



GRAMMAR SCHOOL DISCIPLINE TRAINING

First Day

1) How to ask a question (Upper Grammar: raise hand, wait calmly to be called on, stand to speak; Lower Grammar: Raise hand, wait to be called on, then ask question)

2) Five behaviors that will earn you a trip straight to the office (disrespect, rebellion, dishonesty, fighting, and foul language)

- Other infractions will receive a name on the board, then 1 check, then 2nd check.

Students

will be sent to Mr. Dennis with a blue slip when 1 check is received, then again with 2 (at two checks a student is sent home for the remainder of the day, or for the following day).

***Note: Special Teachers will send blue slip with student to his or her regular classroom teacher for infractions.**

3) How to come to attention-"Primus, Tertius, Secundus."

- Primus: Sit up straight and silently with hands folded on desk.
- Tertius: Stand straight and silently with hands at side.
- Secundus: Sit up straight and silently with chair pulled slightly back from desk; be ready to stand up when asked.

***Note:** Teachers should remember that none of these mean "be quiet." They should only be used to call students to the positions indicated above. Teachers should not continue on with class until all students are in the position requested.

4) Teachers should review correct procedures for fire and emergency drills

5) Using the bathroom during school.

- Explain individual classroom policies (will vary according to grade level)

6) How to line up and walk in a line

- Class lines should be **S**traight, **S**ilent, and **S**ingle-file.

7) Lunchroom behavior/protocol

- Behavior: don't *throw* food, or touch another student's food; wait patiently to be called for microwaves, etc.

- Protocol:

A) Enter lunchroom in an orderly fashion

B) Form line (Upper Grammar)/Stand behind seat (Lower Grammar), sing heartily, pray

C) Boys stand while the girls seat themselves (for both upper and lower grammar school)



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- D) Boys are seated
- E) Calm and quiet talking while eating politely
- F) Remain in seats until dismissed

8) Go over playground rules: make sure you cover the following: no grass on wet days, boys demonstrate courteousness to our young ladies, NO students may stay in the foyer of rear entrance to school during recess, students may not be out of sight of the teachers on duty, demonstrate good sportsmanship.

9) Explain to the students what to do when and if the teacher has to leave the classroom.

- They should follow instructions left by teacher.
- If they complete teacher's assignment, then they should take out a book and read silently.
- If absolutely necessary to leave, teachers may want to leave one student in charge until they return (that student is to hold others accountable and encourage them to follow teacher's instructions.)

Second Day

1) What to do when you arrive at school before 8:00. (Wait in cafeteria; no balls EVER in cafeteria; no roughhousing or play fighting)

2) What to do when you are not picked up by 3:05 pm. (Go to the office with the teacher that is on duty; call home and wait for parents in office.)

3) Students should place items that they will need for the next class on desks before class starts.

4) Practice how to respond when an adult visitor enters the class:

Upper Grammar:

- (1) Students stand when visitor enters room
- (2) Teacher greets visitor and asks a student to find them a chair
- (3) Teacher instructs students to sit
- (4) Students sit

Lower Grammar:

- (1) Students stand when visitor enters room
- (2) Students greet visitor (i.e. "Good morning Guests" or "Good morning Mr. Fischer)
- (3) Teacher asks a student to find guests a chair
- (4) Students are seated and class continues



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- 5) **Review tardiness rules** (Students arriving late should report to school office for tardy slip; they should give tardy slip to teacher when they arrive to classroom or memory period)
- 6) **Classroom library book check-out procedure** (Teachers should review their individual classroom procedures for checking a book out from the classroom shelves)
- 7) **Remind students that they are not to be bringing electronic devices to school** (i.e. cell phones, ipods, Game Boys, etc.) **except by special permission.**
- 8) **How to prepare to be dismissed from the classroom at end of day.**
 - Students should pack up things quickly and quietly when directed to by teacher; then wait for teacher to lead class out of classroom.

Third Day

- 1) **How to enter and leave the classroom after lunch, after recess, at the beginning of the day, etc.** (teachers should set individual guidelines for entering classrooms based on class size, grade level, daily schedule, and other class-specific factors).
- 2) **Review money collection guidelines** (Students should never turn in unmarked money or checks; they must turn money in enclosed in a labeled envelope or attached to appropriate forms)
- 3) **How to behave when another teacher is in charge** (i.e. Latin, Music, Art)
 - Rules will differ slightly because of the different natures of these classes. Students should, however, follow rules/guidelines set by the teachers of these classes.
- 4) **How to obey a command** (right away, all the way, with a good attitude every day)
 - When teacher asks student to do something, student should respond as follows: "Yes ma'am," "Yes Miss Chapin" or "Yes sir," "Yes Mr. Fischer"
 - Teachers should not continue until the student responds this way.
 - Practice this with a game: Ask each student to do something. They should then respond in one of the previously mentioned ways and then do what they were asked to do.
 - ****Important: This should be practiced a couple minutes each day for the first week and as time allows in subsequent weeks.***
- 5) **Remind students that they are not to engage in romantic relationships at Veritas** (Explain appropriately according to grade level.)



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- 6) How to treat school property** (books, desks, bathroom walls, etc...)
- Students should treat all property remembering that it does not belong to them and that it should be treated with care and respect.
 - Boys do not swing on bar in bathroom.
- 7) How to respond if you think the teacher is wrong about something:**
- Respectfully and calmly express to the teacher your concern.
 - If you still have questions about their accuracy, wait and ask the teacher in private.
 - Always remember that you might be wrong as well.

When the Occasion Arises During the Year, Teachers are to Train Students in the Following:

How to receive a compliment or praise (with thankfulness and humility)

How to receive a rebuke or correction (with apology and humility)

How to point out a mistake that your teacher has made (humbly and respectfully at an appropriate time)

Boys should act as young gentlemen and hold doors open for young ladies

How to know when to stop laughing when something funny happens in class (watch the teacher: he/she stops = you stop)

Keep your eyes on your own paper during a test (looking on another's paper during a test is cheating)

How to pass in papers (Teachers should make their system of paper flow clear to students)

How to respond when someone is doing something that irritates you (i.e. part of their arm is always on your desk. Love covers it up completely or you can graciously talk to him/her. If there is no response, then talk to the teacher).

If students come in regularly with shirts untucked or other common uniform violations – name on the board (Don't nag them—discipline them)

Note: Your students will need to be trained to do these things well. Have them practice before the temptation arises so that you and they know they are capable of obeying.