An
Effective School-wide Discipline
&
Positive Behavior Intervention Support
Plan

2015-2016
This plan was developed to enhance a positive learning environment by clarifying consistent student expectations, disciplinary consequences, rewards and incentives. It consists of leveled disciplinary approaches and an implementation of systems that involves students, teachers, parents/guardians, and administrators. Our plan promotes positive work habits, reinforces desired behaviors, and teaches replacement actions when students behave inappropriately. Students who show pride in their school by not receiving any referrals will be eligible to participate in weekly/monthly reward activities and cumulative events at the end of the year.

The Sherwood faculty and administration reserve the right to make adjustments to this plan, as needed, to better facilitate the school’s goals for student safety and achievement. Any changes will be announced to students on the morning announcements, published in the quarterly newsletter and on the school website. Our staff meets throughout the year to discuss feedback from students, teachers and parents. Both feedback and referral data are used to help make changes that would benefit the entire Sherwood Middle School community. In addition to the consequences described on the following pages, the administration may also utilize other corrective actions, including, but not limited to, written assignments, community service, counseling, and exclusion from classes/activities.

The purpose of this discipline plan is to reduce the home suspension rate by 30% and the expulsion rate by 30%. Also, the plan is to reduce the in-school suspension rate by 50%. By implementing this plan effectively, we will assist in raising student achievement and attendance.
Teacher Action-Category E
Minor offenses will be addressed by the classroom teacher, who will use intervention and best practices to correct student misconduct. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher interventions/consequences. After the sixth (6th) minor offense, administrative action will occur.

Teacher Action Offenses
Minor School Disruptions – include, but are not limited to the following behaviors:
• Defiance
• Disruptions such as calling out, rude comments, out of seat, notes
• Cheating: First offense (Follow Code of Behavior)
• Chewing Gum/Candy/Food/Drinks
• Repeated dress code violations
• Property misuse
• Horseplay (running, non-threatening contact, etc.)
• PDA (Public Display of Affection)

Teacher Action Interventions/Consequences
If student behavior does not change despite interventions for the same offense (same and/or different teachers) then the following consequences will occur:

1st Consequence: Warning or Verbal Redirection. Kept on record with Behavior Tracker

2nd Consequence: Written Warning/Conference w/Student record on Teacher Discipline Form and/or a documented contact (telephone call, email or mail). See Behavior Tracker for possible interventions including lunch detention

3rd Consequence: Parent/guardian notification via Overnight Suspension. An Overnight Suspension will be administered. The teacher and parent will meet with the teacher during the teacher’s planning time. This will provide parents with a detailed report of student behavioral issues and the next course of actions that will be taken. Record on Behavior Tracker

4th and 5th Consequence: Students will be assigned After School Detention, which will be served on Tuesday or Thursday. The 5th consequence will result in a MANDATORY detention that will be served on Saturday. Phone call will be made to parent to notify them of after-school detention. A written notice will also be sent home with the student. Record on Behavior Tracker

6th Consequence: Students will be issued an assigned In-School suspension (ISS).

7th Step-Guidance Counselor Referral via Behavior Tracker (Teacher has completed Steps 1-6

J.Boyd (6th grade & 7-5 to 7-8) L. Harp (7-1 to 7-4 and 8th grade)
• Schedule Student Review Team (SRT)
• Behavior Contract will be completed
• Student will be referred for Mentoring services
8th Step—Refer to Administrator (All 5 steps must be followed unless fighting or Zero Tolerance offense)

- Attach completed tracker along with SCS Disciplinary Form
- 6th grade—G. Nicholson, 7th Grade—V. Foster, 8th grade—B. Asemota/C. Hopson

Administration Action

Major offenses (including minor offenses which led to administrative consequences) will automatically result in a disciplinary referral submitted to administration.

