O. W. Holmes
Discipline Management Plan
2018-2019
Sharron Jackson, Principal
PRINCIPLES OF EFFECTIVE DISCIPLINE

By using effective and efficient supervision techniques, we increase opportunities for positive contact with students, reinforcing appropriate behavior, and correcting inappropriate behavior.

Effective Teacher

- Communicates the plan in a firm but controlled and friendly manner
- Does not wince, shrug, or otherwise convey disbelief in what is being said.
- Provides an understandable reason for the plan.
- Enforces the rules consistently.
- Has high expectations that all of the students will abide by the rules.

Ineffective Teacher

- May have no clearly defined rules
- Conveys rules in a gruff, angry, and condescending manner.
- Conveys that “I’m only doing this because the administration wants me to do it.”
- Berates students with meaningless phrases to convey expectations of appropriate behavior, such as “Don’t you know any better?” or “how many times do I have to tell you?”

EXPECTATIONS

Hall Monitoring

It is the responsibility of all faculty and staff to monitor school hallways in order to maintain safe and civil conduct at all times throughout our campus. There should never be more than one student from a class with a hall pass. Students may not receive a hall pass during the first 10 minutes, or the last 10 minutes of any class period.

The hallways are the largest common area in our school. Here we have the greatest opportunity to build positive relationships with all students and teach appropriate social behaviors.

All teachers are expected to adhere to the following protocols:

- Stand outside their classroom doorways as soon as the passing period begins
- Encourage students to hurry to their next period and avoid standing in the hallways
- Do not issue a hall pass during the first 10 minutes or last 10 minutes of class

Note:

Students are not to be left unsupervised at any time during the school day

Other Common Areas

Other common areas include the front of the building, the auditorium, the cafeteria, and the gym. Each time you are monitoring a common area you are presented with the opportunity to build relationships with students and teach appropriate social behaviors.
STUDENT CONDUCT

Student Code of Conduct
The Dallas Independent School Districts 2018-2019 Student Code of Conduct has been revised to comply with state law as delineated in Chapter 37, Safe Schools Act, and Texas Education Code. The revised code is a collaborative effort between central and campus staff, parents/guardians, and other concerned community members. The Student Code of Conduct, as adopted by the Dallas ISD Board of Trustees, articulates specific expectations regarding appropriate conduct for all students, parents/guardians, teachers, and school administrators of the Dallas ISD.

The Student Code of Conduct provides the following:
- Delineate specific examples of student misconduct
- Define penalties that will be imposed for specific misconduct
- Provide for district consistency in the matter of student discipline.

Standards of Student Conduct
- Exercise self-control
- Demonstrate a positive attitude
- Respect the rights and feelings of others
- Take responsibility for school property
- Support the learning process

For additional information on the Student Code of Conduct and the revised levels of infractions, you can refer to the following link:

Offenses
Level 1
1st Offense (Level 1): The student will receive a warning. The teacher explains the rule that was not followed.
2nd Offense (Level 1): The student has a parent-teacher conference within the classroom or phone-conference.
3rd Offense (Level 1): Student Discipline Referral is submitted to an administrator. Parent is invited to a conference with teacher/administrator. ISS may be assigned (determined by an administrator).
4th Offense (Level 1): The student is referred to an administrator and counselor. Parent-Student conference will be held with a teacher and administrator. The counselor will identify programs/agencies and strategies to be utilized to correct the student’s misbehavior.

Level 2
(Offenses that seriously disrupt the educational process in the classroom in the school, and/or at a school-related activity.)
1st Offense (Level 2): Teacher refers the student to an administrator accompanied with a Student Discipline Referral. Conference with a parent will be held to determine the course of actions. OSS / DAEP may be assigned according with the Student Code of Conduct.
2nd Offense (Level 2): Teacher refers the student to an administrator and counselor. Conference with a parent will be held to determine the course of actions. OSS / DAEP may be assigned according with the Student Code of Conduct. Counselor will develop and utilize programs to remedy student behavior.

Level 3
Level 3 Offenses: Mandatory placement in DAEP. Criminal offenses as defined in Level III. All offenses listed in Level III are according to TEC Chapter 37.006
Level 4
Level 4 Offenses: Expulsion. Offenses that include those which a student may be expelled under state law TEC 37.007

DISCIPLINE MANAGEMENT
Teachers are professionals and are expected to deal with aspects for discipline within their classrooms as they arise. The administrative staff serves as a support system and not as a substitute for good classroom management. It is important for teachers to be thoroughly aware of the policies and rules on student behavior as outlined in the Student Handbook.

To effectively manage your classroom, you must clearly define classroom procedures and routines. Effective teachers spend a good deal of time the first weeks of the school year introducing, teaching, modeling, and practicing procedures until they become routines. Incorporating daily procedures and routines is essential in maintaining appropriate classroom discipline.

