

TEQUESTA TRACE  
MIDDLE SCHOOL

DISCIPLINE -  
BEHAVIOR PLAN  
2009 - 2010

## **Introduction**

The safety of the staff of Tequesta Trace Middle School, the students, and their parents is paramount to ensure a safe and orderly learning environment for all students. In an effective school there is an orderly, purposeful, businesslike atmosphere which is free from the threat of physical harm. The climate is conducive to learning.

At Tequesta Trace Middle School, we believe that we must move beyond the elimination of undesirable behavior and move towards an increased awareness of desirable behaviors. We must work together to model appropriate behaviors for our students, both in the classroom and in the community.

This Discipline/Behavior Plan is based on clear and concise guidelines in the Broward County Student Code of Conduct Book and the District's Discipline Matrix. Interventions and consequences adhere to the guidelines as outlined in the aforementioned documents.

Consistent enforcement of the following rules will make our plan a success. Please review the Discipline/Behavior Plan with your student. Home and school **MUST** be on the same page in the same book in order for us to work together to ensure the safe and orderly environment for your child to learn the **MOST** he/she can learn.

### **BASIC UNIFIED RULES FOR BEHAVIOR MANAGEMENT**

1. Walk in the hallway – running causes disruptions and possible injuries.
2. Keep hands, feet, and other objects to yourself – this prevents injuries and aggravation.
3. Leave gum and candy at home – they damage your property and the property of the school.
4. Arrive on time to school AND classes with ALL school materials – teacher instruction begins ON TIME.
5. Behave appropriately – violence does not solve conflict; it causes injury and disruptions.
6. Use proper language and be polite – it shows respect to others and yourself.
7. Leave hats, sunglasses, toys, electronic devices, etc., at home – they are a distraction and are often lost or stolen.
8. Alcohol, tobacco, drugs, and weapons are NOT allowed – they prevent your body from functioning and cause damage to your overall health.
9. Dress appropriately in the acceptable unified dress code clothing.



## CLASSROOM RULES and CONSEQUENCES

Rules and consequences will be posted in each classroom. Consequences will be as immediate as possible and will hopefully be an effective deterrent. Each classroom teacher will be provided with a classroom infraction checklist (appendix A) for each of his/her students. Anytime a teacher needs to do an intervention (seat change, reprimand, parent contact, etc.) it can quickly and easily be noted on this sheet. **Once THREE infractions for routine offenses have been documented, upon the FOURTH infraction, a referral will be written to Administration.** Based on the offense and the number of referrals a student has, the consequence will be given as directed by the District's Discipline Matrix. Outlined in the following pages are possible Infractions and Consequences. Please review these pages with your child to better understand the policies and assist your child in being successful at Tequesta Trace Middle School. Teacher will show documentation of interventions through the attached Intervention Sheet, Pinnacle, or other form of documentation.

### ROUTINE OFFENSES

Any minor physical or verbal disturbance that interferes with the learning environment or management of school activities is considered a "routine offense." Such disruptions lead to a loss of teaching time and will not be tolerated.

Each staff member will use his/her discretion in determining such disruptions and will handle appropriately via behavior management and classroom management. Examples of routine offenses include, but are not limited to, the following:

- 1) Eating/drinking in unauthorized areas – gum, candy, sodas, water bottles, etc. in the hallways or classrooms.
- 2) Violation of classroom/team rules – constantly talking, disrupting learning, inappropriate behavior, horseplay, etc.
- 3) Inappropriate conduct in the hallways, media center, cafeteria, or the courtyard/student areas – running, yelling, pushing, shoving, etc.

1 <sup>st</sup> Offense	Teacher Warning/Infraction Documentation/Intervention
2 <sup>nd</sup> Offense	Infraction Documentation/Intervention
3 <sup>rd</sup> Offense	Infraction Documentation/Intervention/Parent Phone Call
4 <sup>th</sup> Offense	Referral to Administration/School Service work
5 <sup>th</sup> Offense	Referral to Administration/Detention
6 <sup>th</sup> Offense	Referral to Administration/Saturday School issued
Subsequent Offenses	Referral to Administration/AES with possible External Suspension

## TARDY POLICY

Students have the **responsibility** to be at school on time (prior to the tardy bell) and to every class on time (in the classroom, ready to learn). Teacher will show **documentation of interventions** through the attached Intervention Sheet, Pinnacle, or other form of documentation.

1 <sup>st</sup> Offense	Teacher Warning/Infraction Documentation
2 <sup>nd</sup> Offense	Teacher Warning/Infraction Documentation/Intervention
3 <sup>rd</sup> Offense	Infraction Documentation/Intervention/Parent Contact to notify parent that student has been tardy to class and to give the parent an opportunity to rectify/change student's behavior.
4 <sup>th</sup> Offense	Referral to Administration - Detention
5 <sup>th</sup> Offense	Referral to Administration – Multiple Detentions
6 <sup>th</sup> Offense	Referral to Administration – Saturday School issued
Subsequent Offenses	Referral to Administration – AES/External Suspension

## DRESS CODE POLICY

Students at Tequesta Trace Middle School are to adhere to a unified dress code. **TOPS** are to be long or short sleeved pique cotton collared, buttoned, polo styled shirts of any color. Tops are to be buttoned appropriately and should be long enough to cover the midriff. **BOTTOMS** are to be navy blue, black or tan Dockers style cargo pants, Capri pants, walking shorts, skirts or jumpers. Bottoms should not be so low that the midriff is exposed. No denim/jean material regardless of color is appropriate. Clothing that is indecent, suggestive or revealing will not be permitted. **“Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation,”** as referenced on page 24 of the **Student Code of Conduct Book**.

