

# Northeast Middle School School Wide Discipline Plan



## School Rules

- Be safe
- Be respectful
- Be responsible

## **DISCIPLINE PLAN**

Inappropriate behaviors at Northeast Middle fall into 4 categories or levels of offenses. Each level is addressed either by the classroom teacher or school administration.

### Examples of Level 1 Offenses

- Handled by the teacher – Follow classroom discipline plan; Documentation of the behavior. (Ex. Warning)
- 2<sup>nd</sup>/3<sup>rd</sup> Offense – Parent contact by classroom teacher (Ex. Timeout in another room)
- 4+ Offenses = Repeat Offender – Referral to office

<b>Level 1 Offenses</b>	
Not following directions Inappropriate laughing/sneering Derogatory notes/pictures Name Calling/Teasing Put downs/Taunting/Mocking Excessive talking	Eye rolling Interrupting Refusing to work Misuse of materials Use of electronics at inappropriate times Running in hallways

### Examples of Level 2 Offenses

- Handled by the teacher with documentation of the behavior.
- Parent contact by classroom teacher
- Repeat Offender – Referral to office/removal from class

<b>Level 2 Offenses</b>	
Damaging Property Back talking/arguing Inappropriate gestures/language Talking under breath (no scene)	Open defiance Cheating/lying Generally Disruptive

### Examples of Level 3 Offenses

- Handled by administration. **Direct office referral** with accompanying referral form.
- Parent contact by administrator or teacher (TBD)- Phone call with consequence (Ex. Restricted specials, lunch and/or recess; Partial day ISS → OSS)

Level 3 Offenses	
Repeated Level 1 or 2 offenses Hitting Inappropriate touching Obscene gestures Inappropriate gestures Inappropriate Dress Leaving class without permission/ skipping class	Throwing objects Threatening bodily harm Stealing Use of profanity in class or in halls Pulling fire alarm Harassment

### Examples of Zero Tolerance Offenses

- Automatic Suspension

Zero Tolerance
Drugs (use or possession) Sexual harassment *Bullying – see definition below Fighting Weapons/facsimile of a weapon/dangerous instrument Leaving school without permission Assault with intent to fight with another student

# DISCIPLINE PROCEDURES

## Classroom

- Level 1 and Level 2 behaviors handled by the teacher.
  - The teacher will follow individual classroom hierarchies of behavior management.
  - At least 3 interventions/strategies (one must be a parent contact) must be implemented before writing a referral.
  - Documentation and data collection are required. (Note previous interventions on referral)

## School Administration

- Level 3 behaviors handled by administration.
  - Results in a direct office referral.
  - An administrator or teacher (TBD) will contact student's parent with consequence.
  - An appropriate consequence will be given as decided by administration

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

## Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. Documentation of parent communication and strategies should accompany referral.
4. All Level 3/Safe School Violations warrant an immediate office referral. A completed office referral form must accompany the student to the office.

## Bullying Definition

1. Intent to Cause Harm – actions done by accident are not bullying; the person bullying (aggressor) has a goal to cause harm, NOT AN ACCIDENT
2. Imbalance of Power – the aggressor uses their power--physical or emotional--or status to control or harm and the people being targeted may have a hard time defending themselves.
3. Repetition – incidents of bullying happen to the same person more than once by the same person or a group of people

