



PELHAM GARDENS MIDDLE SCHOOL

2545 Gunther Avenue-Room 426

Bronx, New York 10469

Phone: (718) 794-9750

Fax: (718) 794-9756

Denise L. Williams, Principal

Assistant Principals: Joseph Biernat, Ian McGhie, Michael Morgan

**PGMS DISCIPLINE POLICY
2017-2018**

In an effort to consistently hold students accountable for the infractions listed below, we will continue to follow the PGMS **LADDER OF DISCIPLINE**. This policy is the school-wide discipline protocol for the upcoming school year. Therefore, it is imperative that we all follow the protocol exactly as stated.

Tracking Students Behavior

- All infractions must be logged in **SKEDULA**.
- When creating an anecdotal log notify the following staff members:
 - **Grade 6** Infractions- Mr. Morgan, Ms. Hennessey, Ms. Strothers
 - **Grade 7** Infractions – Mr. McGhie, Ms. Kandirakis, Mr. Philogene
 - **Grade 8** Infractions – Mr. Biernat, Ms. Steadman, Ms. Toomb, Ms. Madden

Anecdotal Categories

The anecdotal categories in Skedula have been updated to reflect a more concise list of infractions. It also includes a specific anecdotal category to request parent meetings and administrative report.

<i>Skedula Anecdotal Categories</i>	
<i>Behavior</i>	<i>Consequences and Requests</i>
<p style="text-align: center;">Level I</p> <ul style="list-style-type: none"> • Classroom Infractions (Constantly talking, Disturbing other students, Out of seat without permission, Failure to follow teacher directives) • Cafeteria Infractions (Out of seat without permission, Minor food throwing) • Transition (Lateness, Cutting class) <p style="text-align: center;">Level II</p> <ul style="list-style-type: none"> • Play fighting • Physical altercation • Bullying /Harassment • Leaving the building without permission <p style="text-align: center;">Level III</p> <ul style="list-style-type: none"> • Group violence/disorderly conduct in public space to and from school • Possession or use a of a weapon as outlined in the Chancellor’s Discipline Code • Physical aggression toward an adult (pushing, shoving, or striking) 	<ul style="list-style-type: none"> • Private conversation • Reflection area • Teacher consequence • Parent phone call • Detention/Community service • Meeting with teacher/student/Dean-Admin. • Parent Meeting • Grade Team-Parent meeting • Removal from school trips/Events • Classroom removal • Principal’s suspension • Superintendent’s suspension



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Disciplinary Procedures for Level I Infractions

All teachers should clearly create and discuss the rules and expected behaviors in the classroom. These rules should be visible for ALL students to see. Teachers should discuss the disciplinary process alongside the expectations.

Step 1: Private Conversation: The teacher must have a private conversation with the student detailing the infraction, the expected behavior and the consequence if the behavior continues. The teacher can subsequently send the student to a reflection area in the classroom if the disruptive behavior persists.

Step 2: Teacher Consequence: The teacher must deliver a consequence that is at least 30 minutes in length. This can include after-school detention, lunch detention, and removal from gym. The teacher must be present during the consequence. It is strongly recommended that teachers hold their own consequence. Releasing authority to admin/dean diminishes the respect and rapport you need to build with students. **Log in Skedula.**

Step 3: Teacher Parent Contact: The teacher should call the parent and discuss the infraction/behavior, and possible further actions that would be taken if the behavior continues. The teacher should **Log it in Skedula** and tag the Advisor.

Step 4: Teacher/ Student/ Dean/Assistant Principal Meeting: The teacher can request a meeting with the student and Dean/Admin before requesting the parent meeting.

Step 5: Request a Parent Meeting: The teacher should request a parent meeting by tagging the Advisor, Parent Coordinator and Dean. The Parent Coordinator will schedule a parent meeting. At the conclusion of the meeting the Parent Coordinator /Dean will log the outcome of the **Parent Meeting** in Skedula. **Administrative Consequences** will be mandatory for all infractions that reach step 4.

* Step 4 can be optional

Disciplinary Procedures for Level II Infractions

All **Level II** infractions are handled by the Dean and Admin. The teacher's only responsibility is to report this behavior to a member of the team verbally, via email and/or via Skedula.

Disciplinary Procedures for Level III Infractions

All **Level III** infractions will be handled by the Dean and will involve the request for a **Superintendent's Suspension**.

Uniform Infractions

Students are expected to be in full uniform every day.

1st Offense – Community Service/Detention (30 minutes)

2nd Offense - Community Service/Detention (1 hour)

3rd Offense - Community Service (2 hours)

4th Offense - Removal from the next school wide event

5th Offense - Parent Conversation with the Principal



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Cell Phone

Cell phones are allowed in schools, but any cell phone or electronic device that is seen in use or heard will be confiscated. Any device that is confiscated must be picked up by a parent.

Lunch Detention

If a teacher would like to hold a student for lunch detention, he or she should immediately keep the students at the start of the period. Lunch detention can be held during the following times:

All Grades	11:35 a.m. – 12:05 p.m.
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Once the lunch detention is complete, the student must be given a pass to the cafeteria. Students must be released from detention 15 minutes prior to the end of the lunch period. A record of the lunch detention should be logged in Skedula.

After School Detention

If a teacher would like to hold after-school detention, he or she should issue the school-wide detention letter. Parents must be given at least one day notice prior to the date of the detention. After-school detention can only be held on Wednesday, Thursday or Friday. Students who take the bus have to make other travel arrangements for the day of the detention.

All Grades	2:45 p.m.-3:15 p.m.
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During detentions, teachers should discuss their expectations with students and help them to make better choices in the future. Students should also be asked to complete all work that they may have missed due to their behavior issues.