be compensated. The Friday afternoon detentions will continue for students who are no shows.

### 3.1 Logistics [6/6]

Helmstedter requested a meeting with Admin to discuss the logistics moving forward. Request made: *03/10/2023*, *03/13/2023*, and *03/16/2023*. Helmstedter met with Klopfenstein and Cohen *03/20/2023*.

#### 1. Construct a Rotating Calendar

ADMIN

In order to pay people, there must be a board memo, and people have to be on the list. We are looking to 5 teachers to serve approximately 2–3 days per week. Email sent out to staff *03/20/2023*.

The first iteration will be as follows:

Mon	Tue	Wed	Thu	Fri
Ramirez	Lukins	Ramirez	Lukins	St. Clare

Mejia, Lynch, and Davidson will act as alternates in case of absences or if the number of detentions exceeds 7 per room.

**Availability:**

- Lukins: T R
- Ramirez: M W
- Lynch: 3 days a week
- St. Clare: 2 days per week
- Mejia: T W R F
- Davidson as needed

2. Create Procedure for Paying Hosts ADMIN  
Teachers who serve as detention hosts, must fill out a time sheet with hours served. This is to be paid at the district rate.

3. Create Procedure for Tracking Repeat Students ADMIN  
Per the staff meeting *03/15/2023*, there needs to be a clear policy in place for students who are in detention for multiple days. What clear steps can be put in place for progressive discipline? What triggers those steps?

Per conversation with Helmstedter, Cohen, and Klopfenstein *03/23/2023*, Cohen will outline the progressive discipline steps in an email to the staff. Furthermore, there will be a spreadsheet that support staff and admin have access to that will track students long term who have lunch detentions.

4. Create Google Form HELMSTEDTER  
Helmstedter created a Google form ([draft form](#)) that includes all the information found on the new detention slip. Lunch detention attendance can be taken directly on the sheet either with color or drop down menu absent or present. Helmstedter sent a draft to admin *03/22/2023*.

5. Create Long-term Detention SOP ADMIN  
Klopfenstein created a new detention slip that has space to write a description of the event. That way staff members only have to fill out the paper slip. Helmstedter spoke with Klopfenstein *03/22/2023* the new paper slips will not be available until after spring break. We will continue to use the ones we have currently.

Paper slip will include:

- description of event
- assignor name
- student name
- date to be served

6. Inform Staff of Long-term SOP ADMIN  
Per conversation with Helmstedter, Cohen, and Klopfenstein *03/23/2023*, admin will send out an email informing all staff of the new procedure moving forward. Cohen sent out email *03/24/2023*.

## 4 Timeline

### 4.1 Create Documents

There are 5 major documents:

- [Homeroom Slides](#)
- [Google Sheet](#)
- [Staff Apology Letter & Spanish Version](#)
- [Email for Parents & Spanish Version](#)
- [CHAMPS Levels During Detention](#)

### 4.2 Education Campaign

Slides were successfully incorporated into homeroom *03/06/2023* and will continue to be included for the rest of the week. An additional round of slides were created and pushed out in homeroom during the second week as well.

### 4.3 First Week

Helmstedter checked in with Admin, cafeteria manager, and host teachers for day one. St. Clare has created an additional document: [CHAMPS Levels During Detention](#) *03/14/2023*. This is a single slide with CHAMPS expectations

There was a debrief during the staff meeting *03/15/2023*. Anecdotally, staff mentioned that interactions with students have changed for the better. While addressing areas of improvement, staff agreed to the following. First, when a student is assigned to a host teacher please notify that teacher. Second, we are also trying to be aware of breaking up friend groups in order to manage detention sessions. Hosts may negotiate swapping the rooms in which students serve in order to manage this. Both of these must happen on the day before the detention is served to ensure the call slips and meals are delivered to the correct location.

### 4.4 Second Week

The second week came to an end successfully. Notably, there was an increase in no shows. Klopfenstein contacted the parents of all no shows and assigned them after school detention.

### 4.5 Scale Down Detention

## 5 Task Statuses

TASK	STATUS	START DATE	DUE DATE
Create Slides for Homeroom	DONE	02/24/2023	02/28/2023
Create Google Sheet	DONE	02/24/2023	02/28/2023
Create Staff Apology Letter	DONE	02/24/2023	03/01/2023
Create Generic Parent Email	DONE	02/24/2023	02/28/2023
Determine if We Must Contact Parents	DONE	02/24/2023	03/03/2023
Assign a Monitor Teacher	DONE	02/27/2023	03/03/2023
Create Standard Operating Procedures	DONE	03/06/2023	03/07/2023
Make Copies of Apology letter	DONE	03/08/2023	03/10/2023
Inform Staff of SOP	DONE	03/07/2023	03/10/2023
Create Second round of Slides	DONE	03/06/2023	03/10/2023
Determine Consequences for No Shows	DONE	02/27/2023	03/03/2023
Create Student Notification Procedure	DONE	02/27/2023	03/03/2023
Draft Parent Square Notification	DONE	03/02/2023	03/10/2023
Create Meal Service Operations	DONE	03/06/2023	03/10/2023
Inform Support Staff of SOP	DONE	03/06/2023	03/10/2023
Construct a Rotating Calendar	DONE	03/20/2023	03/22/2023
Create Procedure for Paying Hosts	DONE	03/20/2023	03/22/2023
Create Procedure for Tracking Repeat Students	DONE	03/20/2023	03/22/2023
Create Google Form	DONE	03/20/2023	03/22/2023
Create Long-term Detention SOP	DONE	03/20/2023	03/22/2023
Inform Staff of Long-term SOP	DONE	03/20/2023	03/24/2023
Create Documents	DONE	02/24/2023	03/03/2023
Education Campaign	DONE	03/06/2023	03/16/2023
First Week	DONE	03/13/2023	03/17/2023
Second Week	DONE	03/20/2023	03/24/2023
Scale Down Detention	STRT	03/27/2023	03/31/2023



