

LUNCH DETENTION

Writing Yellow/Red Cards

Once you fill out a yellow or Red Card for a student you need to give that card to the student's 5TH PERIOD TEACHER!

Assigning Lunch Detention 5TH PERIOD TEACHERS ONLY

Once a student has received 2 Yellow Cards OR 1 Red Card do the following:

REMINDER: YOU ONLY ENTER YELLOW CARDS ONCE THEY HAVE RECEIVED 2, DO NOT ENTER YELLOW CARDS INDIVIDUALLY.

Step One: Double click the "2010-2011 PBS Lunch Detention Database" Icon on your desktop (It has already been put on there by I.T.)



Step Five: Click in the space directly under “1st Violation” for the scroll arrow to appear and then use the scroll down arrow to choose the teacher’s name who gave the 1st yellow card (you can tell by the date on the card). Click in the cell directly under “2nd Violation” for the scroll arrow to appear again and then choose the teacher’s name who gave the 2nd yellow card.

Detention	1st Violation	2nd Violation	Date to Serve	Served
1st	Caudill	Maslin		<input type="checkbox"/>
*				<input type="checkbox"/>



REMINDER: IF A STUDENT RECEIVED A RED CARD THEN YOU WOULD CHOOSE THE TEACHER WHO GAVE THAT RED CARD **TWICE!** (Ex: If I gave Jo-Jo a red card then his 5th period would choose my name under 1st and 2nd offense)

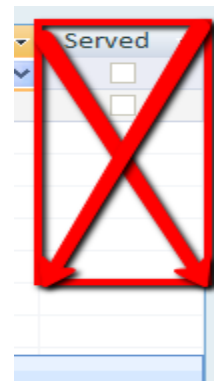
Step Six: Click in the cell directly under “Date to Serve” for the scroll arrow to appear. Use the Scroll down bar to choose the **NEXT AVAILABLE DATE**. The old dates do not disappear so be very CAREFUL when you are assigning the detention date.

Detention	1st Violation	2nd Violation	Date to Serve	Served
1st	Caudill	Maslin	9/14/2010	<input type="checkbox"/>
*				<input type="checkbox"/>

