

Anderson County Middle School

Discipline and Classroom Management Policy

Policy Statement: School Discipline

Administrators, teachers and staff will provide our students with a safe, caring, supportive and mutually respectful educational setting. Students are expected to cooperate and treat all members of our school community with dignity and respect at all times.

All students, teachers and staff should have the opportunity to participate in a safe, positive environment conducive to growth, teaching, learning and academic excellence.

Each student and teacher has a right to be free from the distractions caused by inappropriate behavior of others.

Each student is responsible for his/her own words, behaviors and actions regardless of circumstance. At times a student may choose behaviors that can be inconsistent with school rules/procedures and positive school climate.

Students who choose to behave in a way that does not support a safe, positive school climate will receive an appropriate consequence that is intended to restore order and provide a teaching and learning opportunity for that student.

Effective discipline is essential for a safe, positive learning environment. The discipline policy of AMS is one strategy to achieve this goal.

Successful and effective implementation of the discipline policy requires communication and a partnership with parents, administrators, teachers, students and staff.

Anderson Middle School-wide Student Expectations

- ✓ Treat others as you want to be treated
- ✓ Be present, prompt and prepared for class
 - ✓ Follow adult directions the first time
- ✓ Use appropriate voice tone and language
- ✓ Keep hands, feet, and objects to yourself

Anderson Middle School Student Guidelines for Success

Be Present
Be Prompt
Be Prepared
Be Positive
Be Productive

ACMS DISCIPLINE & CLASSROOM MANAGEMENT POLICY

Behavior violations are divided into (classroom level) and (administrative level and beyond). Level consequences apply unless otherwise stated with a specific violation. Any display of these behaviors described or other inappropriate conduct that may occur on school grounds, bus, school activity, etc. will receive disciplinary consequences.

Student who may choose behaviors that result in OSS, OCS, ISS or administrative detention will lose privileges regarding participation in extra-curricular activities.

School Officials shall report specific misbehaviors to law enforcement as required by law.

NOTE: Behavior violations are divided into Minor (classroom level) and Major (office and beyond). Level consequences apply unless otherwise stated with a specific violation.

Level 1 Violations (MINOR)

Level 1 violations are addressed at the classroom level prior to becoming an office discipline referral.

- **Cheating/Plagiarism:** Copying or using information of others with intent to represent as one's own work. Classroom teacher will contact the parent in a timely manner about the specific circumstances and possible academic consequences.
- **Disruptive Behavior** Creating, instigating, or being a participant in a manner which distracts from the procedures and order of the school, or takes attention away from the teaching and learning atmosphere within the classroom. Behaviors that inappropriately draws attention from others or the educational focus. This includes, but not limited to throwing, distracting noises, teacher interruptions, being argumentative, uncooperative, shouting, pushing, hitting, poking, pulling, throwing, horseplay, rough-housing, scuffling, running.
- **Failure to follow rules/directions:** Failure to follow school/classroom rules, procedures or reasonable directives by a teacher or authorized school personnel in a non-defiant manner.
- **Non-Compliant Behavior:** Resistance or failure to cooperate with daily common procedural school/classroom expectations or reasonable directions by the teacher or authorized school personnel.
- **Profanity/Vulgarity:** The use of profanity that *is not* directed toward a person or situation and does not disrupt the classroom instructional setting.
- **Public Display of Affection (PDA):** Behaviors that may include, but not limited to holding hands, embracing, kissing and any other intimately suggestive contact, gestures or comments.
- **Tardy to Class:** A student is considered tardy if not in the classroom when the bell rings for class to begin or reporting late to class within 5 minutes of the designated

starting bell time. Time out of class without permission more than 5 minutes will indicate skipping class.

- 1st and 2nd Offenses: Team Level Detention Hall;
- 3rd Offense: (refer to Administration) Office Discipline Referral = Lunch Detention;
- 4th Offense: (refer to Administration) Office Discipline Referral = after school detention

Any other incorrigible bad conduct the principal may reasonably deem to fall within the Level 1 category. Any display of these behaviors that occur on school grounds, bus, school activity, etc. will receive disciplinary consequences.

Level 1 Consequences (MINOR)

Consequences are identified as a progressive list of options from ACMS school-wide classroom standards.

