

## MCMS DISCIPLINE POLICY

It is Mossy Creek's belief that a structured and disciplined environment helps students develop self-control, character, orderliness, and efficiency, and that good discipline is inherently a cornerstone of a quality educational program. The Mossy Creek discipline policy provides for close communication with parents at the onset of discipline problems so that together we can help students have a positive experience and successful school year. While the school will help students develop good decision-making skills, ultimately, the students must make choices for themselves and be responsible for their own behavior and actions. Proper student conduct in school and at school-related activities is a joint responsibility of students, parents, and staff. Together we can make Mossy Creek an effective place for learning and also help our students develop the habit of self-restraint, which will help develop individual character.

Our first priority shall always be given to the safety of our students and to the attainment of quality education, free from disruption, for all students who seek it and accept the responsibility therein. You have our commitment that the administrative staff and teachers will administer discipline in a fair and consistent manner.

## GUIDELINES OF DISCIPLINE

School discipline applies to incidents that occur on the way to school, at school, and returning home from school. Whenever a student is referred to the office, he or she will be afforded *due process* and allowed an opportunity to tell their side of the incident. If necessary, written statements will be taken. The student will be informed of the school rules that were violated and the consequences. **All referrals will result in a phone call home and/or written notification.**

## ALTERNATIVE SCHOOL/STUDENT REVIEW COMMITTEE

Students who are referred to the alternative school for long term suspension have the right to a Student Review Committee (SRC) hearing. Parents have the right to a **Tribunal** hearing before the School Board if they do not agree with the recommendation of the SRC. Any student entering Mossy Creek Middle School from the alternative school will be placed on a behavior contract.

## OFFENSES(S) AND DISPOSITION(S)

The following is a chart which describes offense(s) and disposition(s) in order for students and parents to have a better understanding of discipline policies and procedures. The dispositions of the following offenses are guidelines only which provide suggestions for how teachers and the administration of the school may address inappropriate student behaviors. **Mossy Creek follows a progressive discipline plan that increases punishment for continuous misbehavior. The school's administrators retain the right to modify dispositions when necessary.**

Example of Progressive Discipline

- 6 Signatures – 3 Days Lunch Detention
- 9 Signatures – 5 Days Lunch Detention
- 12 Signatures – 2hr. after school detention or 3 days ISS
- 15 Signatures – 3 Days ISS
- 18 Signatures – 5 Days ISS

<b>LEVEL I</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>• Gum</li> <li>• Failure to turn in homework</li> <li>• Dress code</li> <li>• Unauthorized location</li> <li>• Failure to follow standard procedures</li> <li>• Unprepared for class</li> <li>• Horseplay</li> </ul>	3 days lunch detention	5 days lunch detention	2 hr. after school detention or 3 days ISS	5 days ISS
<ul style="list-style-type: none"> <li>• Class disruption</li> </ul>	ISS the rest of the day; 3 or 5 days of lunch detention depending on severity	ISS the rest of the day; 5 days lunch detention or 3 days of ISS depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity
<ul style="list-style-type: none"> <li>• <b>Failure to complete homework and/or classwork</b></li> </ul>	2 hour after school detention for every three signatures	2 hour after school detention for every three signatures	2 hour after school detention for every three signatures	2 hour after school detention for every three signatures
<b>LEVEL II</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>• Substantial disruption of class</li> <li>• Skipping class (on campus)</li> <li>• Profanity</li> <li>• Inappropriate displays of public affection</li> </ul>	ISS the rest of the day; 5 days lunch detention or 3 days of ISS depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity	5 days home suspension possible long term suspension
<ul style="list-style-type: none"> <li>• Malicious teasing</li> </ul>	5 days lunch detention	3 days ISS	5 days ISS	Home suspension
<ul style="list-style-type: none"> <li>• Possession of electronic devices <i>* disruption of class caused by electronic device will result in assignment to ISS</i></li> </ul>	taken up/released to parent if not on <b>3 days ISS</b> if the phone is on or being used (texting, calling, camera)	5 days ISS	5 days ISS	3 days home
<ul style="list-style-type: none"> <li>• Academic dishonesty</li> </ul>	No credit given	No credit given + 3 days ISS	No credit given + 5 days ISS	No credit given + home suspension