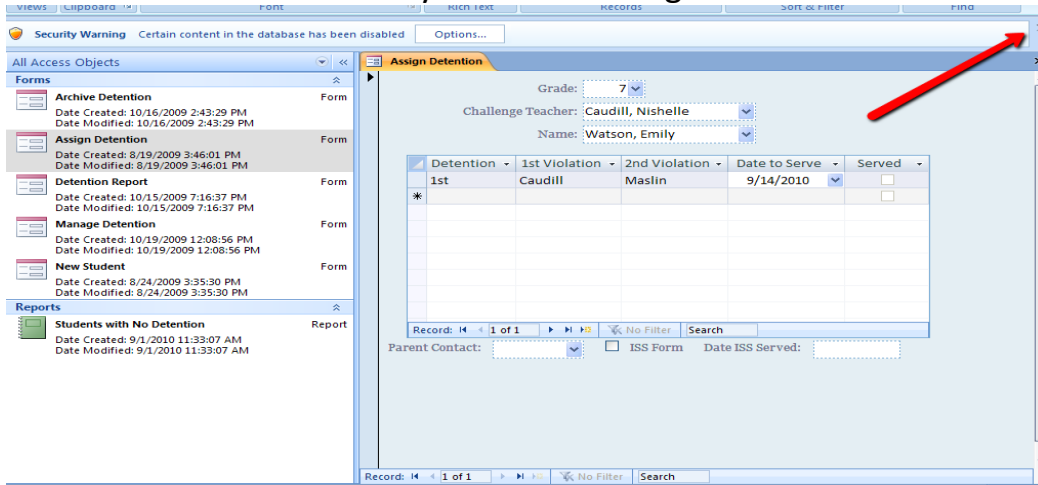
Record: 1 of 1 | No Filter | Search



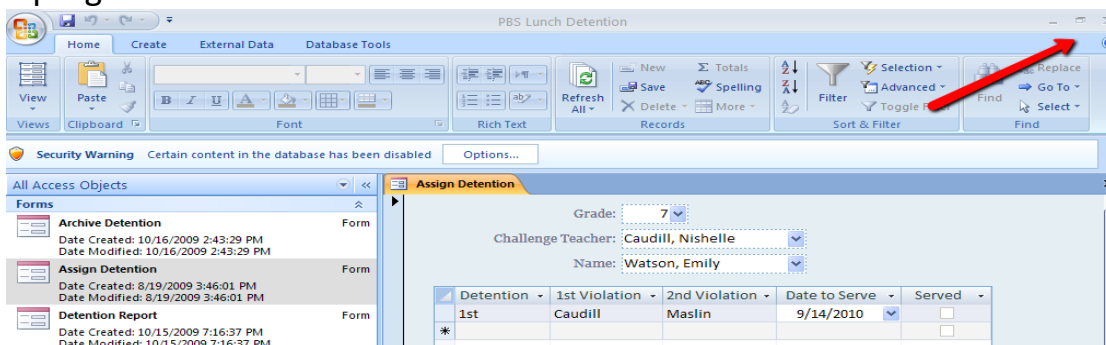
YOU WILL **NEVER** CLICK THE “SERVE” BOX...THIS WILL BE TAKEN CARE OF WHEN STUDENTS SERVE THEIR DETENTIONS AND WILL BE CHECKED BY A MEMBER ON THE PBS TEAM.



Step Seven (a): If the student does NOT have more than 2 lunch detentions then click on the “x” button to exit and the information will be saved automatically.
Repeat steps 1-7a for each student that you need to assign detention for.

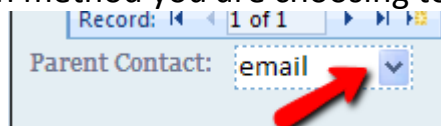


If you do not have any more students to enter, then you may click the **very top** “x” button to exit the entire program.

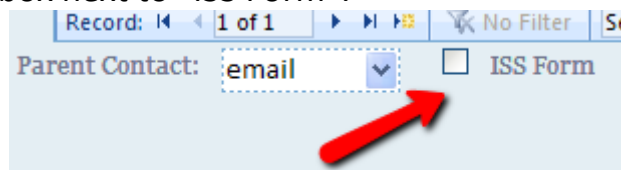


If the student has 2 or more lunch detentions then proceed to step 7b

Step Seven (b): If a student is receiving their 2nd lunch detention (or more) then the guardians need to be contacted. You need to click in the space next to “Parent Contact” and use the scroll bar to choose which method you are choosing to contact them.



Once a student receives their 4th lunch detention they are to be given ISS. If this is the case then you need to click the box next to “ISS Form”.



YOU WILL **NEVER** FILL IN THE "DATE ISS SERVED" BOX THIS WILL BE DONE BY SOMEONE ON THE PBS TEAM AS WELL.



Once all of this is done...then follow steps 7a

All lunch detentions need to be entered by Monday and Wednesday by 3:30pm. The lists will be printed on those afternoons.

Example: If I want Jo-Jo to have lunch detention on Tuesday, September 14th I have to put it into the computer by 3:30 on the 13th. I CAN NOT put it in on Tuesday morning!

New Teachers:

Keep a folder on every student in your 5th Period Class...for specific examples of how to keep up with Yellow and Red Cards ask a teacher that was here last year. I know plenty of us have wonderful Ideas to share!

8th Grade Teachers

I know some of the 8th graders are taking online classes during 5th period. So, April will come up with a plan for who will keep up with those students' yellow and red cards.

If you have any questions please feel free to contact
Nishelle Caudill (7th) or April Anderson (8th)