Teachers are expected to maintain an orderly and disciplined classroom environment. Please pay particular attention to spelling and grammar when documenting a discipline referral, as the referral may be seen by the parents.

Please use discretion when implementing this policy. If an emergency arises, students are to use their individual hall pass. All teachers must strictly adhere to this policy to help maintain a safe and positive learning environment. Students needing to use the library must have a written pass. Students will receive a written pass to report to the office/front desk. Teachers are responsible for maintaining discipline in areas outside the classroom such as the halls, the cafeteria, auditorium, gymnasium, etc.

Principles of Effective Discipline
- Treat students with dignity and respect.
- Effective teaching reduces discipline problems.
- Students need a limited say in what happens in the classroom.
- It takes time to develop an effective discipline plan and style
- We create most of our discipline problems by how we teach and treat people.
- Bored students become discipline problems.
- Lack of self-esteem is the major reason why students act up.
- No one wants or likes to fail. A student would rather be bad than be stupid.
- We deny most the students who need to learn responsibility, by denying them the experience to have responsibility (student council, athletics, music, and so on).

Classroom Discipline Responsibilities
- Teachers shall establish classroom management procedures that concentrate on good student conduct and support school and district policies and procedures.
- Rehearses and reinforce the rules / expectations so that procedures become class routines.

Community Service
Community service can be assigned to a student by an administrator for a referral or multiple dress code violations. The student will be assigned a specified number of community service days that will have a due date. To document days served, the student will have a Student Community Service Log. The date, a description of the service, and supervisor signature will need to be filled out. The final step will be an administrator signature verifying completion.
In-School Suspension

- ISS is assigned for Level 1 offenses (refer to Student Code of Conduct).
- Student will receive class work for each class missed/spent in ISS.
- Student assigned to ISS may NOT be marked absent. Students assigned to ISS will be able to participate in extracurricular activities.
- Student cannot be assigned for more than 30 days in a school year.

Out-of-School Suspension

- OSS is assigned for Level 2 & 3 offences (discretionary/mandatory).
- Not to exceed 3 school days.
- Cannot attend school functions.
- Make up work. (EIA-Regulation policy).

Bullying

The Dallas Independent School District prohibits bullying. Retaliation against anyone involved in the complaint process is a violation of district policy.

The district prohibits the bullying of any student:

1. During any educational program or activity conducted by the district;
2. During any school-related or school-sponsored program or activity or on a school bus;
3. Through the use of any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the school district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or
4. Through threats, using any of the above methods, to be carried out on school grounds, which includes threats made outside of school hours that are intended to be carried out during any school-related or school-sponsored program or activity, or on a school bus.

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that will have the effect of physically harming a student, causing a student to experience substantial negative mental health effects.

Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool. An administrator has the option to use “Bullying” as the offense listed under the Level II offenses of the SCoC if cyberbullying causes a disruption at the campus level.

Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property, on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity. Cyberbullying that occurs off school property or outside of school-sponsored or school-related activity if the cyberbullying:

Interferes with a student’s educational opportunities
Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity

Bullying occurs when a student or a group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Is so sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Has the effect of substantially negatively impacting a student’s emotional or mental well-being.

Cellular Phones/Electronic Devices
For safety purposes, the district permits students to possess personal cellular phones and pagers and beepers. However, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets or other personal computers.

Cellular Phones and Pagers/Beepers
The District prohibits the use of cellular phones and pagers/beepers at all schools during the instructional class time. All students may possess cellular phones and pagers/beepers. However, such devices shall not be visible and shall remain off during the instructional class time. Principals, working in consultation with the Site -Based Decision Making Committee (SBDM), Parent Teacher Association (PTA), campus and district level administrative staff, have the option to ban cellular phones from the campus FNCE (LOCAL). Once a campus has made the decision to ban cell phones, a Parent Notification Letter shall be distributed to all parents and the following documentation must be submitted to the Office of Student Discipline:
1. A copy of the Meeting Agenda/Minutes
2. A copy of the Parent Notification Letter

THIS POLICY WILL BE STRICTLY ENFORCED BY ALL SCHOOL PERSONNEL. All confiscated phones must be turned in to the principal’s office immediately, if possible, or as soon as practicable the day the phone is confiscated. – FNCE (LOCAL) Campus administrators shall have the discretion to determine the appropriate use of cellular phones during the instructional day and for students participating in extracurricular activities while on school property or while attending school - sponsored or school - related activities on or off school property. However, all cellular phones must be turned off during instructional class time. The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school - related or school sponsored event. The District is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the principal’s office immediately, if possible, or as soon as practicable the day the phone is confiscated. All staff members must place confiscated cell phones in a secure location. Once the cell phone has been confiscated, the following procedure will be used to return the device:

1. The first time a cell phone is confiscated, it can be picked up by a parent or guardian. An administrative fee of $0 will be charged before the device can be returned.

