



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
2018-2019

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

<i>Skedula Anecdotal Categories</i>	
<i>Behavior</i>	<i>Hierarchy of Disciplinary actions</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 etc,..) ● 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) 	<p style="text-align: center;">A. Classroom Interventions</p> <ul style="list-style-type: none"> *Warnings and limited activity Participation. *Behavioral Modification- All modifications and strategies (refer to the PRIM book) must be documented(date/time/strategy used and outcome) in Skedula. *Individual conferences. *Discussion with Advisory staff. <p style="text-align: center;">B. Phone call/Parent-Teacher-Child Conference.</p> <p style="text-align: center;">C. Discussion in Tuesday “Kid Talk” with other grade team members for suggestions.</p> <p style="text-align: center;">D. Guidance Assistance</p> <p style="text-align: center;">E. Assistant Principal- Parent- Child (possibly teacher) conference.</p> <p style="text-align: center;">F. Class Removal</p> <p style="text-align: center;">G. Admin-Teacher-Parent-Child (possibly Guidance) conference.</p> <p style="text-align: center;">H. Principal suspension or Superintendent suspension</p>

***Throughout all of these steps, the teacher should continue to work on classroom interventions.**



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Ladder of Referral

***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. Teachers should log all disciplinary conversations. Parent interactions, and requests for assistance into Skedula**

***The ladder of remedial measures should explore, and include, but is not limited to the following:**

Level I Infractions

Step 1: Teacher level

- Examination of child's cumulative records
- Change of child's seat
- Special efforts to praise or encourage child
- Infusion of conflict resolution activities into curriculum areas
- Use of Cooperative Discipline strategies and techniques
- Conferences with child
- Letter to parent of child by mail
- Special efforts to adapt class work to the child's abilities and needs by determining the child's learning styles, interests, and academic potential

Step 2: Teacher level

- Deprivation of privileges
- Continued adaptation of curriculum to motivate
- Granting of, removal of, classroom monitoring assignment
- Informal consultation with supervisor or grade team leader for suggestions
- Investigate possibility of special remedial help by teacher and/or others in particular areas (reading, math, homework, speech etc..)
- Sending for parent-more than once if necessary
- Requesting supervisor's aid in the event of failure of parent to come in when requested
- Work with the parent to set up a notebook or progress report for parent's signature as a daily report
- Keep child after school or during lunch to review expectations or for academic support

Step 3: Referral to the Dean

- Confer with student and teacher
- Write to or send for parent
- Remove child from class temporarily
- Refer child to guidance

Step 4: Administrative follow up when necessary: The administration will examine the history of the child and steps already taken. After doing so, the administration will take any of the following steps:

- Send for parent and hold a formal pre-suspension guidance conference, if necessary
- Transfer child to a new class
- Remove the child temporarily from class
- Suspend the child for a period not to exceed 5 days



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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.

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)

3th Offense - Removal from the next school wide event/parent conversation with the Administration

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.