

THE  
SEBASTIAN  
POSITIVE BEHAVIOR  
SUPPORT SYSTEM  
AND  
DISCIPLINE PLAN

2012-2013 School Year

## GOAL OF DISCIPLINE PLAN AND POSITIVE BEHAVIOR SUPPORT SYSTEM

At Sebastian Middle School we believe that everyone has the right and responsibility to achieve his or her educational best. To make this happen, everyone needs a safe and positive environment in which to learn. To be the best we can be, we will:

- \*Honor individual differences.
- \*Clearly define expectations.
- \*Hold each person accountable for his or her own behaviors.
- \*Teach and model positive behaviors.

## SEBASTIAN MIDDLE SCHOOL EXPECTATIONS

### We Expect Students To:

- \*S – Show respect
- \*O – Observe rules
- \*A – Act responsibly
- \*R – be Ready to learn

### We Expect Teachers To:

- \*Maintain a positive and safe classroom environment.
- \*Communicate with families.
- \*Teach and model positive behaviors.
- \*Provide differentiated lesson plans.
- \*Be on time.
- \*Maintain a positive working environment and put students first.

### We Expect Administrators To:

- \*Provide strong leadership.
- \*Communicate with teachers.
- \*Encourage family support and participation.
- \*Provide a safe environment.
- \*Teach and model positive behaviors.
- \*Maintain a positive working environment and put students first.

### We Expect School Support Staff To:

- \*Provide a safe environment.
- \*Teach and model positive behaviors.
- \*Value individual differences.
- \*Maintain a positive working environment and put students first.

### We Expect Parents To:

- \*Send students to school ready to learn.
- \*Be active participants in their child's learning.
- \*Teach and model positive behaviors.
- \*Openly communicate with school personnel.
- \*Be an active participant in your child's education.

**WHEN STUDENT EXPECTATIONS ARE MET**

Students meeting their expectations will be reinforced for positive behavior through one or more of the following:

- \*honor point system.
- \*honor assemblies.
- \*inclusion in school activities/assemblies.
- \*enhanced self image.
- \*enhanced self respect.

**WHEN STUDENT EXPECTATIONS ARE NOT MET**

Students **not** meeting their expectations will be encouraged to develop increased self control and improve their ability to make positive behavior choices through the school wide use of a discipline level system. The level system defines infractions and related consequences.

**ARTICLES NOT ALLOWED ON CAMPUS**

Radios, recording devices, CD players, iPods/MP3 players, cameras, heavy chains, video games, balls, skateboards, roller blades, beepers, hats, laser pointers, electronic devices, weapons, whiteout, and anything the principal feels is distracting or inappropriate are not allowed to be brought to school or on the bus.

**THE SCHOOL WILL NOT BE RESPONSIBLE IF ANY OF THESE ITEMS ARE LOST OR STOLEN.**

**\*Students observed with any of these items in their possession will have the item confiscated. The item(s) will be sent to the Dean's Office and will be held until retrieved by a parent or guardian.**

## SEBASTIAN DRESS CODE POLICY

**Our goal is to enforce the district dress code in a manner that is fair to all students at Sebastian Middle School. These dress code guidelines have been implemented in an effort to provide a more positive and consistent middle school environment.**

**All Students are expected to adhere to the following:**

- A. Personal attire may be in the style of the day, but clothing of a distracting character is unacceptable. This includes articles of clothing with reference to drugs, alcohol, or tobacco products. No rude or disruptive words or symbols, no reference to illegal drugs or drug material, no sexual, racial or gang references, and no violence or destructive words or symbols will be allowed.
- B. Headgear shall not be worn on school grounds, including hats, visors, and bandanas.
- C. Hair shall be clean and well combed or brushed. Extreme hair styles will not be accepted.
- D. Shoes must have a back or strap on the heel.
- E. Skirts, dresses, shorts, etc. **must be no shorter than 4 inches above the top of the knee or at least 1 inch below the fingertips, while in a standing position.** **Spandex skirts and dresses are not allowed.**
- F. Jogging suits, leggings, and sweat suits are not acceptable except in physical education classes.
- G. Pants are to be worn with the waistband **above** the hips. At no time should undergarments be visible.
- H. Articles of clothing with holes are not acceptable. **Leggings** may no longer be worn under garments with holes.
- I. Midriff, backless, or “cutout” dresses and tops may not be worn.
- J. Revealing clothing is not acceptable. **Sleeveless tops and dresses must have a blouse or shirt underneath.**
- K. Hair curlers and excessive make-up shall not be permitted.
- L. Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing, or any other object, or on the body of any student or person on school property.
- M. Overly baggy or overly long shirts will not be allowed. Untucked shirts must be no longer than the wrist of the student when arms are down by his/her sides.
- N. Sunglasses, heavy chains worn as jewelry or on other clothing, and safety pins will not be allowed on campus.

