



# Geeter Middle School

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## Blue Ribbon

School-wide Behavior Plan  
2007 - 2008



4649 Horn Lake Road  
Memphis, Tennessee 38109

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# Geeter Middle School

## Blue Ribbon

### Discipline Committee

Dr. Chloe Sims	Principal
Will Turner	Assistant Principal
Wanda Harris	PDSCC
Marquis Healey	School Counselor
Kenneth Gunn	MEA Representative
Toyree Jones	6 <sup>th</sup> Reading/Language Arts
Bertha Means	Community Representative
LaTisha Jackson	Behavioral Specialist
Tracci Banks	Family Specialist
Daryl Thomas	CDC
Angela Williams	AVID
Candace Tubbs	7 <sup>th</sup> Science
LaToye Zinn	8 <sup>th</sup> Science
Hubert Mays	Parent

# Blue Ribbon Discipline Committee

## Meeting Schedule

Reporting Period	Approximate Dates of Reporting Periods	All data for period entered into system (A)	Blue Ribbon Discipline Committee meeting dates (B)	Faculty meeting Dates to report interpretation of 20 day data (C)
1	8/13/07-9/10/07	9/10/07	9/11/07	9/12/07
2	9/11/07-10/10/07	10/12/07	10/16/07	10/17/07
3	10/11/07-11/07/07	11/09/07	11/13/07	11/14/07
4	11/08/07-12/10/07	12/14/07	12/18/07	12/19/07
5	12/11/07-1/23/08	1/25/08	1/29/08	1/30/08
6	1/24/08-2/21/08	2/22/08	2/26/08	2/27/08
7	2/22/08-3/28/08	4/02/08	4/08/08	4/09/08
8	3/31/08-4/25/08	4/30/08	5/06/08	5/07/08
9	4/28/08-5/23/08	5/23/08	5/27/08	5/28/08

**(A) Entering Behavior Data:**  
 Mr. Will Turner – Assistant Principal  
 Ms. LaTisha Jackson – Behavioral Specialist

**(B) Data Summary Report to Discipline Team:**  
 Mr. Will Turner –Assistant Principal

**(C) Report to Faculty of 20 day Data:**  
 Mr. Will Turner – Assistant Principal  
 Mr. Daryl Thomas – CDC Teacher

## **Guiding Principles**

Through staff dedication, parental support and community involvement, we challenge our students to become part of the solution and not the problem.

### **School Beliefs**

- All students are capable of learning at high levels when challenged to work outside of their comfort zones.
- Students learn best in a safe and positive learning environment.
- Students have the right to a quality education and the responsibility to allow others the same right.
- Students learn best when they make connections between the curriculum, their interests and real world experiences.
- Students deserve a quality education through a rigorous and academically stimulating curriculum.
- The faculty and staff must work collaboratively with administrators, parents and community members in order to ensure the success of every student.
- Students must learn to manage their behavior, practicing self-control daily.

### **School Character Points**

- By exhibiting respect for self and others, maintaining self-discipline, and practicing good judgment, students will contribute to a safe and orderly school environment.
- Students must take responsibility for their actions, accepting consequences.
- Through hard work and effort, students will succeed.

### **Values**

- Student effort, achievement and excellence should be encouraged and rewarded.
- Partnerships between the school, home and community are essential to the success of the school.
- Respecting the views of others and their property is necessary to maintain a safe and positive school environment.

### **Vision**

Our vision is to equip the students of Geeter Middle School with the necessary skills and strategies to become problem-solvers in an ever-changing world.

### **Mission**

Our mission is to provide students with the necessary support and guidance in an academically stimulating environment where they will acquire the skills and knowledge needed to meet or exceed all proficiency levels established by the state of Tennessee and will be able to think critically and perform at high levels.

## **Philosophy Statement**

The faculty and staff of Geeter Middle School believe that students in the middle grades are capable of learning and achieving at high levels and must be provided with positive experiences, so that they develop their potential to become responsible, contributing members of society.

## **Goals and Objectives**

### **Goal**

To implement research-based strategies in an effort to promote and sustain positive school-wide discipline by providing students with the necessary support and guidance

### **Objectives**

- Decrease the number office referrals by 50%.
- Decrease the number of students referred to In-School Suspension (ISS) by 50%.
- Decrease the number of suspensions by 50%.
- Decrease the number of expulsions by 50%.

