



Behavior Management Discipline Plan for Maxwell Middle School 2013-2014



Mission

A community partnership enabling students to fulfill dreams and reach their highest potential.

Vision

Whatever it Takes!

Overview

The discipline rubric and code of conduct has been constructed for all stakeholders to work together to review and understand Maxwell Middle School's goals for responsibility and behavior. The principal, counselor, teachers, students, and parents share the responsibility for administering Maxwell's Behavior Management and Discipline Plan. Nothing in this discipline plan is intended to or shall be applied to conflict or contradict the DoDEA Regulation 2051.1 "Discipline Rules and Procedures." In order for every student to have the opportunity to reach his or her highest potential, each student at Maxwell Middle School shall:

- Respect themselves and the rights of others.
- Attend school faithfully, complete his or her assignments on time, and work to his or her highest potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey requests by any adult in the school.
- Refrain from aggressive or threatening behavior towards fellow students, teachers, and additional staff.
- Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco.

One of the goals of education is self-discipline. Parents, teachers, and administrators work with you to establish guidelines for acceptable behavior. You are required to know what is expected of you and the responsibility you share with your parents to maintain a positive education. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at MEMS will take appropriate

action according to the discipline rubric, parents, community, and military authorities.

Maxwell Middle School's Discipline Goals

- To help students develop self-respect.
- To help students develop respect for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices which lead to improved behavior(s).

Discipline Actions

Some students make choices which require the use of the discipline rubric. When the rubric is used, consequences such as detention, suspension, or expulsion may result.

Detention

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will be under supervision at all times during detention. Teachers, teams, and administrators may assign detention during lunch, before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work. The letter will state the date of the detention and the reason. The administrator and/or the detention supervisor can make the detention a working detention or a classroom detention where the missed homework and assignments are completed. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

After-School Detention

Students will be assigned after-school detention with an administrator or designee. The detention will be held on Mondays from 3:15pm – 4:15pm in the school cafeteria or designated location. If there is a school holiday on Monday then detention will be held on the next available school day. Students and parents will be notified of after-school detention by the administrator or teacher.

Saturday School

Students will be assigned Saturday School detention with school administrator or designee on Saturday from 8:00am – 10:00am in an assigned location. Students and parents will be notified of Saturday School by school administrator.

Suspension

Suspensions from one to ten days require involvement of school administration, sponsor, and command officials, as necessary, and are imposed in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, April 4, 2008. Students and parents will be notified of the reason for the student's suspension. Within one school day of the assigned suspension, teachers will have prepared assignments and placed them in the administration office for pick-up by parents. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within five days of the student's return from suspension. While on suspension, students may not participate in any school activity. While serving an out of school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. Students under suspension are not permitted to go to another school where activities with MEMS are being conducted unless given written approval from the principal. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive school days in one school year. Your parents will be provided written notification of your suspension and the reason(s). Also, a conference with your parents may take place before and/or after the suspension.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school; it involves a hearing in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, April 4, 2008. Expulsion may also occur for single infractions that are particularly serious (see the discipline rubric Category D for examples). MEMS will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and document evidence, to present evidence to reduce the consequences, the right to be represented by counsel or another representative, and the procedures for appeals. Parents will also be given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. This regulation can also be found at the DoDEA website; <http://www.dodea.edu>. Students expelled from the school will be provided the opportunity to obtain academic counseling at the closest DoD school and may be entitled to enrollment in a correspondence course or other appropriate alternate education program for the duration of the expulsion.

Specific Prohibited Behaviors

The school expects you to know and follow laws and rules that you apply at home and in the community. The handbook does not include all expected and prohibited behaviors, but rather focuses on school-specific standards.

Classroom Misconduct

Each teacher/team will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate active participants in the learning process.

Hallway or Common Area Misconduct

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST have their planner with the hallway passport signed and any adult may request to see the planner, your identification, and etcetera. Make every effort to use the restroom facilities during the passing period between classes or at lunch. Individual teachers establish policies for allowing students to leave their classroom during class time.