2. The second time a cell phone is confiscated, it can be picked up by a parent or guardian. An administrative fee of $5 will be charged before the device can be returned.
3. The third time a cell phone is confiscated, it can be picked up by a parent or guardian. An administrative fee of $10 will be charged before the device can be returned.

4. If a cell phone is confiscated a fourth time, it will be kept until the end of the school year. An administrative fee of $15 will be charged before the device can be returned. Any device not claimed by September 1, following the end of the school year, will be disposed of according to FNCE (LOCAL).

5. Any student refusing to give the device to school personnel will be subject to Level disciplinary Consequences.

Behavior Management Form Instructions

Discipline Intervention Plan

The Discipline Intervention Plan is intended to produce school wide consistency in handling discipline matters, to assist students in changing behavior, and to assist teachers in dealing with parents and students in a proactive and positive manner. The Discipline intervention Plan process must be completely followed before a Teacher Discipline Referral form is written.

Behavior Management Form Instructions

Teacher Discipline Referral Instructions:
1. Fill out student and parent information completely.
2. Indicate the type of referral behavior this is and if there was a teacher removal from the classroom.
3. Write a detailed description of the student’s action(s) and the date(s) of the incident(s).
4. Write a description of any previous action taken, parent contacts, action plans, or parent follow-ups.
5. If the referral is for single acts of mild/moderate misbehaviors, attach the white and signed pink copies of the student infractions. (Any interventions or parent contacts described on these sheets does not have to be rewritten on the referral form.)
6. Sign and Date.
7. A copy will be returned to you once action is taken (make sure your signature is legible or print your name to the side).
<table>
<thead>
<tr>
<th>VIOLATION OF SCHOOL/SAFETY RULES</th>
<th>DESCRIPTION</th>
<th>Teacher Actions</th>
<th>Administration Actions</th>
</tr>
</thead>
<tbody>
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<td>ista OFFENSE</td>
<td>2nd OFFENSE</td>
<td>3rd OFFENSE</td>
<td>4th OFFENSE</td>
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<td>1st OFFENSE</td>
<td>2nd OFFENSE</td>
<td>3rd OFFENSE</td>
<td>4th OFFENSE</td>
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<tr>
<td>VIOLATION</td>
<td>DESCRIPTION</td>
<td>Teacher Actions</td>
<td>Administration Actions</td>
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<tr>
<td>Shirt tail out</td>
<td>Gum chewing in class/hallways</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
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<tr>
<td>Horse playing</td>
<td>Laser pointer</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
<tr>
<td>Running in hall</td>
<td>Dress &amp; Grooming Violation</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
<tr>
<td>Scuffling</td>
<td>Gambling</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
<tr>
<td>Falsification of School Records</td>
<td>Computer system violation</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
<tr>
<td>Cheating/Copying the work of another</td>
<td>Bus misconduct</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
<tr>
<td>Threats (Student to student)</td>
<td>Throwing objects</td>
<td>Correct and release</td>
<td>Parent contact and/or conference; and consequences specified by the teacher</td>
</tr>
</tbody>
</table>

**OFFENSIVE LANGUAGE AND/OR PROFANITY**

- Profanity
- Obscene gestures
- Racial slurs
- (student to student or to self)

- Stop student Correct and release
- **Referral to the administration team**
  - Parent contact
- **Referral to the administration team**
  - Mandatory parent conference in no less than 48 hours
    - **Behavior Contract**
      - Duration and consequences specified by administrator
- **Referral to an administrator team**
  - Mandatory parent conference in no less than 48 hours
### Classroom Disruption

<table>
<thead>
<tr>
<th>Behavior or occurrence that totally inhibits classroom instruction</th>
<th>Teacher Actions</th>
<th>Classroom Behavior Contract</th>
<th>Referral to an administrator team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verbal Warning</strong> Correction</td>
<td>Contact parent</td>
<td>Phone conference or face-to-face conference with parent/guardian within 48 hours</td>
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</tbody>
</table>

### Use of Cell Phones and Other Electronic Devices

| During the Instructional day

- No Talking
- No Texting
- No Listening to music |
|---|---|---|---|
| **Confiscate device ($0-$15 fee to the front office)** | **Confiscate device ($0-$15 fee to the front office)** | **Referral to an administrator**
Mandatory parent conference | |