## **School Procedures**

### **Procedures for Entering School**

- All students must enter the front east and west entrances only.
- Students will report to the cafeteria for breakfast or the auditorium for announcements.
- Breakfast begins promptly at 7:00 a.m. and ends at 7:20 a.m.
- Students will be dismissed from either the cafeteria or the auditorium. Students must go immediately to their classrooms.

### **Procedures for Closing of School**

- All students will exit the two front entrances only with the exception of bus riders and students exiting the East and North Wings.
- Teachers will secure their classrooms and escort students outside.
- Students who attend extended day activities must report promptly to the library and remain seated until their teachers arrive.

### **Procedures for Passing Classes**

- Teachers will be posted outside their classroom doors during the passing of all classes.
- Students will walk quietly on the right side of the hall when passing classes.

### **Lunchroom**

- The last period teacher will escort students to the cafeteria.
- Students must remain seated during the lunch period unless permission is given.
- Students are assigned to tables by their grade sections.

### **Assemblies**

- Teachers will escort students to the auditorium and remain with their classes during an entire assembly. Teachers are required to bring a roster of students to all assemblies to account for their students.
- Students will enter the auditorium quietly with hands to their sides.
- Students will sit in assigned areas in the auditorium.

### **Office Referrals**

- Teachers are required to follow the referral process for Geeter Middle School.
- Each grade level team will handle minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.
- Parents must be contacted immediately following misbehavior on the part of the student.
- The grade level team along with the Behavioral Specialist will devise a modified specific behavior plan, which is consistent and supports the overall school-wide discipline plan. The **Behavior Intervention Manual** will serve as a guide to determine needed interventions for students who consistently misbehave.
- If the student's behavior does not improve as a result of the teacher/teams and Behavioral Specialist's intervention plan, then the teacher will submit a Discipline Referral Form to the assistant principal. The administration and discipline team will assign the student to ISS or issue a home suspension, if necessary.

### **Lockers**

- Students are allowed to go to their lockers between 7:20 a.m. - 7:30 a.m. Under teacher supervision, students may have the option of going to their lockers in between classes, before lunch, after lunch and/or at the end of the day.
- Emergency situations and special needs will be considered at the discretion of the teacher.

## **Classroom Procedures**

### **Classroom school-wide procedures**

- Each teacher is responsible for reviewing and discussing the weekly character education trait during homeroom from 7:30 a.m. – 8:00 a.m. Teachers can also extend the teaching of the weekly character education trait during MA Exploratory.
- Each morning the weekly character education trait will be mentioned on the school's morning announcements.
- *Each team* is responsible for developing a classroom discipline plan at the beginning of the school year, aligning it to the school-wide discipline plan. The plan outlines rules for the classroom, as well as both positive consequences for keeping the rules and negative consequences for breaking them.

### **Hall Passes**

Students will be given permission to pass from one location to the next at the discretion of the teacher, using a color-coded hall pass. Hall passes are color-coded according to grade level.

## Turning in Homework and/or Projects

Each team will develop a schedule for homework and/or projects.

## School-wide Rules/Expectations

1. **Be on time, and be prepared for class!** Be in your assigned seat working on your bell activity before the tardy bell rings. Make sure you have your notebook, textbook, pencils, and calculator. (if allowed)
2. **Keep hands, feet, and objects to yourself.**
3. **Follow directions the first time they are given.** (Do nothing to hinder the educational process or another student.)
4. **Be respectful to yourself, your classmates and your teacher at all times.** (This includes word and actions.)

### *Rights and Responsibilities*

<b>Students</b>	<b>Teachers</b>
<ul style="list-style-type: none"><li>-The student has the right to learn in a safe and academic environment.</li><li>-The student has the right to explore the responsibilities of classroom learning.</li><li>-The student has the right to be actively engaged in meaningful instruction.</li><li>-The student has the right to due process, behaviorally, by the site and Memphis City Schools.</li><li>-The student has the right to be disciplined with dignity, treated fairly and with respect.</li></ul>	<ul style="list-style-type: none"><li>-The teacher is responsible for providing a safe environment for students.</li><li>-The teacher is responsible for accurate assessment of students' academic performance.</li><li>-The teacher is responsible for providing meaningful instruction as mandated by MCS standards and curriculum.</li><li>-The teacher is responsible for following the procedures and guidelines set forth by MCS Discipline Policy.</li><li>-The teacher is responsible for expressing a fair and equal environment for students.</li></ul>

*\*Students are also responsible for ensuring that they maintain and practice self-discipline at all times.*

### **How we teach the rules and procedures**

#### **Grade Level Assemblies**

Each grade-level team of teachers is responsible for teaching the common school-wide rules/expectations and procedures to their students during the first week of school for each semester.

