

MEIGS

Academic Magnet

MIDDLE SCHOOL

School Wide Discipline Plan

2013-2014

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The staff of Meigs Academic Magnet School believes the environment of the classroom and the overall school should be orderly and free from disruption. We believe that our students can and should behave appropriately. ***We believe that appropriate behavior should be modeled, encouraged, and acknowledged.*** These beliefs have led to the development of our revised school-wide discipline plan.

Expectations for Student Behavior: The Three R's

In support of our beliefs, we have established the following three major expectations for student behavior (*Examples follow each expectation*):

1. We will be RESPECTFUL.

- Be kind to self and others (*do not bully or harass others*)
- Take care of school property (*keep school property clean and free of graffiti or vandalism*)
- Listen courteously to and follow instructions or directions
- Respect personal space (*keep hands, feet, objects to self*)
- Listen when others are talking
- Dress appropriately for school
- Be positive (*keep negative comments to self*)

2. We will be RESPONSIBLE.

- Make good choices
- Take care of yourself
- Keep up with your books, pencils, jackets, etc.
- Complete work on time
- Carry ID Badge at all times
- Be on time for school and class
- Come to class prepared for success by bringing necessary materials (*paper, pencils, books, etc.*)

3. We will be RESOURCEFUL.

- Try to solve problems or locate needed information on your own before asking teachers for assistance
- Use materials wisely, recycling when possible

Student Rewards, Incentives, & Recognition

When students meet or exceed school behavioral expectations, they will have the opportunity to participate in the following activities (*to qualify, students must have no less than a 3 effort grade in all of their classes for that particular nine weeks, and must not have been referred to the office*):

- **Meigs Mixer** -two per year during school hours. 5th & 6th and 7th & 8th grade will be held separately
- **Grade Level Reward Activities** -ex: movies, games, intramurals, and musical jam sessions. These will occur in individual classrooms or outside
- **Faculty versus student games and activities**-ex: pie in face, duct tape staff member to wall, etc.
- **Guest speakers & performances**-ex: Tennessee Arts commission, Nashville Symphony Ensemble, other celebrity guests. These sessions will probably take place during intervention periods
- **Jump Rope for Hearts**
- **Regular Drawings**-Students may use their Meigs Moolah as a ticket and have the opportunity to win Meigs Mart items, gift certificates, game tickets, concession vouchers, and other prizes.
- **Twice a Year Drawings** -Students with leftover Meigs Moolah will have the opportunity to use their Moolah as a raffle ticket for the remaining prizes and the grand prizes (i.e. iPad minis).
- **End of Year Carnival**- Students may have the chance to purchase tickets to play carnival like games, or purchase carnival like concessions. Proceeds will help fund student incentives for next year.

In addition to participation in special activities, students who meet or exceed school behavioral expectations may be recognized in the following ways:

- **Meigs Moolah** - School wide reward for exceptional behavior. Each faculty member will receive \$50 worth of Meigs Moolah (Mr. King will get extra) to hand out as appropriate each nine weeks. The Moolah may be used to buy select items or privileges, and it may be used to enter raffles. What we select as items and privileges for sale or raffle will be decided by student council, PTO, and staff members. Some ideas of privileges include: designee for Dr. Underwood's High 5 or announcements for one day, court side seats with complementary refreshments for you and a friend, and a reserved table for you and 7 other friends in the cafeteria or outside. If defaced or lost, the Moolah will not be usable or replaced. Student Council will meet to decide on the most popular incentives at the beginning of each year.
- **High 5 board in school and on School website** -Teachers will nominate students for great citizenship and going the extra mile. This will be posted in the lobby and online.
- **Personalized Positive Phone Calls or E-mails** -Teachers will make phone calls or send e-mails to inform parents of their child's extraordinary positive behavior, effort, or citizenship. (Teachers are encouraged to do at least one per week).
- **Individual classroom behavior recognition systems**

Student Behaviors that are referred to the Office

At Meigs we believe in progressive discipline whereby teachers use their own classroom discipline plans to handle most inappropriate

behavior. However, repeated misbehavior or more serious violations will result in a discipline referral being sent to the office.

The following student behaviors will result in a discipline referral being sent to the office:

- Fighting or hitting,
- Abusive and/or profane language used in an aggressive manner against a fellow student or staff member,
- Academic misconduct (*cheating or plagiarism*),
- Theft,
- Vandalism or Graffiti,
- Repeated classroom violations, &
- All Zero Tolerance offenses as outlined in MNPS code of conduct.

DISCIPLINE Policies & Consequences

When a student is referred to the office, the acting administrator will investigate the situation and will act in accordance to federal, state, district, and building guidelines and procedures. Potential consequences may range from a conversation with the student and his or her parents to an expulsion from the school. The following are School policies for handling some specific violations of school rules.