These rules on personal appearance of students are meant to be a set of guidelines to enable the students of St. Johns County schools to dress casually but reasonably. **Nothing in these rules shall be construed to preempt the authority of the principal to act contrary to statements contained therein in specific cases when, in his/her opinion, a student is attempting to use this policy to disrupt the educational process or the good order and discipline of the school.**

**\* Continued violations of the dress code policy will result in a dress code referral.**

## SEBASTIAN GUM/CANDY POLICY

Due to the extensive damage that gum/candy has caused in recent years to the school building, chewing gum and eating candy are not permitted at SMS.

## SEBASTIAN MIDDLE SCHOOL DRESS CODE AND GUM/CANDY INFRACTION POLICY

Students that have committed a dress code or gum/candy violation will be subject to the following policy. Teachers will be required to track these classroom managed infractions and will complete the appropriate form.

- 1<sup>st</sup> Infraction: Teacher will issue a verbal warning to the student indicating the nature of the infraction.
- 2<sup>nd</sup> Infraction: Teacher will place a note in student's planner that their child has chosen not to follow the SMS dress code or gum/candy policy for the second time within the semester.
- 3<sup>rd</sup> Infraction: Student will be sent to the Dean's Office on a dress code or gum/candy referral.

**\*\* It is the student's responsibility to inform their parent/guardian that they have received a note in the planner for a second SMS dress code or gum/candy infraction.**

Dress code and gum/candy infractions will be accumulated and documented on an individual teacher basis. At the end of each semester, the student will be given a clean slate for these two policies.

- \* Incentive:** Students that have not received a dress code referral, gum/candy referral, or Office Discipline Referral (ODR) during a 9-week period will earn one Honor Point.

## SEBASTIAN MIDDLE SCHOOL TARDY POLICY

During each semester, students that have accumulated four or more unexcused tardies to school will be referred to the Dean's Office by the Attendance Office. This office managed infraction will result in an appropriate consequence to be determined by the Dean's Office.

## SEBASTIAN MIDDLE SCHOOL CELL PHONE POLICY

Students may possess cellular telephones/electronic pagers at school and school functions. They must be turned off, stored in student's backpack, purse, or locker. Cell phone/electronic pagers may not be used during the school day without administration approval. Failure to comply with this policy will result in the item being confiscated.

- 1<sup>st</sup> Infraction: Phone will be sent to the Dean's Office by the teacher. Student will serve a lunch detention. Phone returned to the student at the end of the day.
- 2<sup>nd</sup> Infraction: Phone will be sent to the Dean's Office by the teacher. Student will serve a day of PASS. Phone returned to the student at the end of the day.
- 3<sup>rd</sup> Infraction: Phone will be sent to the Dean's Office by the teacher. Student will serve a day of OSS. Phone returned to the student at the end of the day.
- Further Infractions: Phone will be sent to the Dean's Office by the teacher. Student will serve another day of OSS. Phone returned at the end of the day.

**\*All infractions will be documented with a county referral. Repeated misuse of cell phones is a Level III Infraction within the St. Johns County Student Code of Conduct.**

## CLASSROOM MANAGED LEVEL ONE INFRACTIONS

### Examples of Level One Classroom Managed Infractions:

- \*tardy to class
- \*disrupting class (ex. talking loudly, getting out of seat without permission, laughing or talking at inappropriate times, minor physical horseplay)
- \*use of offensive language
- \*pushing, shoving, running, and/or horseplay
- \*defiant failure to observe classroom rules/expectations
- \*student-correctable damage to school property
- \*minor harassment/teasing
- \*cheating/plagiarism
- \*cafeteria misconduct

### Level One Procedures and Related Consequences:

Step One: If a student chooses to behave in such a way that results in a Level One Infraction: The teacher will utilize the **SMS Classroom Infraction Report (CIR)** which begins **with a verbal warning/redirect.**

Step Two: If student behavior results in subsequent Level One Infractions: The teacher continues to complete the **SMS Classroom Infraction Report (CIR)** utilizing various intervention techniques. These interventions could include, but are not limited to:

- \*student/teacher conference
- \*seating change
- \*time out (in room)
- \*time out with another teacher
- \*schedule modification
- \*note in planner
- \*student contract
- \*phone contact
- \*loss of class privilege
- \*verbal cue
- \*refer to Guidance
- \*conflict resolution with Dean

This process will be utilized for Steps 2 and 3 on the **SMS Classroom Infraction Report (CIR)**. A variety of intervention techniques will be utilized and documented appropriately.

Step Three: Classroom intervention **AND** phone call to parent

Step Four: If student behavior has not improved as a result of the Level One Interventions, an **Office Discipline Referral (ODR)** will be generated, with the **SMS Classroom Infraction Report (CIR)** attached, and sent to the Dean's Office.