Cafeteria Misconduct

During lunch you are expected to:

- Take your place at the end of the cafeteria line
- Talk at a normal conversation level
- Stay seated unless putting away your tray and trash or exiting to the play area
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place

During lunch you are NOT supposed to:

- Run, chase or engage in physically unsafe activity
- Purchase items for another student
- Hold a position in line for another student

***No food and/or drinks outside the cafeteria unless authorized by school administrator.

***Students should not enter buildings during lunch. Students must remain in the

cafeteria or in the Courtyard area during lunch and may use the restrooms located directly outside of the cafeteria.

Public Displays of Affection

You are not allowed to kiss or embrace on campus at any time.

Bullying, Teasing and Gang-like Behaviors

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Dress related to gangs or actions related to gang-like behavior will likewise be handled according to the discipline rubric.

Physically Dangerous Behavior

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on school grounds are not acceptable behaviors. Punching and/or pinching another student as a part of their birthday "celebration" is inappropriate. Another example would be St. Patrick's Day where students are not wearing green. There are other similar situations. Students physically intimidating classmates in this manner will be disciplined.

Harassment

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

Food, Drink and Gum Rules

You may carry drink containers and wrapped or sealed food in the hallways when you are transporting it to a locker or to the cafeteria for lunch. As a general rule, food, drinks (with the exception of a clear water bottle) and gum are not allowed in classrooms unless the teacher makes specific exceptions.

Improper Dress

The way you dress reflects the kind of person you are. Cleanliness, good grooming and appropriate attire are important. Extremes in dress and personal appearance that tend to cause distraction or pose health problems are not acceptable. Individual teachers/sponsors may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on field trips or on/off campus activities such as school exchange programs.

- You may not wear hats, hoods, headgear, armbands, leg bands, bandanas, heavy coats, chains, and/or sunglasses inside the school, any of its classrooms, the offices, or the gymnasium. You may wear hats at athletic events and other designated activities.
- Students will wear footwear at all times.
- If you wear long pants, both pant legs will either hang or remain straight so that the legs are even with each other. One pant leg may not be drawn up.
- Halter-tops, tank tops, and spaghetti straps are not considered appropriate dress for school. Your attire must cover the entire midriff without being revealing while performing normal activities such as bending, stretching and sitting.
- Shorts and skirts must be loose fitting and no shorter than mid-thigh.
- You should fasten clothing in such a way that your skin or undergarments do not show. Undergarment-like clothing is prohibited. Clothing items should not be too tight and "sagging" is not appropriate. You must secure pants at or above the waist.
- The administration is the final authority on what is too tight, too short, and what is sagging. Students with sagging pants will be required to tuck in shirts.
- You may not wear garments or jewelry, or carry accessories, with profane or provocative pictures or messages advertising tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.
- Hair pulls, hair bands, or hair ties that are used to keep hair in place are acceptable for either sex. Bandanas used as hair bands are not acceptable.
- Pajamas should not be worn at school unless it is at a prescribed time such as Spirit Week or Red Ribbon Week.

Clothing that detracts from the learning environment is not necessarily limited to the above examples. You share responsibility with your parents to follow the dress code. If you violate the rules you will be sent to the office and parents will be contacted. Your parents will then be required to either escort you home to change clothes or to bring appropriate clothing to the student. You will not be permitted to leave campus on your own. Students may not return to class until appropriately dressed. If you continue to violate the dress code, you may be subject to discipline.

Possessing Inappropriate Items at School

You should not bring to school any items that interfere with learning or endangers the health and safety of other students. The following are examples of inappropriate items:

- Water guns
- Digital players
- Hand-held computer games
- Laser pointers
- Dice for gambling
- Sports equipment
- Wheeled objects

Please note: This is a partial list and may include other items.

Teachers and administrators can determine other items as inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up, if the item is otherwise acceptable in the community. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed. ***Items which are contraband under law or installation policy will not be returned.*** If a school-authorized activity requires specific items that would otherwise be inappropriate, you will receive instructions from your team or teacher on their authorized and limited usage. If you are in doubt about whether an item is appropriate, ask before you bring it. If you are too embarrassed to ask if the item is appropriate at school, it is more than likely inappropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container may be confiscated.