Meigs CELL PHONE & ELECTRONIC DEVICE POLICY

At Meigs we encourage student use of technology. Therefore, students may possess a cellular telephone, iPad, Kindle or other electronic devices while at school or school related events. However, during school hours (7:30 am-3:00 pm) the electronic devices must remain off, not on vibrate, and must remain concealed unless used with teacher permission as part of a classroom activity.

1st offense -- Referral written, phone or electronic device is confiscated and stored in main office, parent conference for retrieval.

2nd offense – Referral written, phone or electronic device is confiscated and stored in main office, parent conference for retrieval, and up to 3 days ISS.

3rd offense – Referral written, phone or electronic device is confiscated and stored in main office, parent conference for retrieval, and up to 3 days OSS.

**Continued offenses may result in a behavior contract, additional days of OSS, and potential revocation.*

Meigs DRESS CODE POLICY

Students must adhere to Meigs Dress Code Policy.

1st offense- Verbal Warning, self-correction, call home later to parents (if dress code violation is extreme, student will be sent to office. Student will then have the option to call home and to change clothes. If the student is unable or unwilling to change, the student will spend the day in ISS)

2nd offense- Send to office with referral, Student will then have the option to call home and to change clothes. If the student is unable or unwilling to change, the student will spend the day in ISS.

3rd offense- Send to office with referral, **ISS 1-3 days**

4th offense- Send to office with referral, **ISS on that day, Provisional Out-of-school Suspension** the following day (the student must return with a parent for a conference with an administrator).

**Continued offenses may result in a behavior contract, additional days of OSS, and potential revocation.*

Meigs TARDY POLICY

Students are expected to arrive on time for school and class each day. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary. In addition, excessive tardiness or early dismissals may result in a reduced effort grade (*for excessive tardies during the school day*) and a student being revoked from the school.

Meigs ACADEMIC MISCONDUCT/Cheating/Plagiarism POLICY

When students are expected to do their own work (on assignments, projects, and assessments), **they will not cheat, copy, or take credit for somebody else's work.** When using other people's ideas, words, or information, students will properly cite their sources of information.

1st offense- Referral to office, 1 day of ISS, Academic Misconduct Assignment, redo or alternate assignment from teacher. The redo or alternate assignment will follow the building policy for redoing summative assessments (in terms of the due date and maximum score allowed).

2nd offense- Referral to office, 1 days of Out-of-School Suspension, referral to counselor for Support Team (S-Team) meeting with parents, student returns with parent for S-Team and to establish a behavior contract, redo or alternate assignment from teacher. The redo or alternate assignment will follow the building policy for redoing summative assessments (in terms of the due date and maximum score allowed).

3rd offense- Referral to office, 2-3 days of Out-of-School Suspension, student returns with parent to review behavior contract, redo or alternate assignment from teacher. The redo or alternate assignment will follow the building policy for redoing summative assessments (in terms of the due date and maximum score allowed). Student's name submitted for potential revocation (removal) from school at the end of year.

Meigs FIGHTING POLICY

1st offense- Refer to office, 1-3 days OSS (potential for juvenile citation/arrest)

2nd offense- Refer to office, 3-5 days OSS (potential for juvenile citation/arrest), Referral to Counselor for S-Team, Return with parent to develop FBA/behavior contract.

3rd offense- Refer 5-10 days OSS (potential for juvenile citation/arrest and expulsion for repeated violations)

Inappropriate Public Display of Affection (PDA)

Inappropriate public displays of affection will not be permitted on school grounds (including the parking lot) or permitted during school related functions. This includes, but is not limited to, the following behaviors: kissing, extended embracing, hand holding, and hugging, putting your hands in another student's pocket, and sitting on another student's lap.

1st offense- Verbal Warning

2nd offense- Verbal Warning, Call home

3rd offense- Refer to office, Call home, ISS on separate days.

4th offense- Refer to office, Call home, OS on separate days, referral to counselor for S-Team, Return with parent for S-Team and to develop FBA/behavior contract.

**Continued offenses may result in a behavior contract, additional days of OSS, and potential revocation.*

Meigs REPEATED VIOLATIONS

Students can be referred to office for repeated violation of classroom rules and procedures. However, prior to this referral a parent must be contacted and the classroom teacher must provide evidence of multiple classroom interventions.

Works Cited

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2012-2013 Meigs Academic Magnet School Dress Code

TOPS

The following appropriately fitted tops are allowed:

- Collared shirts - any color or pattern, with sleeves
- Meigs Wear - any color or pattern, with or without collars, with sleeves
- Sleeveless team jerseys with tee shirt underneath, on game days
- Sweatshirts, hoodies, vests, jumpers, dresses - any color or pattern

The following are not allowed:

- Spaghetti straps, tank tops, tube tops
- Hoods on heads inside the building
- See-through clothing of any kind
- Shirts that display cleavage or mid drift
- Inappropriate writing or images

BOTTOMS

The following appropriately fitted bottoms are allowed:

