

Dealing with Disrespectful Behavior

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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 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 DURKEE:HELMSTEDTER
 Email was sent to staff asking for volunteers to host *03/01/2023*. Durkee has placed volunteers in the sheet. Helmstedter has 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
 Spoke with Pipkin, 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 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:

- 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 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.

6. Assign a Monitor Teacher HELMSTEDTER
 Email was sent to staff asking if their were volunteers for the monitor teacher. No teacher volunteered. Helmstedter has been assigned to be the monitor teacher for the initial 2 week period. 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

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 is 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

Wulff and Lukins have created three more scenarios for the first week of the detention. Admin approved *03/03/2023*. Slides have been sent to 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

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. *03/02/2023*. Klopfenstein will have a dedicated sheet that includes the students for the Friday afterschool detentions.

2. Determine 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.

Figure 1: image of detention slip

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. Meal Service [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*. 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 *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 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 Timeline

3.1 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](#)

3.2 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.

3.3 First Week

Helmstedter has checked in with Admin, cafeteria manager, and host teachers for day one. All concerns are being addressed. 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 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.

3.4 Second Week

3.5 Scale Down Detention

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. Request made: *03/10/2023*, *03/13/2023*, and *03/16/2023*. Helmstedter met with Klopfenstein and Cohen *03/20/2023*.

4.1 Logistics [4/6]

1. Construct a Rotating Calendar

ADMIN

We are looking to 5 teachers to serve approximately 2-3 days per week. Per the board memo, people have to be on the list in order to get paid. 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. Procedure for Paying Hosts

ADMIN

Fill out a time sheet with your hours. Paid at the distrait rate.

3. 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
Lunch detention attendance can be taken directly on the sheet either with color or drop down absent or present. Helmstedter sent a draft to admin *03/22/2023*.

The Google form ([draft form](#)) will include all the information found on the new detention slip.

5. Long-term Procedure for Assigning Detentions ADMIN
Klopfenstein will create 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 Procedure 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.

5 Task Statuses

TASK	STATUS	START	DEADLINE
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 Parent Contact is Required	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
Determine Student Notification Procedure	DONE	02/27/2023	03/03/2023
Draft Parent Square Notification	DONE	03/02/2023	03/10/2023
Meal Service	DONE	03/06/2023	03/10/2023
Inform Support Staff of SOP	DONE	03/06/2023	03/10/2023
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	STRT	03/20/2023	03/24/2023
Scale Down Detention	TODO	03/27/2023	03/31/2023
Construct a Rotating Calendar	DONE	03/20/2023	03/22/2023
Procedure for Paying Hosts	DONE	03/20/2023	03/22/2023
Procedure for Tracking Repeat Students	DONE	03/20/2023	03/22/2023
Create Google Form	DONE	03/20/2023	03/22/2023
Long-term Procedure for Assigning Detentions	STRT	03/20/2023	03/22/2023
Inform Staff of Long-term Procedure	STRT	03/20/2023	03/24/2023