#### **Daily Announcements**

Each day during the morning announcements, Dr. Sims or her representative will reemphasized the school-wide rules/expectations and weekly positive character trait. Homeroom teachers will further facilitate this process by allowing students the opportunity to discuss ideas and suggestions on how the school-wide expectations and character trait affect them on a daily basis.

## **New Student Transition Team Program**

New transfer students will meet with the Behavioral Specialist upon entering Geeter Middle School to discuss the school-wide rules/expectations. Students will be given a copy of the Geeter Middle School Student Handbook and MCS's Student Code of Conduct Handbook during this session. Students will also be paired with a student representative from their homeroom to assist them in becoming better acclimated to the Geeter Middle School environment.

### **Program Elements**

#### **Principal's Student Advisory Team**

This student leadership group will assist the administration in addressing student concerns in regards to maintaining an environment conducive to learning, implementing student and teacher incentives, and demonstrating positive student behavior.

#### **Student Council**

This student elected group will represent the student body of Geeter Middle School by collaborating with the administration to address student concerns and promote student morale.

#### **Student of the Week**

Each team will select a student who demonstrates positive behavior weekly. These students will be recognized for exhibiting excellent behavior and given special incentives.

#### **Behavior Matters (BMAT) Behavior Bucks**

Students will receive "Behavior Bucks" as reinforcement for exhibiting positive behaviors. These students will be allowed to cash in their "Behavior Bucks" for prizes.

#### **P.T.O.**

The Family Specialists will organize and implement recruitment efforts to get parents and teachers actively involved in the school and community.

### **Character Education**

Students are introduced to a different character trait on a weekly basis by Dr. Sims or her representative during the morning announcements. These traits are reinforced throughout the week by all teachers and school personnel through the use of literacy activities supplied in the Teacher Handbook to be implemented with students daily during homeroom.

### **Sexual Harassment**

Geeter Middle School staff participated in Sexual Harassment Training on August 6, 2007, during our school-wide in-service. Students will receive Sexual Harassment training in their homeroom class during the first week of school for each semester of the 2007-2008 school year.

## **School Safety Plan**

### **Procedures**

Geeter Middle adheres to the School-wide Safety plan that is outlined in the **Classroom Crisis Response Procedures** manual. This manual provides all Memphis City Schools with consistent emergency procedures across the district.

- **Drills**  
Drills for tornados, lockdowns, fires and earthquakes are conducted on a regular basis.
- **Evacuation**  
Evacuation sites are clearly marked. All teachers must post exit routes in their classrooms.

## **In-School Suspension Plan**

### **Description**

Students who have either broken a major school rule, have become disruptive in the classroom, and/or have become habitual in breaking class rules will be assigned to In-School Suspension (ISS) in the Alternative Classroom. This is considered suspension from school, but the student remains at the school rather than being sent home. Provide students with structured support and guidance to facilitate appropriate behavior and compliance with schools rules.

### **Procedures for referral and monitoring**

- The principal, assistant principal or designated faculty will refer students to in-school suspension.
- Students will be referred for in-school suspension when infractions occur that require removal from the classroom.
- The in-school suspension teacher will monitor all students sent to ISS.
- Students will also bring current/remedial academic assignments from the classroom teacher when placed in ISS.

### **Activities in room**

#### **Problem Solving Plan**

- Work with team members to implement procedures to assist students in the development of techniques to control and express anger constructively
- Define and encourage positive student behavior
- Provide tutorial assistance to students in ISS
- Assign and oversee special assignments related to student infractions

### **Re-entry Plan**

- Initiate contract with students to commit to behavior modification
- Discuss future consequences for continued infractions
- Discuss re-entry contract with classroom teacher/team and principal

## **Monitoring Process**

### **S-Team**

The S-Team (LEA, Special Educator, Counselor, regular classroom teacher, and parent/guardian) will develop a coordinated, detailed plan of action to address the needs of students who consistently demonstrate inappropriate student behaviors. The school's counselor, Ms. Healey, is responsible for conducting S-Team meetings.

### **Discipline Committee**

The discipline committee is responsible for monitoring the progress of positive student behavior in the school. Regular and timely updates will be made to the faculty, using data to support evidence of strengths and areas in need of improvement. Ongoing feedback will be provided to the faculty and staff to adjust the plan as needed.