- 1st Violation: Verbal Warning from Teacher
- 2nd Violation: In-Class Time Out
- 3rd Violation: Teacher AM/PM Detention Hall; Parent Contact
- 4th Violation: "Cool Down" with Reflection assignment; Parent Contact
- 5th Violation: Office Discipline Referral

Non-classroom violation, hallways, restrooms etc. Verbal warning to Team

NOTE: Teams and administrators will meet to discuss continuous repeat level 1 offenders to develop a behavior action plan for individual students as needed based on behavior data.

Teacher Response to Level 1 Classroom Violations:

Verbal Warning: When a teacher specifically identifies and redirects a student's behavior toward acceptable expectations. The teacher alerts the student a violation is pending and will be assigned if all inappropriate behaviors do not stop. If the any behaviors persist the teacher will document the verbal warning after and before the student leaves class.

In-Class Time Out: Teacher will ask student to move to an assigned area in classroom that is away from their regularly assigned area to provide students with an opportunity to re-focus for a period up to 5 minutes then return to the regular assigned seat. Student will continue to work on assignment while in Time-Out. If student does not comply, student immediately progresses to next level. The teacher will document the In-class Time Out.

Detention Hall with Teacher: Teachers will hold detention halls for students displaying inappropriate behaviors. The teacher will notify the student of the date and time, and

then document the incident detention date information. This detention time may be before or after school, with consideration given to transportation issues. However, parents will be expected to ensure students will attend assigned detention. **Parent shall be called in advance by the teacher who assigned the detention. Informed of, the behavior issue(s) and the detention date and time.** A student may stay in detention on the same day it was assigned **only** if the parent contacted is agreeable. Teachers will document contacts with parents/guardians in a communication log. If communication by phone is not possible, postal mail is suggested. Failure of the parent/guardian to respond to the supervising teacher after 7 school days needs to be reported to administration. Once a detention hall is assigned, if student continues to disrupt class or disrespect teacher, student automatically progresses to next level. **NOTE: Any student who receives a detention from a team or administrator and fails to serve the detention will receive a Level 2 violation. One attempt may be made to reschedule the detention, but is not required.**

Cool Down: After a 'verbal warning' is given if the student's behavior is considered serious enough for that student to be sent out of the classroom the student may be sent with written permission and current assignment and reflection form to another pre-designated teacher's classroom for up to a 10 minute cool down period. The Initiating teacher documents the 'verbal warning' and 'Cool Down.' Timely parent contact is required concerning the student's behavior and Cool Down assignment. If student continues disruptive/inappropriate behavior while in cool down or after returning to the original teacher, the student is in violation of a Level II Violation and an office discipline referral is complete for administration.

Level 2 Violations (Administrative)

- **Disorderly Conduct:** Creating, instigating, or being a participant in physical, aggressive or angry actions against others, the procedures and order of the school or takes away from the teaching and learning atmosphere within the classroom. This includes, but not limited to throwing, distracting noises, teacher interruptions, being argumentative, uncooperative, shouting, pushing, hitting, poking, pulling, throwing, inappropriate gestures, profanity, vulgarity or any unintentional/intentional reckless behaviors that may pose a health or safety risk to self and others.
- **Defiant Behaviors:** Confrontational or willful, physical and verbal resistance or failure to stop and cooperate immediately with specific directions of the teacher or authorized school personnel to alleviate a circumstance or to remove or prevent the student from continuing scene or disruption. Defiant behavior may also include unintentional/intentional reckless behaviors that may pose a health or safety risk to self and others.
- **Failure to attend Detention:** Any student who receives a detention from a team or administrator and fails to serve the detention will receive a Level 2 violation. One attempt may be made to reschedule the detention, but is not required.

- **Harassment:** Creating, instigating, or being a participant in a hostile environment by means of any gestures, written/electronic communications and/or verbal statements that may include, but not limited to name calling, teasing, taunting, gossiping, note writing, stories, jokes, pictures, objects or gestures, physical acts that knowingly may cause someone to suffer humiliation or embarrassment. (Refer to KRS 525.070)

Consequences for harassment will be as follows:

- **1st offense:** Supervisor/teacher redirects the behavior with a warning and documentation sent to the counselor.
- **2nd offense:** Student participates in a conference with counselor/administrator as a final warning.
- **3 or more offenses:** Automatic progression into Level 2 or 3 violations and consequences.

- **Profanity/Vulgarity:** The use of profanity or vulgarity in verbal, written/electronic form that *is* directed toward a person or situation; this may include shouting out profanity in class that creates a disruption to the learning or draws attention from the other students

- **Skipping Class/Leaving w/out Permission/ Unauthorized Absence from Class:** Failure to report to class or assembly within the given time frame; reporting to class or assigned area more than 5 minutes after the designated starting class time will be considered skipping class.