1 <sup>st</sup> Offense	Referral to Administration/ School Service Work <b><u>and</u></b> Parent contacted to bring appropriate clothing
2 <sup>nd</sup> Offense	Referral to Administration/ Detention <b><u>and</u></b> Parent contacted to bring appropriate clothing
3 <sup>rd</sup> Offense	Referral to Administration/Saturday School <b><u>and</u></b> Parent contacted to bring appropriate clothing
Subsequent Offenses	Referral to Administration/AES – External Suspension <b><u>and</u></b> parent contacted to bring appropriate clothing

## PROFANE/OBSCENE LANGUAGE

Students are expected to use age-appropriate language in line with the school environment. Use of profane/obscene language, racial slurs, and derogatory language will not be permitted. Language of this type directed towards another student warrants immediate disciplinary action. Uncontrolled outbursts which disrupt the learning environment or inappropriate language directed at a staff member will be dealt with in a more severe manner. Refer to the section titled **Immediate Referable Offenses**.

1 <sup>st</sup> Offense	Teacher Warning/Documented parent contact (phone call, letter home, etc.)
2 <sup>nd</sup> Offense	Referral to Administration/Detention
3 <sup>rd</sup> Offense	Referral to Administration/Saturday School
4 <sup>th</sup> Offense	Referral to Administration/Saturday School
Subsequent Offenses	Referral to Administration/AES – External Suspension

## WILLFUL DISOBEDIENCE/DEFIANCE OF AUTHORITY

If the learning environment is to be effective, it is vital that the line between students and staff members be an unmistakable one. **Students are obligated to follow any and all directives from any and all staff members.** Open or willful disobedience or defiance is considered a severe offense and will be dealt with accordingly.

1 <sup>st</sup> Offense	Documented and successful parent contact
2 <sup>nd</sup> Offense	Removal of student/Referral to Administration/Referral to an AES program
Subsequent Offenses	Removal of student/Referral to Administration/Referral to an AES program leading to External Suspension

## POSSESSION OF UNNECESSARY ARTICLES

Possession of unnecessary, distracting items **including, but not limited** to laser pens, electronic games, roller blades, skateboards, and **other items as listed in the Student Code of Conduct Book** are not permitted on campus. The faculty, staff, and administration are **not liable** for any student owned and/or prohibited items on campus.

1 <sup>st</sup> Offense	Item confiscated and submitted to Administration/School Security Officer and returned to parent
2 <sup>nd</sup> Offense	Item confiscated and submitted to Administration/School Security Officer and returned to parent/Detention
3 <sup>rd</sup> Offense	Item confiscated and submitted to Administration/School Security Officer and returned to parent Referral to Administration/ Saturday School
4 <sup>th</sup> Offense	Item confiscated and submitted to Administration/School Security Officer and returned to parent Referral to Administration/ Referral to Administration with possible AES – External Suspension
Subsequent Offenses	Item confiscated and submitted to Administration/School Security Officer and returned to parent Referral to Administration/ Referral to Administration with possible AES – External Suspension

## IMMEDIATE REFERABLE OFFENSES

Any major physical or verbal disturbance that interferes with the learning environment or management of school activities warrants an immediate referral to Administration. Such disruptions lead to a loss of teaching time, disruption of school function, may be dangerous, and will not be tolerated.

Each staff member will use his/her discretion in determining such disruptions and handle appropriately via behavior management and classroom management. Examples of offenses leading to an immediate referral include, but are not limited to, the following:

- 1) Aggressive behavior/verbal abuse directed toward a staff member
- 2) Major physical altercations
- 3) Harassment of classmates or other students

- 4) Obscene or threatening gestures
- 5) Battery on a school board employee
- 6) Pornography
- 7) Sexual Offenses
- 8) Tobacco, drug, alcohol possession
- 9) Vandalism
- 10) Weapons

The above offenses will result in immediate removal of the student and referral to Administration. Consequences will adhere to the Discipline Matrix and, depending on the severity, will result in referral to an AES program, External Suspension, and possible Expulsion from school.

### **HABITUAL DISOBEDIENCE/DEFIANCE/INSUBORDINATION**

Students who have been issued repeated (4 or more) referrals for disobedience, defiance, and insubordination will automatically be referred to an AES program and/or possible External Suspension.

### **REPETITIVE ADMINISTRATIVE REFERRALS**

Students who have been referred to the administration for five (5) or more referrals identified on the Discipline Matrix will automatically receive an External Suspension.

**This Behavior/Discipline Plan is used in conjunction with the School Board of Broward County Student Code of Conduct Book and the guidelines outlined in the District Discipline Matrix. The District's Discipline Matrix may supersede the guidelines as outlined in the Plan.**

# STUDENT INTERVENTION CHECKLIST

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEAM: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

## DATE ALL ENTRIES

<b>CLASSROOM INTERVENTIONS</b>					
Reprimand					
Seat Change					
Reflective Essay					
Removal to "Time Out" Area					
Student/Teacher Conference					
Teacher Detention					
Removal to Another Class					
Removal by Administration					
<b>TEACHER/PARENT</b>					
Phone Call					
Parent Conference					
<b>TEACHER/TEAM</b>					
Conference					
<b>TEAM/GUIDANCE</b>					
Initiate Child Study Team					
Conference					
<b>TEAM/ASSISTANT PRINCIPAL</b>					
<b>Discipline Matrix Guidelines</b>					

Teacher documentation of Infractions and Interventions may be made on this form, Pinnacle, or teacher-made document to show interventions made for student infractions.

ADDITIONAL DETAILS IF NECESSARY:

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