### Possession

| Laser Pointer

- Toy gun or look-alike gun
- Pornographic material
- Electronic Cigarette
- Electronic devices such as (CD players, MP3, iPods & etc.) |
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<tr>
<td><strong>Referral to an administrator</strong></td>
<td><strong>Referral to an administrator</strong></td>
<td><strong>Referral to an administrator</strong></td>
<td><strong>Referral to an administrator</strong></td>
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### Level 2 Offences
### Oliver Wendell Holmes Middle School
Rigorous Curriculum - Collaborative Climate – Safe & Secure Learning Environment

<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>Teacher Actions</th>
<th>Administration Actions</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>- Bullying</td>
<td>Referral to the administration team</td>
<td>Referral to the administration team</td>
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<td></td>
<td>- Fighting</td>
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<td></td>
<td>- Harassment</td>
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<td>- Sexual Harassment</td>
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<td></td>
<td>- Stealing/theft</td>
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<td>- Hazing</td>
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<td>- Hit list</td>
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<td></td>
<td>- False accusation</td>
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<td>- Gang Activity</td>
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<td></td>
<td>- Suspicious drug activity</td>
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<td></td>
<td>- Vandalism/criminal mischief</td>
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<td></td>
<td>- Video &amp; audio recording for disruptive purposes</td>
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</table>

### OFFENSIVE LANGUAGE AND/OR PROFANITY

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Teacher Actions</th>
<th>Administration Actions</th>
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</thead>
<tbody>
<tr>
<td>- Profanity</td>
<td>Referral to the administration team</td>
<td>Referral to the administration team</td>
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<tr>
<td>- Obscene gestures</td>
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<td>- Racial slurs</td>
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<tr>
<td>(student to student or to self)</td>
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### POSSESSION

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<tr>
<th>DESCRIPTION</th>
<th>Teacher Actions</th>
<th>Administration Actions</th>
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<tbody>
<tr>
<td>- Fireworks (Any kind)</td>
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<tr>
<td>- Over the counter drugs</td>
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<td>- Knife (pocket,</td>
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</tbody>
</table>
## Teacher Action

### Threats and/or Bullying Student on Student
- Repetitive and excessive insults, serious threats to do bodily harm as creative an air of discomfort in the learning environment
- Counselor Referral
- Referral to an administrator

### Offensive Language and/or Profanity
- Gregarious language towards another person
- Referral to the administration team
- Referral to an administrator

### Using/Dispensing Medicine Violation
- Prescription and/or Over-the-Counter meds
- Nurse referral
  - Parental contact with written warning
  - Referral to an administrator

### Profanity, Obscene Gestures and/or Disrespect of School Personnel
- Egregious Insults and/or Profanity directed toward any and all school personnel
- Referral to the administration team
- Referral to the administration team

## Level 3 Offenses

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
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12
<table>
<thead>
<tr>
<th>Violation of School/Safety Rules</th>
<th>Referral to an administrator</th>
<th>Referral to an administrator</th>
<th>Referral to an administrator</th>
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<tbody>
<tr>
<td>Abuse of a volatile chemical</td>
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<td>Aggravated Robbery off campus</td>
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<td>Alcohol</td>
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<td>Assault</td>
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<td>Drugs</td>
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<td>Felony Conduct</td>
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<tr>
<td>Public lewdness</td>
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<tr>
<td>Retaliation against school employee</td>
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<tr>
<td>Fighting and/or Activity That Disrupts Learning Environment</td>
<td>Referral to an administrator</td>
<td>Referral to an administrator</td>
<td>Referral to an administrator</td>
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<tr>
<td>Physical altercation between two or more students</td>
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<tr>
<td>Threats and/or Bullying, Student on Student</td>
<td>Referral to an administrator</td>
<td>Referral to an administrator</td>
<td>Referral to an administrator</td>
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<tr>
<td>Repetitive and excessive insults, serious threats to do bodily harm as creative an air of discomfort in the learning environment</td>
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</tr>
<tr>
<td>Profanity, Obscene Gestures and/or Disrespect of School Personnel</td>
<td>Referral to an administrator</td>
<td>Referral to an administrator</td>
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<td>Egregious Insults and/or Profanity directed toward any and all school personnel</td>
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Acknowledgement

This discipline plan guide is designed to provide general information pertaining to the school Campus/District policies and other pertinent information. This information should make the general management/safety of our campus much more efficient.

The guide should be a constant source of reference for you. If you have any questions or concerns about any policies or procedures, please contact Mrs. Jackson for clarification.

Addendum items (i.e., weekly bulletins, enrollment procedures, testing procedures, etc.) will be distributed throughout the school year. Please add these to your handbook for future reference.

I acknowledge receipt of the O.W. Holmes Discipline Plan. In addition, I have read and understand the contents of the 2018 – 2019 Discipline Plan.

__________________________ _______________________
Teacher Signature  Date

__________________________ _______________________
Principal Signature  Date