- **Repeat Level 1 Violations**

Any other incorrigible bad conduct the principal may reasonably deem to fall within this category. Any display of these behaviors that occur on school grounds, bus, school activity, etc. will receive disciplinary consequences.

Level 2 Consequences (Administrative)

Consequences are identified as a progressive list of options from which the administration/designee may choose, or use in combination.

- Minimum Violation: Conference
- 1st Violation: 1 Lunch Detention
- 2nd Violation: 2 Lunch Detentions
- 3rd Violation: 1-2 after school detention
- 4th Violation: 1-2 days In-School Suspension
- 5th Violation: 1-2 days Off Campus Suspension

Administration reserves the right to schedule the above consequences in the best interest of the school and all students.

Level 3 Violations (Administrative)

- **Fighting:** An aggressive, physical conflict between two or more students that may include but not limited to throwing punches with fists, and could result in physical injury. **Anyone who throws a punch will be administered a consequence even if in retaliation. Consequences for fighting are as follows:**
 - 1st offense: 1-3 days Off Campus suspension;
 - 2nd offense: 1-3 days Out of school Suspension;
 - 3rd Offense and after: 3-5 days Out of school suspension.
- **Exhibiting Dangerous Behavior:** Behaviors that pose a health or safety risk to self and others. This includes, but not limited to possession of fireworks, misuse of appliances/equipment, possession of caustic agents or sharp objects.
- **Skipping School- Unauthorized Departure/Absence from School:** Leaving school grounds without permission; absence from school without parent/guardian knowledge or permission.
- **Sexual Harassment:** Committing unwelcomed behavior in a sexual nature (unsolicited or nonreciprocal) that interferes with the life of the targeted individual. This includes use of sexist terms, comments about body parts, sexual advances, unwanted touching, gestures, taunting, sexual graffiti, and rumors about someone's sexual identity or activity.
- **Insubordination/Defiance of Administration:** Delaying or failure to follow the immediate direction of principal or other administrator.
- **Profanity/Vulgarity Directed Toward a Teacher/School Employee:** Using profanity or vulgarity in a physical gesture, verbal, or written/electronic manner toward a teacher, administrator, school employee or school visitor.
- **Tobacco-Possession/Use of Tobacco (Smoking) and/or Tobacco Products:** Students shall not possess, sell, give away, transmit, smoke, or use tobacco products at school, on a school bus, or at any school related activity, or on school grounds. Nor shall any student possess smoking paraphernalia such as lighters, matches, or cigarette papers on school property or at any school related activity. Refer to board policy 0.94232 for further details.
- **Bullying/Hazing/Intimidation:** Use of lewd, profane or vulgar language toward an individual; behaviors such hazing, bullying, taunting, intimidating, verbal or physical abuse of an individual, or other threatening behavior; displaying acts which alarm or seriously annoy an individual and serves no legitimate purpose; creating a hostile environment through behaviors listed above that could cause an individual to suffer fear of physical harm or intimidation. Any of these behaviors can include the use of electronic or online methods of communication. Refer to the Anderson County Schools Board Policy 09.422 and KRS 525.070.
- **Stealing/Theft (less than \$100):** Intentional, unlawful taking and/or carrying away of property valued at less than one hundred dollars (\$100). Students/parents must make restitution.

- **Vandalism (Less than \$100):** Destroying, mutilating, or defacing school buildings or school property with damages less than one hundred dollars (\$100). Students/parents will make restitution.
- **Repeat Level 2 Violations**

Any other Incurable bad conduct the principal may reasonably deem to fall within this category. Any display of these behaviors that occur on school grounds, bus, school activity, etc. will receive disciplinary consequences.

Level 3 Consequences (Administrative)

Consequences are identified as a progressive list of options from which the administration/designee may choose or use in combination.

- 1st Violation: 2-3 days In-School Suspension
- 2nd Violation: 3-5 days In-School Suspension
- 3rd Violation: 1-3 days Off Campus Suspension
- 4th Violation: 3-5 days Off Campus Suspension
- 5th Violation: 3-4 days Out-of-School Suspension/parent-administrator conference

Administration reserves the right to schedule the above consequences in the best interest of the school and all students.

