

School Master Plan for Discipline Worksheet

This worksheet and accompanying documentation should be kept on file with a copy of the School Master Plan for Discipline and the Student Handbook for purposes of review or monitoring.

A. School-Based Leadership Team Membership: (Complete Chart Below or Attach List)

Member's Name	Member's Title	Member's Phone	Member's E-mail

B. School-Level Data System Requirements:

Requirement	Collection Tool Exists (Yes/No)	If Yes, List.	If No, Suggestion(s)
Average Referrals per Day per Month			
Referrals By Problem Behavior			
Referrals by Location			
Referrals by Time			
Referrals by Student			
Referrals by Staff			
Individual Student Report by Month and by Year			
Referrals by Grade Level			
Other:			
Other:			

C. Type "Yes" or "No" in the box as applicable to the following.

1. School consistently and uniformly utilizes the two BESE-approved forms.

If no, explain:

2. School has addendum to two BESE-approved forms to assist with data collection.

If yes, attach a copy of the addendum with worksheet.

3. School has a Zero Tolerance Policy. If Yes, go to #4. If no, go to # 6.

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4. Leadership Team has reviewed the Zero Tolerance Policy to ensure compliance with R.S. 17:416.15, including R.S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense.
5. Leadership Team has revised the Zero Tolerance Policy to comply with R.S. 17:416.15.
6. Leadership Team has reviewed policies for handling suspensions and expulsions to ensure compliance with R.S. 17:416.
7. Leadership Team has reviewed procedures for handling suspensions and expulsion to ensure consistent and fair execution and to ensure that alternative interventions are used.
8. Leadership Team has reviewed policies and procedures related to referrals to Alternative Education Programs.
9. Leadership Team has reviewed the current Code of Student Conduct to ensure compliance with R.S. 17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001.
10. Leadership Team has refined consequences to create a reward/incentives program for positive student and teacher behavior.
11. Leadership Team has created a procedure/protocol to ensure the consistent delivery of the reward/incentives program.
12. Leadership Team has defined consequences for rule violations that are clear and reasonable, that will be consistently enforced, and that will support maximum time in instruction.
13. Leadership Team has identified the clearly, defined behavioral expectations in a small set of school rules (5 or fewer).
14. Leadership Team has worked with teachers to develop lesson plans that teach these expectations across each school setting.
15. Leadership Team has worked with teachers to establish a schedule for direct instruction to be provided at the beginning of the school year and reinforced throughout the school year.
16. Leadership Team will work with the principal to develop and submit an annual report to the district's Discipline Policy Review Committee.
17. Leadership Team has reviewed programs as required under R.S. 17:404.
18. Leadership Team has reviewed the school's Safe and Drug Free Schools and Communities plan and the Crisis Management Plan.
(Attach a copy of the Crisis Management Plan).
19. Leadership Team has developed a plan/continues to develop a plan to improve and strengthen parental and community involvement in the school, including the facilitation of partnerships with programs and organizations/agencies.
(Attach a list of programs and organizations/agencies with which the school is working to strengthen family and community involvement).

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- 20. Leadership Team has worked/continues to work with counselors, and other mental health professionals to develop a plan to identify the mental health needs of its students and to match those needs with available local resources.
- 21. Leadership Team is working to help improve communication, coordination, and collaboration between the school and agencies that serve children.
- 22. Leadership Team is working with the local youth planning boards to help meet the needs of all children.
- 23. Leadership Team has reviewed existing procedures/established procedures to ensure that records for transfer students are provided not later than 10 business days from the date of the receipt of the written request.
- 24. Leadership Team has reviewed existing procedures/established procedures to ensure that information on the dates and reasons for any suspension or expulsion is included on transferred student records.
- 25. Leadership Team has reviewed existing procedures/established procedures to ensure that all staff within the school cooperates fully with the visiting teachers/supervisor of child welfare and attendance. And Team is working with administration to ensure that all staff is aware of procedures.
- 26. Leadership Team has reviewed student and parent/guardian statements of compliance that must be disseminated and collected at the beginning of school each year.
- 27. Leadership Team is fully implementing the requirements of R.S. 17:252(D), as required by the provisions of Act 136 enacted by the 2010 Regular Session of the Louisiana Legislature, including incorporating pre-service and ongoing grade-appropriate classroom management training for teachers, principals, and other appropriate personnel regarding positive behavioral supports and reinforcement, conflict resolution, mediation, cultural competence, restorative practices, guidance and discipline, and adolescent development into the school's master discipline plan.
- 28. Leadership Team is ensuring that the school affords itself the opportunity to have all applicable personnel, including classroom teachers, participate in classroom management courses required by Act 136.