**\*\*\* Level One Infractions will be accumulated and documented each semester on an individual teacher basis. At the end of each semester, the student will be given a clean slate for Level One Infractions.**

## **OFFICE MANAGED LEVEL TWO INFRACTIONS**

### **Examples of Office Managed Level Two Infractions:**

- \*skipping class and/or school (includes after-school detention)
- \*direct profanity or abusive language towards another student, to include a verbal altercation
- \*non-correctable damage to property
- \*extremely defiant behavior
- \*leaving class and/or school without permission
- \*cafeteria misconduct (ODR exempt)

### **Level Two Procedures and Related Consequences:**

If a student chooses to behave in such a way that results in a Level Two infraction, an **Office Discipline Referral (ODR) Form** will be completed and the student will be referred to the Dean's Office. **If a student's behavior becomes so defiant that the teacher is unable to conduct class, the Dean's Office will be notified immediately.**

- 1<sup>st</sup> Referral**
- \*parent contacted by Dean **AND** one or more of the following:
    - \*restitution
    - \*withdrawal of privileges
    - \* lunch detention in Dean's Office
    - \*specific period(s) internal suspension
    - \*internal suspension in Dean's Office
    - \*suspension from extra curricular activities
    - \*supervised work detail
    - \*conflict resolution session

**2<sup>nd</sup> Referral**                    \*parent contacted by Dean **AND**  
    increased days from 1st referral choices  
    \*recommendation for Guidance Counseling intervention

**3<sup>rd</sup> Referral**                    \*parent contacted by Dean  
    \*internal suspension in Dean's Office **OR**  
    multiple consequences from 1st referral choices

The school wide Positive Behavior Support (PBS) Team will be asked to intervene for those students who continue to exhibit inappropriate behaviors and who are unable to follow school wide expectations and rules.

**NOTE:**                    **Students sent to the Dean's Office via a referral (Level Two or above) will remain in the Dean's Office for at least the remainder of that class period. Please promptly send class work with the student or via another student.**

## **OFFICE MANAGED LEVEL THREE INFRACTIONS**

### **Examples of Level Three Infractions:**

- \*physical altercation (fighting)
- \*vandalism
- \*theft (misdemeanor - <\$300.00)
- \*bullying / threatening or extremely defiant behavior or language to another student
- \*direct profanity or abusive language towards an adult
- \*possession and/or use of tobacco
- \*sexual harassment
- \*possession of combustibles
- \*failure to report to Dean's Office when sent by staff member
- \*failure to cooperate while in the Dean's Office

### **Level Three Procedures and Related Consequences:**

If a student chooses to behave in such a way that results in a Level Three Infraction, an **Office Discipline Referral (ODR) Form** will be completed and the student will be referred to the Dean's Office. **If a student's behavior becomes so defiant that the teacher is unable to conduct class, the Dean's Office will be notified immediately.**





**Level Four Procedures and Related Consequences:**

If a student chooses to behave in such a way that results in a Level Four Infraction, an **Office Discipline Referral (ODR) Form** will be completed and the student will be referred to the Dean's Office. **If a student's behavior becomes so defiant that the teacher is unable to conduct class, the Dean's Office will be notified to remove the student from class.**

**Level Four Infractions may result in a referral to the St. Johns County Discipline Committee for a possible placement in an alternative setting.**

**1<sup>st</sup> Referral**                    \*external suspension 1-10 days **AND** parent contacted

**2<sup>nd</sup> Referral**                    \*external suspension 5-10 days **AND** parent contacted  
    \*recommendation for Guidance Counseling intervention

**3<sup>rd</sup> Referral**                    \*external suspension 10 days **AND** parent contacted

The school wide Positive Behavior Support (PBS) Team will be asked to intervene for those students who continue to exhibit inappropriate behaviors and who are unable to follow school wide expectations and rules.

**When the school based investigation determines that a Level Four Infraction has taken place, law enforcement will be notified.**

Dear Parents/Guardians and Students:

The objective of Sebastian Middle School is to provide a safe educational environment where there is a clear academic challenge while still ensuring that each child experiences success. An important key to this success lies in a caring relationship among the parents, teachers, and students.

A safe and orderly environment is necessary to achieve our objective. We recognize that middle school students undergo great social, emotional, mental, and physical changes and at times it becomes difficult for students to behave in a responsible manner. In order to establish consistent means for teachers and administrators to address student conduct, we have designed a school wide discipline plan and positive behavior support system which all grade levels will follow. We expect that this will provide a more productive learning environment for all students at Sebastian Middle School.

We believe that if all parents, teachers, and staff at Sebastian Middle School enforce the expectations of

SOAR:        \*S – Show respect  
                  \*O – Observe rules  
                  \*A – Act responsibly  
                  \*R – be Ready to learn

and hold the students responsible for their actions in a consistent manner, then we will have a safer and more productive learning environment for your child to achieve excellence and personal growth.

When you have read this plan and have discussed it with your child, please sign this letter along with your child and return it to the school. This form will be kept in your child's homeroom folder.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Homeroom Teacher

\_\_\_\_\_  
 Grade

If you have any questions concerning this plan, please call the school at your earliest convenience.