### **Behavioral Specialist**

The school's Behavioral Specialist, Ms. Jackson, is responsible for monitoring all students who continuously disrupt the educational process at Geeter Middle School. Ms. Jackson will work collaboratively with classroom teachers in an effort to promote positive student behavior. Using the **Behavior Intervention Manual** and strategies listed in **Classroom Management that Works**, she will meet regularly with individual teachers and or teams to provide them with strategies on becoming a skilled classroom manager. Ms. Jackson will also meet with students individually and in group setting to assist them in forming and maintaining positive behaviors in and out of the classroom.

### **Data (Disaggregation of Student Data)**

The discipline team will interpret and analyze all relevant data, providing updates to the staff, parents, and community members. In addition, the discipline team will meet the last Thursday of every month to discuss updates, identify and review the progress of students who have a behavior intervention plan. The team will also make ongoing recommendations and strategies to ensure positive discipline is maintained. Data will be utilized to provide support for adjusting and maintaining an effective school-wide discipline plan.

## **Action Steps**

1. The School-wide rules/expectations and code of conduct will be taught the first week of the fall and spring semester of the 2007-2008 school year.
2. A Discipline Team representative will train students and teachers on peer mediation. The implementation of a school-wide peer mediation program provides an ongoing strategy to sustain appropriate student behavior.
3. Discipline data will be evaluated every 20 days to assess and develop ongoing strategies to assist in improving discipline.
4. By January 2008, the Trust Pays Program committee will provide training sessions to the students and faculty.

## Prevention Model

Geeter Middle School uses the *Trust Pays Program* to ensure academic, social and behavioral success for all students by assisting school personnel in providing a safe and academically challenging environment. This program allows students to anonymously report unsafe activities within the school environment, such as drugs, weaponry, and gang related activities, to school personnel. Student reporters will receive a cash reward ranging from \$50 to \$100 depending on the severity of the incident and usefulness of the information provided.

## Intervention Plan

### Parental Involvement

The faculty and staff of Geeter Middle School encourage active parent participation. The Family Specialists will provide ongoing efforts to make positive home-school connections.

### Peer Mediation Program

Peer Mediation will be used to solve student conflicts peaceably. Student leaders will facilitate the mediation session. Select faculty will train student leaders to conduct mediations.

### New Student Transition Team Program

New transfer students will meet with the Behavioral Specialist upon entering Geeter Middle School to discuss the school-wide rules/expectations. Students will be given a copy of the Geeter Middle School Student Handbook and MCS's Student Code of Conduct Handbook during this session. Students will also be paired with a student representative from their homeroom to assist them in becoming better acclimated to the Geeter Middle School environment.

## Evaluation

Quantitative and qualitative data will be utilized to assess the school-wide behavior plan. The number of office referrals and suspensions will be tracked daily and evaluated every 20 days to identify students who are habitually showing inappropriate behaviors. Data will be further disaggregated by grade level to determine the grade with the most suspensions. The administration and discipline team will provide additional support to help teachers and students in creating a peaceable classroom and ultimately a peaceable school.

## Results

# of Students	# Infractions	Office Referrals	Home Suspensions	Board Suspensions	In-School Suspensions	Expulsions
2006-07	683	683	539	120	16	8

## Celebration

### School-wide Incentives

- School Dances
- Lunch with the Principal/Assistant Principal/Alumni
- Star Students Program – Student of the Week (Display on Bulletin Board)
- Behavior Matters (BMAT) Behavior Bucks
- Posters of Expectations
- Team Recognition
- Talent Show
- Pep Rally
- Career Day

### Classrooms

- Field Trips
- Pizza Parties
- Movie Day

### Teacher Incentives

- Birthday Recognitions
- Team Lunches
- Teacher of the Month Give-Away
- Gift Bags
- Terrific Teacher Tokens

## Conclusion

Geeter Middle School is committed to providing a positive environment that promotes appropriate student behaviors and encourages students to practice self-discipline with the support and guidance of administrators, teachers, parents and other students.

The faculty and staff at Geeter Middle School believe that students in the middle grades are capable of demonstrating appropriate behaviors and can achieve at high levels. With a sense of urgency, Geeter Middle School's **Blue Ribbon School-wide Behavior Plan** will be implemented to ensure "a safe, orderly, and respectful environment that maximizes the possibilities for effective teaching and learning" (Marzano, 2003, p. 115)

Marzano, R. J. (2003). Classroom management that works: Research-based strategies for every teacher. Alexandria, VA: ASCD.