Improper Computer Use

You may use MEMS laptop and/or computers in accordance with your Student Computer Use Contract. The "Computer Technology Acceptable Use Agreement" signed by you and your sponsor must be on file at MEMS before you may use a school computer. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized users access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Students will be authorized to access a Gaggle email account at school. This is to be used instead of commercial email accounts; however, this mail system is NOT private, and the school retains the right to review student electronic mail. Gaggle is set up by the school for school purposes only. All students will sign the user agreement which acknowledges that MEMS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or

receiving unauthorized content will warrant disciplinary evaluation.

Weapons

The most serious inappropriate items at MEMS are weapons and drugs. The following list provides examples of prohibited weapons although it is not an inclusive list:

- Guns, machine-guns, shotguns, pistols, rifles, and air-soft guns
- Any device that acts to destroy property or injure
- Knives
- Club-type weapons, e.g. blackjacks, brass knuckles, nun chucks
- Gas pistols and shooting pens
- Straight razor, razor blades or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments, including piercings
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
- Authentic-appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be reasonably misconstrued to be a weapon.

Teachers, administrators or appropriate base support staff will seize the items immediately. For additional information, please refer to DoDEA Regulation 2051.1 located at www.dodea.edu

Drugs

Do not possess illegal drugs. If you must take authorized prescription medicine, your parent or sponsor must bring the medications that are prescribed to be taken during the school day directly to the nurse's office. Parents will also need to sign a medication permission form. Copies are available in the nurse's office.

Tobacco Products

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product are prohibited from school or school activities.

Prohibited Student Behavior

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

Prohibited Behavior Definitions

Behavior	Category
Affection , Excessive public display (more than holding hands).	B
Alcohol , possession or use.	D
Assault or intentional physical act to inflict injury or damage to another person.	D
Bomb threats	D
Bullying (including cyber bullying) another, or a group (i.e., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).	B
Cheating to include copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. ***Use of cell phones or any other unauthorized electronic devices during test constitutes cheating.	B
Disrespectful, disobedient or defiant to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner.	B
Disruptive behavior , in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up. At the third offense, the item will be confiscated until the end of the year.	A
Dress code violation (See above section on dress code).	A
Drug possession, use, or sale (See DoDEA Regulation 2051.1).	D
Extortion or using threats or fear to force another student to give up money, school work, possessions, or inappropriate actions.	C
Fighting . Shoving and exchanging of blows with the intent to injure. <i>Both offenders will be punished:</i> however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser	C

penalties may be applied to the defender.	
False sounding of Fire alarm . This will also result in notification of the command for appropriate action.	C
Falsely signing or altering a document to make it false.	B
Littering on campus.	A
Profanity/vulgarity in public conversation or in class.	B
Sexual harassment , unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.	C
Slander or Spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.	B
Theft /possession of stolen items.	C
Threat of physical violence to staff or fellow student.	C
Tobacco products or related paraphernalia.	C
Truancy , Skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy.	B
Unsafe behavior , including but not limited to, tripping, shoving, or horseplay.	B
Vandalism or deliberate destruction of school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.	C
Possession of Weapons as defined in DoDEA Regulation 2050.1.	D

BEHAVIOR RUBRICS

Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding on Administrators. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

“A” CATEGORY RUBRIC

<p>“A” CATEGORY BEHAVIORS</p> <p>These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe.</p>			
<ul style="list-style-type: none"> • Disruptive behavior, in classroom areas • Disrespectful comments • Improper use of electronic devices • Dress code violation • Littering on campus 			
<p>“A” CATEGORY CONSEQUENCE GUIDELINES</p>			
<p><u>1ST REFERRAL</u> Counseling assigned. Parent notified.</p>	<p><u>2nd REFERRAL</u> Parent notified. Detention(s) assigned.</p>	<p><u>3rd REFERRAL</u> Saturday School (1 Day)</p>	<p><u>4th REFERRAL</u> In/out of school suspension (1-3 Days)</p>