Administrative Action Offenses

- 6th and subsequent violations of the same minor offense (even if in different classrooms)
- Altercation/conflict
- Bullying (tripping, pushing, hitting, social exclusion). This may be a Code of Conduct violation.
- Bus Referrals
- Cutting/Skipping Class
- Defiance to Teacher/Staff (arguing, refusal to cooperate, etc.)
- Disrespect to Teachers/Staff/Peers (space, and property/ walking away)
- Disruption (class/campus)
- Excessive Horseplay (involving excessive physical contact but not fighting)
- Fighting (instigating a fight/threatening to fight (whether a fight occurs or not)
- Harassment
- Obscene/Inappropriate Language
- Safety Violation
- Throwing Object(s)
- Tardy (5 or more)
- Theft
- Vandalism
- Threats (vs. student/staff)

Administrative Action Interventions/Consequences

If student behavior does not change despite interventions for the same offense (same and/or different teachers) then the following consequences will occur:

The administrator will gather information from staff, student and other witnesses. He/she may have an administrator/student conference, Lunch Detention, Administrator-Assigned Detention, In-School Suspension (student stays in designated area for period of time to include the entire day), an Overnight Suspension (parent must return w/student the following school day), or Out of School Suspension depending on the evidence and offense. The administrator may also arrange for a parent conference, intervention meeting, community service, teacher/team discipline plan or behavior contract.

It is the duty of Sherwood Middle School to provide an environment where students can experience activities that cultivate and develop skills essential for high school, postsecondary school, and beyond. Therefore, we must have a school that is safe, secure, and conducive to learning. Good behavior is imperative for a successful educational program. The Shelby County Schools Code of Conduct will be used to administer disciplinary actions for problematic
behavior.

Disciplinary Actions

Disciplinary actions will be enforced against the following:

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity.
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

Penalty for Category A Offenses:
• Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B Offenses:

4. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee. School Security/MPD Notified
7. Continuous and/or severe Category C Offenses

PENALTY for Category B Offenses: Out-of School Suspension or Expulsion (11-180 day)

Category C Offenses

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive
activity at the school that requires administrative intervention Security/MPD notified

2. Making a threat, including a false report, to use a bomb, dynamite, and any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event.

3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event

4. Gang activities - any gang related activity not specified in Category B

5. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity

6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school

7. Stealing or misappropriation of school or personal property (regardless of intent to return)

8. Immoral or disreputable conduct

9. Continuous and/or severe Category D Offenses

Penalty for Category C Offenses:

• In-School Suspension and Out-of School Suspension

Category D Offenses

1. Open or continued defiant attitude or willful disobedience toward a member of school staff

2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student

3. Physical or verbal intimidation or threats to other students, including hazing

4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention

5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another

6. Possession of mace or disabling sprays

7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording
devices, iPods, MP3s, electronic music or entertainment device, and cameras and camera phones

8. Sexual, racial, ethnic, or religious harassment/discrimination

9. Bullying, intimidation, and harassment

10. Refusal to produce an object identified by metal detectors

11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C.

12. Continuous and/or severe Category E Offenses

**Penalty for Category D Offenses:**

- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension
- Out-of-School Suspension

**Glossary of Terms**

**Alternative Education** — An alternative education program and/or school for students who regularly exhibit behavior problems

**Assault**— The threat of verbal or physical attack.

**Battery**— Any physical contact which harms or hurts another person. *(should Cheating go on a separate line)*

**Cheating**— The giving or receiving assistance (written, verbal, or otherwise) on tests, examination, final evaluations, or class assignments that are intended to be graded as the work of a single individual. It also includes the giving or receiving a computer file program, part of a program or other computer-based information without specific teacher direction or approval.

**Community Service**— A discipline action where students can help to improve the appearance of functioning of the school

**Defiance**— Disregarding or ignoring a reasonable request. An example is walking away from a teacher/adult when a student is being spoken to.

**Disruption**— Any behavior or action, which interrupts/disturbs the orderly operation of all aspects of the school.

Some examples are moving around the classroom without permission, running and/or yelling in school hallways which interrupt the flow of teaching in the classroom and the operation of school business in the office environment.