<b>LEVEL III</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>• Disrespect</li> <li>• Aggressive behavior</li> <li>• Defiance</li> <li>• Computer Misuse</li> </ul>	3 days ISS	5 days ISS	10 days ISS/ 3 days home	3/5 days home Administrative discretion
<ul style="list-style-type: none"> <li>• Forgery</li> <li>• Skipping (off campus)</li> <li>• Possession of fireworks</li> <li>• Possession/use of tobacco</li> </ul>	3 days ISS	5 days ISS	Recommendation for expulsion	
<ul style="list-style-type: none"> <li>• Defacing school property</li> </ul>	3 days ISS/Notify law enforcement	5 days ISS/Notify law enforcement	Recommendation for expulsion/Notify law enforcement	
<ul style="list-style-type: none"> <li>• Harassment/bullying</li> <li>• *Sexual Harassment</li> </ul>	5 days ISS- Recommendation for expulsion <i>Based on severity</i>	Home suspension/ Recommendation for expulsion <i>Based on severity</i>	Immediate suspension, recommendation for expulsion	
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Theft</li> <li>• Gang related activity</li> </ul>	5 days ISS/ Law enforcement notified	10 days ISS/ Law enforcement Notified	3 days home suspension/ law enforcement notified	Recommendation for expulsion
<ul style="list-style-type: none"> <li>• Student use of teacher workstation</li> </ul>	Recommendation for expulsion			
<ul style="list-style-type: none"> <li>• Chronic discipline problems</li> </ul>				Recommendation for expulsion
<ul style="list-style-type: none"> <li>• Possession and/or distribution of drugs</li> <li>• Possession and/or distribution of look alike drugs and or prescription or over-the-counter drugs</li> <li>• Weapon or dangerous instrument</li> <li>• Assault on staff or student</li> <li>• Terroristic threats and acts</li> <li>• Pulling the fire alarm, falsely calling 911, bomb threat</li> </ul>	Recommendation for expulsion Law enforcement notified  Recommendation for expulsion Law enforcement notified			

**Note:**

**School administrators and/or designated representatives possess the authority to conduct a reasonable search of lockers, students, and their possessions while either on campus or at a school sponsored activity. Drug dogs are brought in periodically to conduct random searches.**

**\*Parents, please be advised and encouraged to communicate to your children the consequences and potential criminal penalties of underage sexual conduct and related crimes for which children may be tried as adults.**

**Gator Discipline Card**

In order to involve our students and parents in the discipline process, each student will be given a Gator Discipline Card at the beginning of the school year and at the beginning of 2<sup>nd</sup> semester. This card will be in the front of their agenda (an example is below). The teachers will use this discipline card to help remind students of the expected behavior at Mossy Creek (this includes failure to complete assignments). Each time a student fails to follow the expected discipline and/or fail to complete assignments, the student will receive a signature from a teacher. Once a student receives 6 signatures on his/her card for behavior and/or 3 signatures for failure to complete assignments, he/she will be referred to the office. After school detention will be Monday, Tuesday and Thursday from 2:50pm – 4:50pm. Students that receive no signatures will be rewarded with free time each 3, 6 and 9 week period.

# GATOR DISCIPLINE CARD

HOMework / CLASSWORK 3 SIGNATURES = 1DAY AFTER SCHOOL DETENTION

HOMework / CLASSWORK 3 SIGNATURES = 1 DAY AFTER-SCHOOL DETENTION

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BEING PREPARED FOR CLASS

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FOLLOW ALL SCHOOL RULES

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LISTEN AND FOLLOW DIRECTIONS

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RESPECT OTHERS AND YOURSELF

Students with no signatures will enjoy free time every 4 ½ week period.

**Consequences:**

Each Signature: 1 day silent lunch

**3 signatures – Parent contact**

6 signatures – Office referral

**Every 3 signatures after 6 will be another office referral**

Lost card – Office referral

**Every 3 Homework/Classwork signatures will result in one 2 hour after school detention (M,T,TH)**

Parent Signatures

4 ½ weeks (with Progress report \_\_\_\_\_) 9 Weeks Signature with report card \_\_\_\_\_

## **IN-SCHOOL SUSPENSION (ISS)**

Some instances of serious rules infractions may result in students being assigned to the In-School Suspension (ISS) program. The ISS program at Mossy Creek is an alternative to home suspension and is staffed by a certified teacher. In addition, while in ISS, students have access to their instructors who monitor the progress of students daily. Students in ISS receive assignments that are the same or are equivalent to those being completed in their classes. When students are assigned to ISS, a copy of the rules and procedures are sent home. Should your child be assigned to ISS, please review in-depth with him/her the rules and procedures of ISS so that your child may perform successfully. Students who fail to uphold the rules of ISS will be given extra days and/or suspended home depending on the severity of their offense.

## **HOME SUSPENSION**

For infractions of the rules, disruptions, disobedience, or failing to carry out previously assigned punishment, students may be suspended home up to 10 days. While suspended home, the student will be counted as absent (unexcused) from school and will receive no credit for all missed work.