"B" CATEGORY RUBRIC

<p>"B" CATEGORY BEHAVIORS</p> <p>These behaviors are handled by teachers, teams, and administration.</p>			
<ul style="list-style-type: none"> • Affection, excessive public display • Bullying • Cheating • Disrespectful or disobedient to school personnel • False signature 	<ul style="list-style-type: none"> • Profanity/vulgarity • Slander • Truancy, skipping class or teacher/administration detention, failure to appear • Unsafe behavior 		
<p>"B" CATEGORY CONSEQUENCE GUIDELINES</p>			
<p><u>1ST REFERRAL</u> Parent/Teacher/ Admin conference, counseling, after-school detention</p>	<p><u>2ND REFERRAL</u> Saturday School (1-2 Days)</p>	<p><u>3RD REFERRAL</u> In/out of school suspension (1-3 Days)</p>	<p><u>4TH REFERRAL</u> Out of school suspension (4-9 Days)</p>

"C" CATEGORY RUBRIC

<p>"C" CATEGORY BEHAVIORS</p> <p>These behaviors are considered severe and warrant immediate referral.</p>		
<ul style="list-style-type: none"> • Extortion • Fighting • Fire Alarm, false • Sexual Harassment • Theft/possession of stolen items 	<ul style="list-style-type: none"> • Threat of physical violence • Tobacco products or related paraphernalia • Vandalism • Computer Abuse 	
<p>"C" CATEGORY CONSEQUENCE GUIDELINES</p>		
<p><u>1ST REFERRAL</u> Out of school suspension (3 Days)</p>	<p><u>2ND REFERRAL</u> Out of school suspension (5 Days)</p>	<p><u>1ST REFERRAL</u> Out of school suspension (7-9 Days)</p>

“D” CATEGORY RUBRIC

<p>“D” CATEGORY BEHAVIORS</p> <p>These behaviors are considered severe and warrant suspension or expulsion.</p>	
<ul style="list-style-type: none"> • Alcohol, possession or use • Assault • Bomb threats 	<ul style="list-style-type: none"> • Drug possession/sale • All weapons
<p>“D” CATEGORY CONSEQUENCE GUIDELINES</p>	
<p><u>1ST REFERRAL</u> Out of school suspension (10 Days)</p>	<p><u>2ND REFERRAL</u> Expulsion hearing</p>

The categories in the Behavior Rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class in addition to one dress code violation would result in parent notification and detention)

Suspension

Types of Suspensions

1. Parent Accompanied In-House Suspension: A student will attend school with his/her parent accompanying the student to all classes for the duration of the suspension.
2. Out-of-school Suspension: The student is sent home in the care of his/her parents.

A student who is suspended or expelled may be reported to - the Command, Civilian Misconduct Officer, and District Superintendent for official purposes only.

Contract

The success of the Behavior Management Discipline Plan for Maxwell Middle School depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of Maxwell Middle School, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Behavior Management Discipline Plan.

Maxwell Middle School is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Robbie Swint

Principal, Maxwell Elementary/Middle School

Your signature in the appropriate spaces below will indicate your commitment to helping fulfill the school's primary mission – rigorous academic learning.

As the parent of _____, I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to support and work with school staff to promote my child's learning

Parent Signature: _____ Date: _____ / _____ / _____

As a student at Maxwell Middle School, I pledge:

- to be respectful to myself and others
- to attend school faithfully, complete my assignments on time, and work to my highest potential.
- to behave in a manner that does not disrupt classroom learning or the operation of the school.
- to obey requests by any authorized adult in the school.
- to refrain from aggressive or threatening behavior towards fellow students, teachers, and staff.
- to refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco.

Student Signature: _____ Date: _____ / _____ / _____

I have read the Behavior Management Discipline Plan for Maxwell Middle School and support the rules and expectations outlined herein.

Parent Signature: _____ Date: _____ / _____ / _____

Student Signature: _____ Date: _____ / _____ / _____

*****Please return the signed contract to your homeroom teacher*****