

Meigs Academic Magnet School Wide Discipline Plan

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 our students can and should behave appropriately. ***We believe appropriate behavior should be modeled, encouraged, and acknowledged.*** These beliefs have led to the development of our 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:

1. We will be RESPECTFUL.

- Be kind to self and others
- Take care of school property
- Dress appropriately for school
- Be positive

2. We will be RESPONSIBLE.

- Make good choices
- Take care of ourselves
- Keep up with our books, pencils, jackets, etc.
- Complete work on time and with our best effort
- Carry ID Badge at all times
- Be on time for school and class
- Attend class prepared for success by bringing necessary materials

3. We will be RESOURCEFUL.

- Solve problems
- Use materials wisely and recycle when possible
- Locate needed information on your own before asking teachers for assistance

Need help with your homework?

CALL HOMEWORK HOTLINE!

(615) 298 – 6636

Toll Free: 1 – 888 – 868 – 5777

Belmont: (615) 298 – 1470

4 – 8 P.M., Monday – Thursday

English – Spanish – Arabic – Kurdish – Swahili

Student Rewards, Incentives, & Recognition

When students meet or exceed school behavioral expectations, they may receive Live School points. Also, students will have the opportunity to participate in various activities.

- **Grade Level Reward Days** -ex: Sports & activities outside & inside, as well as DJ dances. *(To qualify for Grade Level Reward Days, students must have no less than 75% assignment completion in all of their classes for that particular nine weeks, and must not have been referred to the office.)*
- **Weekly Meigs Moolah** -Students may use Live School points to purchase Meigs Moolah which can be used as a raffle ticket in our weekly drawings and as currency to purchase items or privileges at the grade level stores and Reward Days.
- **End of Semester Drawings** –At the end of each semester there will be a Meigs Moolah drawing for a grand prize (ex. iPad mini).
- **End of Year Carnival**- In May, All students have the opportunity to participate in the School Carnival.

Student Behaviors Referred to the Office

At Meigs we believe in progressive discipline whereby teachers use a classroom discipline plan to handle most inappropriate behavior. However, a more serious violation or repeated misbehaviors will result in a discipline referral being sent to the office. *Disciplinary Referral consequences may include the following: Restorative Conference or Local Discipline, In School Suspension (ISS), Out of School Suspension (OSS), or Expulsion. All Zero Tolerance offenses defined by state law require a mandatory expulsion of 180 school days.*

Serious violations referred to the office may include the following:

- Extreme disruption of the school environment
- Abusive and/or profane language used against a fellow student or staff member
- Fighting or hitting
- Theft
- Vandalism or Graffiti
- All Zero Tolerance offenses as outlined in the MNPS Student-Parent Handbook

Meigs ATTENDANCE & TARDY Policy

Students are expected to attend school and to arrive on time to their classes. For excused absence, a parent note or email must be delivered (within 1-3 days after the absence) to the attendance clerk in the main office with the student's name, date of absence, and the reason for the absence clearly stated. **If students miss 10 or more days of school, a letter from the principal will be sent to their parents. This letter will state that all future absences will require a doctor's note to be excused.**

When a student is tardy to class or school, they will sign the classroom tardy log. When students accumulate their 3rd and 4th tardy, the students and their parents will be warned by the classroom teacher that they will receive an office referral if they reach the 5th tardy. **After the 5th unexcused tardy, students will receive an office referral.** **When there are major traffic issues, the principal may excuse students from signing the tardy log.*

Meigs CELL PHONE & ELECTRONIC DEVICE POLICY

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

1st offense – Discipline Referral, device is confiscated and stored in main office, and the student may retrieve device from main office after school.

2nd offense – Discipline Referral, device is confiscated and stored in main office, the student may retrieve device from main office after school, and the student may receive 1-3 days of ISS.

3rd offense – Discipline Referral, device is confiscated and stored in main office, the student may retrieve device from main office after school and the student may receive up to 3 days OSS.

Meigs Academic Magnet School Honor Code

As a Meigs student, it is my responsibility to be academically honest at all times. I understand that *cheating, dishonesty, and the misuse of the work of others and falsely claiming it as my own, constitute behavior that is contrary to the sense of who we are as a community*¹ I understand that academic dishonesty is *not only disrespectful to our academic community as a whole, but also unfair to individuals in our community who work diligently and honestly to complete assignments in a proper manner*².

