

Discipline (Virtual Instruction)

If you continue to experience a discipline issue with a student after implementing your individual classroom management procedure, please do the following:

- Remove the student from your meet/zoom (see following if needed)
- Contact the parent/guardian
- Complete a discipline referral form and a written statement
- Submit the discipline referral form/statement to the main office/email
 - Lynthia/Ann B. for 9th and 10th grade
 - Bob/Penny for 11th and 12th grade

How to Remove a Participant?

Remove people during a video meeting (Google Meet)

- On the right, go to People
- Point to the person, and then click Back arrow
- Click Remove

Remove people during a video meeting (Zoom)

- Once in your Zoom meeting, click on Manage Participants on the bottom toolbar in the Zoom meeting window.
- Mouse over the participant name you need to remove from your meeting in the Participant list.
- Click on the More fly-out menu that appears and select Remove.

Additional Resources;

<https://www.youtube.com/watch?v=8AVLXumfLbk>

<https://www.youtube.com/watch?v=ucqMGLWZWX0>

Here are three ways to remove participants and reduce the chances of your Zoom Meeting of becoming the next Zoom bombing victim.

1. How to Remove Participant - Time: [1:35](#)
2. Zoom Administrative Settings to Permanently Prevent Participants Returning - Time: [2:33](#)
3. Adding a Meeting Password - Time: [5:35](#)
4. Force people into a waiting room - Not in the video - Instructions <https://support.zoom.us/hc/en-us/arti...>