**Disrespect**— The lack of consideration/tolerance for someone’s self, beliefs, possessions, privacy, space property and/or authority. This refers to anything a student does to disrupt the learning environment.

**Expulsion**— To be denied the right to attend Sherwood Middle School due to Category A, B, and C offenses

**Fighting**— Any physical exchange between two or more parties.
**Harassment**—Words, gestures, symbols, looks, or physical contact which offends, intimidates, threatens, persecutes or makes another feel uncomfortable.

**Horseplay**—Unnecessary “playing” that risks the safety of others.

**Inappropriate Behavior** Those behaviors that are not considered acceptable by the faculty of Sherwood Middle School that interrupt the instructional flow.

**Intervention**—The action of a staff member, parents and students to assist in improving student behavior

**Plagiarism**—Failure to give due recognition to a source or person from which materials is being quoted.

**Profanity/Cursing**—Use of vulgar or indecent language or gestures.

**Public Display of Affection (PDA)**—Inappropriate behavior including but not limited to, showing of affection by hugging, kissing, and fondling.

**School Environment**—The school environment includes the following: at school activities on property owned by the School Board; on school buses and at bus stops; in cases involving off-site, school sponsored activities such as field trips, sporting events, and club activities; in cases involving off-site problems which are connected in any way with school, or have detrimental effect on the school program; and when going to and from school.

**Skipping Class/School**—Student is not present in class/school and does not have a valid excuse from a teacher, administrator, or parent.

**Tardies**—Excused Tardy—student is not in assigned seat/area at bell or scheduled time, but has approved pass.

Unexcused Tardy—student is not in assigned seat/area at bell scheduled time and has no approved pass.

**Teacher-in-Charge** A substitute teacher who serves as the teacher in the regular teacher’s absence.

**Theft/Stealing**—Taking and/or attempting to take other’s property without their knowledge.

**Vandalism** The malicious or willful damaging or destroying of school property or personal belongings of school employees and students.

**Definitions of Consequences of a Referral**

**Detention:** A detention is a period of time before school, during lunch, or after school (4-5 pm) that a student is held for discipline reasons by a teacher or an administrator.

**In-School Suspension (ISS):** A discipline action whereas a student is removed from a class for a block of time, not allowed to attend regular classes, and will report to a separate location in the building for an entire school day (8-4). Students will complete assignments from classroom teachers along with behavior modification assignments given by ISS teacher, counselor, or administrator.

**Long Term Suspension:** A form of suspension that may be a minimum of 11 days to a maximum of 365 days. This will be assigned after a due process hearing. **Board Suspension**

**Out-of-School Suspension (OSS):** A discipline action whereas a student is not allowed on school grounds for a period of time.

**Overnight Suspension:** The student will not return to the school without being accompanied by a parent or guardian. Suspension will be cleared during teacher’s planning time.
Parent/Guardian Contact or Conference: A parent/guardian contact, either by telephone or mail/e-mail informing them of any disciplinary action. A conference is a person-to-person meeting with the parents and the administration. This meeting may include the student.

Referrals to Student Services (Guidance, School Psychologist, and Social Worker)
The philosophy of Sherwood Middle School is directed toward a preventive approach to irresponsible behavior. Teachers may use our school resources to assist students in learning and exhibiting conduct that does not hinder the learning of the student and others. Listed below are issues/concerns that may be referred to Guidance:

- Academic/Behavior Concerns
- Anger management
- Bullying Cyber bullying
- Depression
- Drugs and alcohol
- Eating disorders
- Friendship
- Home concerns (divorce, death, births, etc.)
- Home intervention (also refer to Social Worker)
- Interpersonal relationships (student/student; student/teacher)
- Notes/drawings (questionable)
- Scheduling issues
- Self-esteem
- Self-inflicted pain/punishment
- Social and health concerns
- Suicidal tendencies
- Suspected abuse (physical, sexual, verbal)
- Suspected gang affiliation
- Suspected neglect
- Threat assessments (referred to School Psychologist and Social Worker)