At Meigs, we declare that *cheating and dishonesty in any form is inconsistent with our values and aspirations, and in particular, the following forms of behavior will not be tolerated at our school*:

1. **Copying the work** (including homework, written assignments, or projects of any kind) of another student and representing it as one's own;
2. **Copying the answers of another student during an exam, a test, or a quiz;**
3. **Possessing or using notes or crib sheets during an exam, a test, or a quiz;**
4. **Completing any assignment in a fashion forbidden by the teacher who makes the assignment;**
5. **Plagiarism** (which we define as "to represent the words or unique ideas of another as one's own, or to quote the words of another individual or source in a written assignment without giving appropriate attribution to the true source");
6. **Obtaining from another student who has previously taken an exam, test, or quiz, information relating to either the questions on the exam, test, or quiz, or any responses to such questions;**
7. **Lying to a teacher about an assignment, or about one's reason for failing to complete or turn in an assignment;**
8. **Lying to a teacher about anything else having to do with one's schoolwork, attendance, or tardiness to class.**

We further declare that a student who aids or abets another student in his or her enactment of any of the above-described forms of dishonesty is equally guilty of the kind of behavior that we as a community will not tolerate.

*We acknowledge that we as students have unique opportunities to discourage, disrupt, and diminish acts of cheating and other forms of dishonesty as we observe or learn of them, and we understand that the faculty and administration of Meigs are committed to protect and ensure the confidentiality of any conversations we may have with them about our observations or awareness of acts of dishonesty*³.

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 day 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). S-Team will reconvene to discuss and modify existing plan as appropriate.

¹ Language taken from Hume-Fogg Honor Code and used with permission of Hume-Fogg

² Language taken from Hume-Fogg Honor Code and used with permission of Hume-Fogg

³ Language taken from Hume-Fogg Honor Code and used with permission of Hume-Fogg

Acceptable Use and Accountability Procedures for Students

Meigs Academic Magnet Laptops, iPads, & Personal Devices

Meigs Academic Magnet provides access/use of school laptops, iPads, and personal devices to students. Students will have access to the Internet and a variety of applications to enhance learning within the classroom using these devices.

- The devices are the property of Meigs Academic Magnet and MNPS. For students using a personal device, the following statements are still applicable, unless otherwise noted.
- iPads will be distributed and assigned to students according to the "Instructional Book" on each cart.

Students must agree to the following statements in order to use of these devices.

1. I will use this device as a learning tool and understand that it can greatly enhance my ability to be an independent learner.
2. I am responsible for the device assigned for my use and am required to know where it is at all times.
 - a. I will use only the device assigned to me, and will not share the device with another student unless I have teacher permission.
 - b. I will keep the device in a safe place and in the case at all times. I will not leave the device unattended or in an unsupervised area. (Ex: table, floor, chair, hallway, etc.)
 - c. I will immediately report any damage or issues with the device to a teacher.
 - d. I will not download unauthorized apps, music, images, videos, etc. on the device.
 - e. I will keep the device clean by having clean hands and wiping the screen with a soft cloth only (provided on each cart). I will not use cleansers of any kind.
 - f. I will not eat (meals, snacks, or treats) or drink while using the device.
 - g. I will not lean on the device, and will not place anything (books, binders, backpacks, etc.) near or on the device that could put pressure on the screen.
 - h. I will carefully return the device to its proper place (and proper position) in the cart at the end of class, or when directed by the teacher.
3. I will not set or alter any settings on the device, including screensavers, passwords, folders, and/or bookmarks. This includes adding a website to the home screen. *
4. I will use the device in my classroom (education setting) only with my teacher's permission and only as my teacher directs.
5. I will use the camera only for pre-approved instructional purposes. Students and teachers may only photograph or record others from whom they have received permission to do so.
6. I will back up my work online (through email or saving to a cloud-based service (iCloud, DropBox, OneDrive, etc.). It is my responsibility to ensure that my work is not lost due to mechanical failure or accidental deletion. **Malfunctions of laptops, iPads and/or personal devices are not an acceptable excuse for not submitting work.**
7. I will not share ear buds with another student.
8. I understand that if I fail to follow these rules, I may lose the opportunity to use the devices as a learning tool.

Student Activities That Are Strictly Prohibited

- a. Illegal installation or transmission of copyrighted apps, images, music, videos and/or text.
- b. Any action that violates MNPS School Board Policy, Meigs Acceptable Use and Accountability Procedures for Students, or public law.
- c. Changing of settings or passwords. *
- d. Downloading apps, images, music, videos, etc. without teacher authorization. *
- e. Spamming - sending mass or inappropriate emails.
- f. Bypassing the MNPS web filter.
- g. Any overt misuse of the iPad.

Digital Citizenship and Student Discipline

We expect that all students will be fully engaged in school work using these outstanding learning tools and that very few, if any, discipline issues will arise. We expect students to be responsible digital citizens at all times. However, if any student violates any part of the above guidelines, disciplinary action will be taken.

Consequences include, but are not limited to:

- 1st Offense - Student will not have the use of the device for 1 week. All work is expected to be completed during this time.
- 2nd Offense - Student will not have the use of the device for 2 weeks. All work is expected to be completed during this time.
- 3rd Offense - Student will not have the use of the device for a period of time determined by the Meigs Administration. All work is expected to be completed during this time.

*Not applicable to a student's personal device.