Students who are suspended from school are not allowed on school grounds, nor may they participate in any school activity on or off campus during the suspension period. This includes extracurricular activities sponsored by Anderson County School System.

Level 4 Violations (Administrative)

- **Terroristic Threatening 1st Degree:** Intentionally making false statements that a weapon of mass destruction has been placed on any school or district property, property of a district employee, or property of a government agency. Refer to KRS 508.075
- **Terroristic Threatening 2nd Degree:** Threatens to commit any act likely to result in death or serious physical injury to any individual or group affiliated with the school and/or is reasonably expected to lawfully be on school property or at a school-sanctioned activity. Refer to KRS 508.080
- **Assault: Assault 4th Degree:** Intentionally or wantonly causing physical injury to another person. Refer to KRS 508.030
- **Bomb Threat:** Making a threat, by any method, that a bomb has been placed in or is ready to explode on school property or at a school sponsored activity
- **Exhibiting dangerous behavior-Arson:** Starting or attempting to start a fire within the school, on school grounds, or on a school bus.

- **Exhibiting Dangerous Behavior – Activating a Fire Alarm:** falsely activating a school fire alarm or falsely alerting the fire department
- **Stealing/Theft (more than \$100):** Intentional, unlawful taking and/or carrying away of property valued at more than one hundred dollars (\$100). Also includes possession of stolen property valued at more than one hundred dollars (\$100). Students/parents must make restitution.
- **Vandalism (more than \$100):** Destroying, mutilating, or defacing school buildings or school property with damages valued at more than one hundred dollars (\$100). Students/Parents must make restitution.
- **Dangerous Instrument-Possession/Use/Transfer of Weapons:** Possessing, using, or transferring any weapon or dangerous instrument including but not limited to the following: firearms, knives, BB guns, clubs, and brass knuckles. A list can be found in the Anderson County Schools board policy 05.48.
- **Possession/Use/Transfer of Alcohol, Drugs or Controlled or Prohibited Substances:** Possessing, using, or transferring prohibited substances as defined by the Anderson County Schools board policy 09.423 which includes, but not limited to, alcoholic beverages, controlled drug substances, drug paraphernalia, "look alike" substances, intoxicating substances including, but not limited to, synthetic marijuana, and any prohibited substance however taken or used including, but not limited to, inhaling, ingesting, huffing, and/or injecting. These include, but are not limited to, prescription and over-the-counter drugs or for the purpose of sale or distribution.

Any other incorrigible bad conduct the principal may reasonably deem to fall within the Level 4 category.

Students who are suspended from school are not allowed on school grounds, nor may they participate in any school activity on or off campus during the suspension period. This includes extracurricular activities sponsored by Anderson County School System.

School Officials shall report these misbehaviors to law enforcement, as well as other misbehaviors, as required by law.

Level 4 Consequences (Administrative)

Consequences are identified as a progressive list of options from which the administration/designee may choose, or use in combination.

(Minimum): 5 days Out-of-School Suspension

(Maximum) Includes Minimum consequence with possible extensions and administrative hearing and/or board hearing.

Administration reserves the right to schedule the above consequences in the best interest of the school and all students.

Students who are suspended from school are not allowed on school grounds, nor may they participate in any school activity on or off campus during the suspension period. This includes extracurricular activities sponsored by Anderson County School System.

POSITIVE BEHAVIOR REWARDS /INCENTIVES

Positive behavior rewards and incentives for ACMS students will focus on appropriate student behavior, achieving high grades, and being present at school.

Rewards/Incentives will be available to students for:

- receiving no behavior referrals at Level 1 cool down, Levels 2,3 or 4;
- achieving A-B Honor Roll, and
- individually achieving 96% average daily attendance at the time of his/her name being drawn.

ACMS Incentive Program will consist of:

- A. School wide drawing (Wed.)
- B. Classroom drawing (Fri.)
- C. 4 ½ week incentive activities (1 hour)
- D. 9 week incentive activities (2 hour)

School wide drawings held Wednesdays during lunch at each grade level will be the responsibility of administration.

Classroom drawings held on Fridays will be the responsibility of the teacher in charge of each class period.

SBDM Council 1st Reading for Approval: June 9, 2014

SBDM Council 2nd Reading for Approval: _____

SBDM Council Approval Date: _____

Council Chairperson Signature: _____

Classroom Behavior Log

Actions:

**T = Time Out
Detention**

CD = Cool Down

AD = After School Team

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