	ASU Prep Elementary	Olweus Discipline
	Discipline	
1 <sup>st</sup> Offense	Discipline  Student:  ✓ Fill out pink ticket  ✓ 1 day missed recess  ✓ Get parent signature on pink ticket  ✓ Return pink ticket to Home Room Teacher  Teacher:  ✓ Fill out pink ticket:  Make a copy for you, parent, and homeroom teacher  ✓ Call parent  ✓ Inform Homeroom teacher (Put pink ticket in ILP folder)  ✓ Document in Powerschool	Student:  ✓ Fill out Olweus Think Sheet.  ✓ 1 day missed recess ✓ Get parent signature on think sheet ✓ Return think sheet to Home Room Teacher Homeroom Teacher: (HRT) ✓ Call Parent ✓ Document in PowerSchool ✓ Fill out incident report or reporting staff member provides HRT with incident report. ✓ Place paperwork (incident report and Olweus Think Sheet) in
2 <sup>nd</sup> Offense	Student:  ✓ Fill out pink ticket  ✓ 1 week of missed recess  ✓ Get parent signature on pink ticket ✓ Return pink ticket to Home Room Teacher  Teacher:  ✓ Fill out pink ticket: Make a copy for you, parent, and homeroom teacher ✓ Call parent ✓ Inform Homeroom teacher (Put pink ticket in ILP folder) ✓ Document in Powerschool	ILP folder  Student:  ✓ Fill out Olweus Think Sheet.  ✓ 1 week missed recess ✓ Get parent signature on think sheet ✓ Return think sheet to Home Room Teacher  HRT:  ✓ Inform Ms. Mendoza ✓ Document in PowerSchool ✓ Fill out incident report or reporting staff member provides HRT with incident report. ✓ Place paperwork (incident report and Olweus Think Sheet)in
		ILP folder Principal:  ✓ Meet with student ✓ Notify Parents

3 <sup>rd</sup> Offense	Student:	Student:
	<ul><li>✓ Fill out pink ticket</li><li>✓ 1 day of afterschool</li></ul>	✓ Fill out Olweus Think Sheet.
	detention 3:15-4:00	√ 1 day suspension
	✓ Get parent signature on	✓ Get parent signature on
	pink ticket	think sheet
	✓ Return pink ticket to Home Room Teacher	✓ Return think sheet to Home Room Teacher
	Teacher:	HRT:
	✓ Fill out pink ticket	✓ Inform Ms. Mendoza
	✓ Inform Ms. Mendoza	✓ Document in
	✓ Inform Homeroom	PowerSchool
	teacher (Put pink ticket	✓ Fill out incident report
	in ILP folder)	or reporting staff
	✓ Document in	member provides HRT
	Powerschool Principal:	with incident report. ✓ Place paperwork
	✓ Meet with student	(incident report and
	✓ Notify Parents	Olweus Think Sheet) in
		ILP folder
		Principal:
		✓ Hold a face-to-face
		conference with parent,
		teacher, and student to admit student back to
		school.
4 <sup>th</sup> Offense	Student:	Refer issue to Ms. Mendoza
	✓ Fill out pink ticket	
	√ 2 days of afterschool	
	detention 3:15-4:00	
	✓ Get parent signature on	
	pink ticket ✓ Return pink ticket to	
	Home Room Teacher	
	Teacher:	
	✓ Fill out pink ticket:	
	Make a copy for you,	
	parent, and homeroom	
	teacher	
	✓ Inform Ms. Mendoza ✓ Inform Homeroom	
	teacher (Put pink ticket	
	in ILP folder)	
	✓ HRT: Notify parent of	
	detention	

	✓ Document in Powerschool Principal: ✓ Meet with student ✓ Notify Parents	
5 <sup>th</sup> Offense	Student:  ✓ Fill out pink ticket  ✓ 1 day of suspension  ✓ Get parent signature on pink ticket  ✓ Return pink ticket to Home Room Teacher  Teacher:  ✓ Fill out pink ticket:  Make a copy for you, parent, and homeroom teacher  ✓ Call parent  ✓ Inform Homeroom teacher (Put pink ticket in ILP folder)  ✓ HRT: Notify parent of detention  ✓ Document in Powerschool  Principal:  ✓ Hold a face-to-face conference with parent, teacher, and student to admit student back to school.	Refer issue to Ms. Mendoza