

Englewood Middle School Discipline Policy and Procedures

At Englewood Middle School, we believe that being proactive is the best approach to providing a positive learning environment, free from discipline issues and classroom distractions. We encourage students to display appropriate behavior with special recognition incentives. Research has proven that a total school wide consistent approach to discipline is very important in middle years. Such a system empowers teachers to more effectively control student behavior and teaches students there are outcomes/consequences for both positive and negative actions. The discipline matrix is composed of five tiers. It lists the normal consequences students will face if and when their behavior falls within one of the given levels. The matrix is an attempt to be fair, concise, and all-inclusive. We want students to respect the rights of others, to learn to become responsible for their own behavior and have the opportunity to turn themselves around if they get off the right track.

General Overview

1. The extreme nature of any infraction may warrant the most severe disciplinary action.
2. EMS administrators may recommend alternative interventions as they see fit. Alternative interventions may include, but are not limited to mediation, and appropriate loss of privileges, and/or placement in an alternative program.
3. After a student has received three lunch detention infractions, any further detention consequences will result in time spent in the Intervention Program at EMS.
4. Students who receive more than three referrals in a quarter are classified as chronically disruptive students and will be referred to the RTI program for assistance in developing the best interventions to ensure that they are successful at EMS.
5. Administrators will assign consequences for any other infractions not listed on this matrix to ensure the safety of students and staff and protect the right for all students to an education free from disruption.

Where School Rules Apply

1. While on school premises;
2. While on school owned, operated, or chartered buses;
3. While engaged in any school-sponsored activity;
4. While walking between school and home, both before and after school.

A system of progressive discipline uses several levels of consequences. Each one is more significant than the one that comes before it. As a student moves from level to level, the disciplinary action taken by the school becomes more severe.

The Englewood Middle School Discipline Policy and Procedures listed here were developed in accordance with the Englewood School Board Policies and Colorado State law. For further information, please visit the Englewood School District website at the following URL:

http://www.inglewoodschools.org/School_Board/boardpolicies.html

ENGLEWOOD MIDDLE SCHOOL DISCIPLINE MATRIX (2009-2010)

OFFENSE	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION
TIER ONE:			
<ul style="list-style-type: none"> ○ Tardiness ○ Public Display of Affection ○ Failure to Follow Classroom Rules ○ Unprepared for Class ○ Classroom Disruptions ○ Cheating ○ Prohibited Items ○ Disrespect Toward Peers 	<ul style="list-style-type: none"> ○ Classroom teacher will determine consequences for Tier One infractions. ○ No Credit for Assignment ○ Confiscation (given back at end of the day) ○ Lunch detention/counseling referral 	<ul style="list-style-type: none"> ○ Classroom teacher will determine consequences for Tier One infractions. ○ Item will be held and a parent will need to pick it up ○ Further lunch detentions/ counseling referral 	<ul style="list-style-type: none"> ○ Classroom teacher will determine consequences for Tier One infractions. ○ Office Referral for bullying
TIER TWO:			
<ul style="list-style-type: none"> ○ Unsafe/Rough Play (Horseplay) ○ Insubordination ○ Dress Code Violation 	<ul style="list-style-type: none"> ○ Lunch Detention ○ Office will issue outfit 	<ul style="list-style-type: none"> ○ 1 Day IP; Parent notified ○ Parent called for clothing 	<ul style="list-style-type: none"> ○ 2-3 Days IP; Parent meeting required ○ Administrator/Parent meeting
TIER THREE:			
<ul style="list-style-type: none"> ○ Chronic Lateness ○ Forgery ○ Profanity ○ Taking Items from Cafeteria ○ Skipping Class ○ Possession of Tobacco Products 	<ul style="list-style-type: none"> ○ 1 Day IP; Parent notified ○ Lunch Detention; Restitution; Parent notified ○ 1 Day IP; Parent notified ○ Police will be contacted 	<ul style="list-style-type: none"> ○ 1-3 Days IP; Parent notified ○ 1 Day IP; Restitution; Parent notified ○ IP time determined by administrator; parent notified 	<ul style="list-style-type: none"> ○ 1-3 Days IP; Administrator/Parent Meeting ○
TIER FOUR:			
<ul style="list-style-type: none"> ○ Profanity directed at school staff ○ Physical Aggression (Fighting) ○ Stealing ○ Bullying ○ Chronic Disrespect ○ Verbal Abuse ○ Threat/Intimidation ○ Chronic Insubordination ○ Inappropriate Touching ○ Harassment ○ Fight Instigation ○ Vandalism 	<ul style="list-style-type: none"> ○ 2 Days OSS; Mandatory Parent/Administration meeting required upon student's return ○ Possible development of a Habitually Disruptive Student Contract ○ Police will be contacted 	<ul style="list-style-type: none"> ○ 3 – 5 Days OSS; Parent meeting required to establish student behavior (Habitually Disruptive Student) contract 	<ul style="list-style-type: none"> ○ 5 – 10 Days OSS; Student contract reviewed; possible recommendation for expulsion
TIER FIVE:			
<ul style="list-style-type: none"> ○ Bomb Threat ○ Extortion ○ Arson ○ Sexual Harassment ○ Weapons Possession ○ Alcohol/Drug Possession and/or Distribution 	<ul style="list-style-type: none"> ○ 10 Days OSS; Parent Conference; Recommendation for Expulsion; Law enforcement notified ○ Meet District/State requirements pursuant to weapons policy ○ Meet District/State requirements pursuant to alcohol/drug possession policy 		
OTHER ISSUES:			
<ul style="list-style-type: none"> ○ Technology violation ○ Bus/Transportation Violation ○ Truancy 	<ul style="list-style-type: none"> ○ See District Technology Abuse Policy ○ Meet requirements of District Bus Agreement ○ District procedures will be followed 		

