

Dealing with Disrespectful Behavior

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1 The Problem

1.1 Disrespectful Behavior

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 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 [9/9]

1. **DONE** Creation of Slides for Homeroom @WULFF
Status: Initial slides are finished and available here: [slides for homeroom](#). Slides have been reviewed by St. Clare, Gonzales, Cohen, and Helmstedter *Wed Mar 01*.
2. **DONE** Creation of Second round of Slides @WULFF:@LUKINS
Due: *Fri Mar 10*
Status: Wulff and Lukins are considering three more scenarios for the first week of the detention. Admin approved *Fri Mar 03*. Slides have been sent to Cortez. She will include them in homeroom slides for the following week.
3. **DONE** Creation of Google Sheet @DURKEE

Status: [Final Draft](#). Email was sent to staff asking for volunteers to host *Wed Mar 01*. Durkee has placed volunteers in the sheet. Helmstedter has updated sheets to include the information indicated below *Sat Mar 04*.

- (a) **DONE** Sum number of students per day @HELMSTEDTER
Helmstedter will create a sheet that counts the number of students in detention in each day. This will be used by the cafeteria to prepare lunches.
 - (b) **DONE** Add links to documents @HELMSTEDTER
 - (c) **DONE** Add a column for teacher who assigned student @HELMSTEDTER
Helmstedter spoke with Lukins. She suggested to add a place to indicate who assigned the detention.
 - (d) **DONE** Add a sheet with of all students in detention @HELMSTEDTER
Due: *Fri Mar 10*
Status: Need to have first and last name in separate columns and organized by date. Helmstedter has draft in place *Thu Mar 09*. Helmstedter will meet with Klopfenstein to ensure that it fits his needs.
4. **DONE** Creation of Staff Apology Letter @WILLIS:@STCLARE
Status: Spoke with St. Clare *Tue Feb 28*. Draft has been reviewed by Lukins, Willis, Helmstedter. [Final draft](#) done *Wed Mar 01*.
5. **DONE** Create Generic Parent Email @PIPKIN
Status: Spoke with Pipkin, draft sent to Durkee *Tue Feb 28*. The quote from Cohen was added at the beginning. [Final Draft](#) has been reviewed by Helmstedter *Thu Mar 02*.
6. **DONE** Make copies of apology letter @DURKEE
Due: *Fri Mar 10*
7. **DONE** Assign a *Monitor Teacher* @HELMSTEDTER
Status: Email was sent to staff asking if their were volunteers for the monitor teacher. No teacher volunteered. Helmstedter is assigned to be the monitor teacher for the initial 2 week period. Will coordinate with admin, campus supervisors, and detention teachers.
8. **DONE** Determine if Parent Contact is Required @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:

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

Status: Helmstedter's interpretation is that we are **not required** to notify parents of a lunch time 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.

9. **DONE** Create Standard Operating Procedures @HELMSTEDTER
Due: *Tue Mar 07*

Status: [Slideshow](#) and [Lunch Detention SOP handout](#) are complete. Additionally, the first thirty minutes of the department meetings on *Wed Mar 08* 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 is available to answer questions before school *Thu Mar 09* and *Fri Mar 10*, or after 2:45 pm *Fri Mar 10*.

2.5 Admin Support [3/4]

Status: Helmstedter met with Admin (Klopfenstein & Cohen) *Thu Mar 02*.

1. **DONE** Determine Consequences for No Shows @ADMIN
Status: For students who do not show up, there will be a Friday afterschool detention in C-3. 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. *Thu Mar 02*.
2. **DONE** Determine Student Notification Procedure @ADMIN
Status: 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.

Figure 1: image of detention slip

3. **DONE** Draft Parent Square Notification

@ADMIN

Due: *Fri Mar 10*

Status: ~~Cohen will draft a notification that will address this issue specifically.~~ [Helmstedter's draft](#) sent to Cohen *03-10-2023 Fri 15:48*. Cohen to send out message *Fri Mar 10*.

4. **STRT** Meal Service [0/3]

@ADMIN

Due: *Fri Mar 10*

Status: The following items need to be 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 Carriger *Mon Mar 06*. She is on board to have lunches prepared for students who are serving detention. She has the total number of lunches required per day. Helmstedter will check in with her on *Mon Mar 13* and *Tue Mar 07* at nutrition.

As of *Mon Mar 13*, This is not finalized. Helmstedter sent an email *Mon Mar 06* to Admin asking for support with the points listed above. Zach 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 today. Then sent a follow up email to Admin asking for confirmation on meal service procedures *03-13-2023 Mon*

15:20.

Suggestions made by Helmstedter and Carriger:

- Lunches should be ready 10 to 15 minutes before the end of the block.
 - Zach Johnson and student office aides can pick up and deliver the meals.
 - Delivery people can use an iPad and the spread sheet.
5. **TODO** Ensure support staff, paras, campus supervisors, and custodians are up to date@ADMIN
Due: *Mon Mar 13*
Status: Helmstedter sent an email requesting admin keep support staff up to date on procedures *Mon Mar 06*. 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.

3 Timeline for Initial 2 week Implementation

3.1 DONE Create Necessary Documents Feb 27 to Mar 03

There are 4 major documents that need to be created:

- [Homeroom Slides](#)
- [Google Sheet](#)
- [Staff Apology Letter](#)
- [Generic Email for Parents](#)

3.2 DONE Begin Education Campaign Mar 06 to Mar 10

Status: Slides were successfully incorporated into homeroom *Mon Mar 06* and will continue to be included for the rest of the week.

3.3 STRT First week of lunch detention Mar 13 to Mar 17

Status: Initial detentions have been assigned to be served *Mon Mar 13*.

3.4 Second week of lunch detention Mar 20 to Mar 24

3.5 Scaled Down Detention Mar 27 to Mar 31

4 Detention Moving Forward

After the initial two week period, we can scale back the number of teachers involved in hosting the detentions. This will involve a rotation of teachers who will be compensated. Helmstedter has requested a meeting with Admin to discuss the logistics moving forward. The request was made once on *Fri Mar 10* and again on *Mon Mar 13*.

4.1 Logistics [0/3]

1. **TODO** Construct a Rotating Calendar @ADMIN
Due: *Fri Mar 24*
2. **TODO** Procedure for Getting People Paid @ADMIN
Due: *Fri Mar 24*
3. **TODO** Procedure for Tracking Repeat Students @ADMIN
Due: *Fri Mar 24*