## **CONDUCT GRADES**

Each student at Mossy Creek will earn a conduct grade that will be recorded on their progress report and report card during the school year. Each student will receive a Team Conduct grade from his/her academic and connections teachers. We expect Mossy Creek students to have good conduct from the time they leave home to the time they arrive home each afternoon. Below is a rubric that will be used to assign your student a conduct grade. All students who receive a Satisfactory (S) and or Excellent (E) conduct grade will be allowed to attend all Mossy Creek activities such as: Pep rallies, assemblies, dances and clubs. Students who receive a Needs Improvement (N) or Unsatisfactory (U) conduct grade will not be allowed to attend these activities. Students not allowed to attend school hour activities will be given other assignments in the classroom or cafeteria. Student conduct grades will be checked at each progress report and report card distribution.

## Mossy Creek Middle School Conduct Rubric

**Student Name:** \_\_\_\_\_

	<b>1.Team work/Relationships</b>	<b>2.Responsibility</b>	<b>3.Attitude</b>	<b>4.Focus</b>	<b>5.Behavior</b>
<b>E</b>	Works very well with all group members. Completes share of group responsibilities. Has positive relationship with every member of the group. Extends self to make friends with all students. Treats teacher and staff with respect.	Turns in all work on time. Has all books and agenda available in class when needed. Keeps up with their belongings and keeps locker neat and orderly. Needs no help staying organized.	Shows enthusiasm and a positive attitude all the time. Encourages others. Appreciates different ideas and experiences.	Focuses on task at hand and makes good use of time to complete assignments. Shows interest in new learning and asks questions and engages in discussion.	Is a model student, always using best manners and polite language. Has fun with all students and helps others to do the same. Makes good, safe choices and models good behavior for others.
<b>S</b>	Works well with group, does fair share of the assigned tasks, and gets along well with most students. Is considerate to the teachers and staff.	Turns in most of their work on time. Has all books and agenda available in class most of the time. Keeps up with their belongings and keeps locker neat and orderly most of the time. Needs only slight reminder to stay organized.	Has a positive attitude most of the time, and tries new things when comfortable with them. Puts on "best face", even under difficult or strenuous circumstances.	Most of the time is on task and is able to get right to work without being reminded. Makes good use of time.	Is well-behaved. There were a few reprimands, but not more than once for the same thing.
<b>N</b>	Has problems working with group and does not resolve them in positive ways. Does not complete share of work. Gets along with some of the people in the class, and some of the teachers.	Has difficulty turning in work on time. Has difficulty bringing books and agenda to class. Has difficulty keeping up with their belongings and keeping locker neat and orderly. Has to be reminded often to stay organized.	Tries to be positive, but often makes more negative comments and causes others to be negative.	Has to be reminded to get to work or to stay on task and often distracts others from doing their work. Does not make the attempt to try new learning experiences.	Is unruly and has to be corrected or spoken to by often by teachers and staff. Has been referred to the office for their behavior.
<b>U</b>	Always has problems working with group and causes problems with the group. Does no work in the group. Does not get along with others	Does not turn in work on time. Does not bring books and agenda to class. Does not keep up with their belongings and keeping locker neat and orderly. Is not organized.	Negative attitude	Does not stay on task, does not try new learning activities	Is unruly and has to be corrected or spoken to by constantly by teachers and staff. Has been referred to the office for their behavior.

**Comments:**

## BUS POLICIES AND BEHAVIOR PROCEDURES

***Riding a school bus is a privilege – it is not a required service. Bus suspension is a reasonable and often necessary discipline action. Bus privileges can be suspended either temporarily or permanently.***

We believe all students can behave appropriately and safely while riding on a school bus. We cannot allow student behavior that may impair the ability of the bus driver to carry out his/her duties while driving the bus. In order to insure the safety of our students riding the bus, the following rules (but not limited to) must be observed on the bus:

- Respect yourself and the rights of others.
- Follow the driver's directions the first time they are given.
- Stay in your seat; keep all parts of your body and all objects in the bus.
- Pushing, shoving, or fighting is not allowed.
- Eating, drinking, chewing gum, smoking, or spitting is not allowed.

If a student exhibits disruptive behavior, the driver will notify the parents immediately in an attempt to solve the problem at that level. However, if the student chooses to break the same or another rule, the following consequences will apply:

- 1<sup>st</sup> reported incident: School official, parent, and driver conference. A suspension from the bus for minimum of three days will follow if the parent fails to attend the conference. A contract may be executed between the students, parents, and school administrator.
- 2<sup>nd</sup> reported incident: three days off bus.
- 3<sup>rd</sup> reported incident: five days off bus.
- 4<sup>th</sup> reported incident: ten days off bus
- 5<sup>th</sup> reported incident: suspension off the bus for the remainder of the year

A student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension. More serious offenses will receive consequences beginning at the third report level. Additionally, these behaviors will receive the appropriate disposition of time in ISS. This stipulation applies, but is not limited to, the following offenses.

Disrespect of driver, monitor, or administrator  
Fighting  
Vandalism  
Possession of tobacco

In other infractions, such as possession of weapons or drugs, or severe disrespect of the driver, the student will be suspended from the bus for the remainder of the year.