DEFINITION OF TERMS IN DISCIPLINE MATRIX

TERM	DEFINITION
Arson:	The willful and malicious burning of any part of a building or its contents.
Bomb Threat:	Any such communication directed at a school setting, which has the effect of interrupting the learning process.
Bullying:	The act of troubling, worrying, or tormenting as with careless or repeated words, actions or attacks.
Cheating:	Acting dishonestly or unfairly to gain an advantage
Chronic Disrespect:	Repeated demonstration of a lack of respect, discourteousness, rudeness, etc.
Chronic Insubordination:	Repeatedly acting in a disobedient nature; failure to follow a reasonable request from a staff member, not telling the truth when requested to do so by a staff member.
Chronic Lateness:	Any student who has received five or more tardies in one class period.
Classroom Disruption:	Any negative action that affects the overall climate and well-being of the educational environment
Disrespect Toward Peers:	Lacking proper speech, discourteous, rude, non-verbal, uncontrolled behavior toward other students.
Dress code violations:	Clothing that contains symbols or logos that are not appropriate and are disruptive to the learning environment; wearing clothes that do not meet school dress code standards.
Drugs/Alcohol:	Any substance used as or in a medicine, a narcotic, alcohol, or controlled substance, such as cannabis, or manufactured substance. <u>Possession, use or sale</u> —the possession, administration, dispensing, distribution, or delivery of above items.
Extortion:	Obtaining money, etc., by violence, threats, or written communications.
Failure to follow classroom rules:	Misconduct dealing with the classroom rules as determined by the teacher while student is in said classroom
Fight Instigation:	Encouraging fighting on school grounds or at school-sponsored activities. <i>If a conflict appears to be imminent, students should contact a staff member at once.</i>
Forgery:	Falsely making, altering, or counterfeiting a record or document with the intent to deceive.
Habitually Disruptive Student	A student will be declared “habitually disruptive” if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful and overt.
Harassment:	Comments, gossip, gestures, and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest (ethnic, racial, sexual, derogatory comments).
Inappropriate Touching:	Any physical contact/conduct unsuitable and unseemly for the learning environment.
Insubordination:	Disobedient; failure to follow a reasonable request from a staff member, not telling the truth when requested to do so by a staff member.
Physical Aggression (Fighting):	Taking part in a physical struggle; to actually and intentionally strike another against the will of the other; intentionally causing bodily harm to an individual. <i>If a conflict appears to be likely, the student is expected to make all possible efforts to avoid the conflict, including leaving the scene or seeking help of a teacher, administrator, paraprofessional, or other school employee.</i>

DEFINITION OF TERMS IN DISCIPLINE MATRIX

TERM	DEFINITION
Possession of Tobacco Products:	Possessions, use, sale of cigarettes, cigars, snuff, dipping and chewing tobacco.
Profanity Directed at School Staff:	Directing profanity, vulgar language or obscene gestures toward school personnel or school visitors will not be tolerated.
Profanity:	The use of language that is crude, offensive, vulgar, or insulting. Use of coarse words to show contempt or disrespect, and swearing. This includes words that are intended to be a “sounds-like” and are disruptive to the classroom experience
Prohibited Items:	Items (such as radios, iPods, video games, electronic toys, cell phones, video cameras, etc.) not beneficial to the learning environment and disruptive to the classroom experience
Public Display of Affection:	Any inappropriate displays of romantic affection between students
Sexual Harassment:	Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or creates a hostile environment.
Skippping classes:	Staying away from a specific class(es) without permission.
Stealing:	Obtaining property without proper authorization; taking dishonestly.
Taking Items From Cafeteria:	Obtaining items from the cafeteria without paying
Tardiness:	Students are expected to be on time for class.
Threat/Intimidation:	Instilling fear in others by using three elements: (1) intent; (2) fear; (3) capability. To unlawfully place another person, either another student or staff member, in fear of emotional or physical harm.
Truancy:	The complete disregard of attendance regulations as outlined by the state and Englewood School Board.
Unprepared for Class:	Failing to bring required materials to class.
Unsafe/Rough Play (Horseplay):	Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process.
Vandalism:	The willful defacing or destruction of school property (including books, supplies, and furniture) or the property of school employees or students.
Verbal Abuse:	Engaging in verbal abuse such as name-calling, ethnic or racial slurs or derogatory statements.
Weapons:	Possession of, or bringing to school, a dangerous weapon. Knowingly and unlawfully bringing a weapon or any “facsimile” of a weapon on school property is forbidden. The dangerous weapon or weapon facsimile in a threatening or improper manner, by any student, on any school district property or at any school-sponsored or sanctioned event.