## PBIS School matrix

I AM:	All Settings	Classroom Monday	Hallways Tuesday	Cafeteria Friday
<b>Prepared to Learn</b>	<ul style="list-style-type: none"> <li>-Listen and follow all adult directions</li> <li>-Stay in assigned areas</li> <li>-Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Be prompt</li> <li>-Have all required supplies and assignments for class</li> <li>-Stay in assigned area or seat</li> <li>-Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>-Keep books and papers off of the floor</li> <li>-Have a hall pass-</li> </ul> <p>Walk quietly and carefully to allow for learning</p>	<ul style="list-style-type: none"> <li>-Enter and leave in an orderly silent line</li> <li>-Sit and remain in assigned areas</li> <li>-Clean up behind yourself (tables and floor)</li> </ul>
<b>Respectful And Kind</b>	<ul style="list-style-type: none"> <li>-Speak quietly and politely</li> <li>Keep hands, feet and objects to self</li> <li>-Keep our school clean</li> <li>-Respect others' comments, opinions, and ideas</li> </ul>	<ul style="list-style-type: none"> <li>-Remain quiet when others are speaking</li> <li>-Raise hand to speak or move</li> <li>Respect property and all people</li> <li>-Be honest</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all adult directions</li> <li>-Keep hands, feet and objects to self</li> <li>-Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Use proper manners</li> <li>-Talk quietly</li> <li>Keep hands, feet and objects to self</li> <li>-Don't take food from others</li> <li>-Stay seated until an adult excuses you or class</li> </ul>
<b>Responsible by Learning to Master</b>	<ul style="list-style-type: none"> <li>-Walk on the right side of the hall</li> <li>-Report accidents to an adult</li> <li>-Ask questions and ask for help</li> <li>- Participate in all tasks with full effort and positive attitude</li> <li>-Be a team player by helping others</li> </ul>	<ul style="list-style-type: none"> <li>-Pay attention by facing the speaker</li> <li>-Take complete notes</li> <li>-Ask appropriate questions</li> <li>- Participate in all tasks with full effort and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>-As a class walk in silent straight lines</li> <li>-Go directly from one class to the next</li> <li>-Stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all open food and drinks in the cafeteria</li> <li>-Place trash in trash cans</li> </ul>

Bathrooms Monday	Lockers Tuesday	Assemblies 1 week prior to	Bus/Car Parking Lot Wednesday	Athletic Fields/Gym Thursday
---------------------	--------------------	-------------------------------	-------------------------------------	------------------------------------

<ul style="list-style-type: none"> <li>-Wash hands with soap and water</li> <li>-Keep water in the sink</li> <li>-Use the facilities in a timely manner</li> <li>-Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Shut locker door carefully and quietly</li> <li>-Clean up the floor around the lockers</li> <li>Use lockers only at designated times</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit in an orderly silent straight line</li> <li>-Remain with class</li> <li>-Get quiet at first signal and then sit quietly</li> <li>-Actively listen</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at all times keeping on the sidewalk</li> <li>-Wait for all vehicles to stop</li> <li>-Board bus only when driver is present</li> <li>-Line up along the blue railing and watch for car</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in assigned area</li> <li>-Line up at first signal</li> <li>-Enter and exit building in an orderly single file line</li> </ul>
<ul style="list-style-type: none"> <li>-Allow privacy of others</li> <li>-Use appropriate language and voice levels</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Place only your belongings in locker</li> <li>-Take turns getting to lockers</li> <li>-Use appropriate language and voice level</li> </ul>	<ul style="list-style-type: none"> <li>-Applaud appropriately to show appreciation</li> <li>-Raise your hand to share</li> <li>-Keep comments and questions on topic</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all adult and driver directions</li> <li>-Use a quiet and polite voices</li> <li>-Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet and objects to self</li> <li>-Take turns and share equipment</li> <li>-Show good sportsmanship</li> <li>-Use polite language</li> </ul>
<ul style="list-style-type: none"> <li>-Carry a hall pass</li> <li>-Keep restroom clean</li> <li>-Report Problems to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Keep locker locked</li> <li>Use only your assigned locker</li> <li>- Get everything needed from locker</li> </ul>	<ul style="list-style-type: none"> <li>Keep eyes on the speaker</li> <li>-Actively listen and participate when instructed</li> </ul>	<ul style="list-style-type: none"> <li>-Proceed directly to assigned bus or car area</li> <li>-Belongings are packed away</li> <li>Remain on the Sidewalk at bus stops</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all safety rules</li> <li>-Actively participate in the activity</li> <li>-Respect the equipment, use it for its intended purpose only</li> <li>-Return the equipment to its proper place</li> </ul>