Sherwood Middle School Rules & Procedures

School Entrance Procedures/Rules (Students/Team Responsible)

1. All students will enter building through the main entrance.
2. Students will not be allowed to stand outside on arrival to campus.
3. All students will report to the cafeteria upon arrival to school. All students will go through metal detectors daily.
4. Students who eat breakfast may report to the cafeteria at 6:30 AM and remain in the cafeteria until dismissed by an administrator or teacher.
5. Students eating breakfast will go immediately to an available line, while those students not eating will sit in tables located in the rear of the cafeteria.
6. Breakfast ends at 7:00 AM.
7. All students will be dismissed from the cafeteria and report to their appropriate homeroom.

**Classroom (Teacher Responsible)**

1. Bring classroom materials every day.
2. Be in class before the tardy bell rings.
3. Have all homework completed before class begins.
4. Stay actively involved during the entire class period.
5. Keep your hands, feet, and negative comments to yourself.

**Hallway and Stairwell (Team Responsible)**

1. Walk on the right side of the hallway between classes and to and from lunch.
2. Zero Noise Level
3. Keep hands, feet, and objects to yourself.
4. Students will observe designated locker times.
5. Students must have a hall pass if in the halls during instructional time.
6. Pick up anything you drop.

**Restroom (Teacher/Team Responsible)**

1. Use restrooms during designated times only.
2. Take nothing to restroom unless necessary.
3. Do not spend your time talking in the restrooms.
4. Students will keep the restroom area neat and clean.
5. Refrain from writing on the walls and stalls.
6. Students will not engage in horseplay.
7. Use soap to wash hands thoroughly.
8. Place all paper towels in the trash can.
9. Report any spills or leaks to a teacher or administrator.

**Auditorium and Gym/Assemblies (G. Nicholson, V. Foster, C. Hopson, B. Asemota)**

1. Sit in your assigned section.
2. Go to the restroom before the program begins.
3. Stay seated with the class you arrived with.
4. Respond to hand signal with silence.
5. Attend to the speaker.
6. Follow all directions from adults the first time.
7. No “booing” other students or speakers.
8. In the gym, fill up seats from the top down.
9. Be courteous to others in close proximity.
10. Gum, food, or drinks are not allowed in gym/auditorium
11. Cheer or yell only at appropriate times.
Cafeteria Rules/Procedures (Coach Hopson, Coach Seaton)

1. Students will enter the cafeteria silently (0-Noise Level), in an orderly manner, and remain in line until instructed to sit.
2. Students will sit only at assigned tables.
3. The first five (5) minutes and last five (5) minutes of lunch is Zero Noise Time.
4. Use your inside voice.
5. Use good manners with the cafeteria workers.
6. Sit with your class.
7. Place trash into trash cans.
8. Stay seated until your table is dismissed.
9. Leave cafeteria only when dismissed with teacher or designated adult.
10. Keep your eating area clean.

Sherwood Middle School Dress Code

For school year 2015-2016, the following Basic Standardized Dress/Uniform is applicable to Sherwood Middle School:

Basic Standardized Dress/Uniform

- The basic standardized dress/uniform shall be tan, navy blue or black pants, skirt or jumper and a white long sleeve or short sleeve shirt with a collar (polo style, 5 dress style, or turtleneck). A student can wear any combination of the official colors.
- Pants must be straight-legged or boot cut. Full-length pants, cropped pants, cargo pants and straight-legged Capri pants are permitted. Denim jeans, pedal pushers, and bell bottoms are not permitted.
- Walking shorts are permitted for elementary, middle/junior high and high school students. (Walking shorts are straight-legged shorts that are at the knee.)
- Pants must fit at the waist and not be oversized or undersized (e.g., baggy pants, sagging pants, tights, or pants made of spandex are prohibited.). If belts are worn they must be fitted and put through belt loops.
- Skirts or jumpers must be at or below the knee.
- Shirts must be tucked on the inside unless they are made to be worn over pants or skirts.
- T-shirts may be worn as undergarments. They must be solid white or one of the additional colors approved by the school leadership council.
- Light jackets, vests, shirts, sweaters, sweat shirts, and cardigans are permitted as items that may be worn over the uniform top. They must be white, tan, navy blue, black or one of the additional colors approved by the school leadership council.
- No denim material may be worn as standardized dress/uniform clothing.
• All standardized dress/uniform clothing must be plain, without any visible manufacturer's logos, brand names, pictures, or insignias.

• Shoes may not have heels higher than one and one-half (1.5) inches. Shoes with rollers/wheels are prohibited. Athletic shoes, sandals with straps on the heel, and boots are permitted.

• Heavy coats, heavy jackets, and raincoats are not covered by these regulations and are not to be worn during the school day unless permitted by the principal for special circumstances.

Sherwood Middle School Attendance

In accordance with Shelby County Schools Board Policy, the following policy will be implemented at Sherwood Middle School:

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled and remedial programs that are offered at no cost to parents provided that prior to requiring the student to attend the program a commitment of transportation is provided to those students who qualify for transportation to and from school. The principals, in coordination with any teachers who provide instruction to a student and any other appropriate school faculty, shall make the decision to require the student's attendance at such remedial instruction occurring outside of the regular school day, including but not limited to programs conducted during the summer and after the conclusion of the regular school day pursuant to state law.

Unexcused Absences

a. First Two (1st and 2nd) Unexcused Absences—Documented phone calls to parents/guardians on the first day and second day of the first two days of unexcused absence.

b. Third (3rd) Unexcused Absence—Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance and requesting a parent/teacher conference.

2. After the student's fifth (5th) unexcused absence, the first official attendance letter will be automatically generated by the District and sent to the parents/guardians informing them of
their noncompliance with compulsory attendance laws, the consequences for failing to comply, and that their presence is requested at a meeting of the Student Attendance Review Team (SART).

3. After a student has accumulated ten (10) or more unexcused absences, the final letter and subsequent letters from the District Attorney’s Office will be automatically generated by the District and sent to the parents/guardians requiring them bring their child to a mandatory meeting of the communitywide Student Attendance Review Board (SARB).

**Excused Absences**

Tennessee state law requires that all students between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is necessary if students are to reach their academic goals and achieve at high levels. However, pupil absences may be excused for the following reasons only:

1. Personal illness
2. Death or serious injury
3. Validated court appearance by the student
4. Observance of a recognized religious holiday or social event
5. School-sponsored activities or any activity approved by the principal

**Make Up Work**

In the event of an excused absence, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher).

**Tardies**

After dismissal from the cafeteria at 7:10 am, students will report directly to HOMEROOM by 7:15. Students will be marked tardy after 7:25am. Continued tardiness may result in negative consequences described in the following Sherwood Middle School Tardiness Policy:

**Tardies Consequences**

3 tardies = Phone Call to the Parent/Guardian

5 tardies = Phone Call and After School Detention
10 tardies = Referral to Grade Level Administrator for Possible Consequences: In-School Suspension, Overnight Suspension, and Saturday School

Note: Tardies are documented in SMS each class period for an entire grading period and will be reflected on the nine weeks report card.

**Sample Flow Chart for Dealing with Problem Behaviors**

- Classroom Intervention Strategies
  - Verbal Warning
    - Written Warning
      - Phone conference with parent
      - Parent/Teacher Conference
      - Referral to School Counselor
    - Adjustment Transfer
  - School-Wide Intervention
    - Overnight suspension
    - Detention
    - In-School Suspension
      - Student Review Team (SRT)
      - Home Suspension 1-3 days
      - District-wide intervention
  - Alternative School