- Pants, skirts, shorts, dresses, and jumpers that extend below finger tips
- Pants of any color or pattern (jeans are permitted)
- Meigs Wear shorts
- Leggings if worn under clothes of the appropriate length

The following are not allowed:

- Holes, rips, frayed hems, or patches
- Inappropriate writing or images
- Gym shorts outside of the gym
- Sweat pants of any kind, except when worn as part of a uniform on game days only

FOOT WEAR, HEAD WEAR, OUTER WEAR

The following are not allowed:

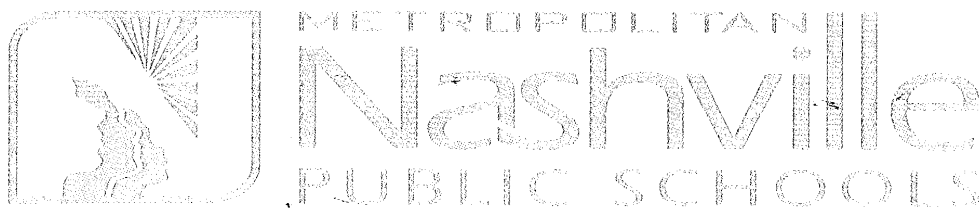
- Flip flops, house shoes, or bedroom slippers.
- Sandals without a heel strap
- Bandanas, scarves, sweatbands, sock hats, baseball caps, berets, do-rags, or hair nets

MISCELLANEOUS

- No chains or spiked accessories
- No tattoos that display inappropriate images or messages
- Special Provisions
- Approved head covering worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

****Meigs reserves the right to modify this policy as necessary and reserves the right to determine what might be disruptive and unsafe.***

**Student Use of Personal Technology
SP 6.107**



Tier-Level Usage of Personal Technology

High School

A student may possess a cellular telephone or other personal technology on school property and may use such technology during lunch and transition times. Use of personal technology during instructional periods is generally prohibited.

Middle and Elementary School

A student may possess a cellular telephone or other personal technology on school property. Use of such technology will be at the discretion of the building administrator. If the building administrator elects to allow modified use of personal technology, plans must be submitted to the appropriate tier-level Associate Superintendent or Executive Director for approval.

Schools with Special Circumstances

Administrators of schools with special circumstances, e.g., alternate learning centers, may add additional restrictions for use of personal technology with the approval of their respective Associate Superintendent or Executive Director.

Assumption of Risk

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

Use of Personal Technology during Classroom Instruction

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

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July 2010

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July 2009
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June, 2004
August, 2006
July, 2009

Review
Annually

Student Use of Personal Technology SP 6.107

Personal Technology Defined

Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. Headphones must be used for personal technology used to play music or video.

Consequences for Violation

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside these parameters will result in confiscation of the technology until such time as it may be at the discretion of the building administrator. While the classroom teacher may confiscate personal technology devices used in violation of this policy, those devices which are confiscated are sent to school administration. Therefore, personal technology devices may only be retrieved from office administration during designated office hours as prescribed by school administration.

A student in possession of personal technology in violation of this policy is subject to the following:

First Offense:

- Device will be confiscated and returned to the student at the discretion of the building administrator.

Second Offense:

- Device will be confiscated
- Parent conference required to retrieve device

Third Offense:

- Device will be confiscated
- Parent conference
- Disciplinary consequence at the discretion of the building administrator

Four or More Offenses:

Students in violation of this policy on four or more occasions are subject to additional consequences, which may include, but are not limited to:

- In-School Suspension
- Out-of-School Suspension
- Disciplinary consequence at the discretion of the building administrator

Severe Clause:

Highly inappropriate activities, include but are not limited to:

- Communication that contains inappropriate content, profanity, intimidation or threats to others;
- Cheating and other forms of academic dishonesty;
- Taking or showing inappropriate photographs/video;

Student Use of Personal Technology
SP 6.107

- Communicating with groups or individuals in a manner that causes a disruption of the school environment; and/or
- Refusal to relinquish phone to persons of authority upon request.

Violation of the severe clause may result in suspension from school for up to 10 days regardless of the number of previous offenses.

Safekeeping of Confiscated Cell Phones

Personal technology which is confiscated must be taken to school administration and will be secured in a safe location. The device may not be searched while in possession of the school unless the building administrator has individualized suspicion, consent or waiver by the owner of the device, or extenuating circumstances that pose a grave security threat.

References/Authority

Student Code of Conduct

TCA §49-2-203

SP 6.110 Bullying and Harassment

Student Identification Guidelines

The following guidelines apply to students grades 9-12:

1. Students must have an ID badge on their person at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
2. Students must present their ID badges to a school official upon request.
3. Students who display their ID badges during school hours may be eligible for random incentives at school discretion.
4. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
5. ID badges are not hall passes. However, students may be required to show their ID in addition to the school's hall pass policies.
6. Schools may require ID badges to be used to access school programs such as library, food service, and other functions as technology-based applications increase.
7. Schools may charge a \$5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.