



J.G. WHITTIER

**GOOD CITIZENSHIP  
PROGRAM**

2018-2019

## MISSION STATEMENT/PURPOSE

The purpose of the program set forth is to ensure a safe and respectful environment which is most conducive to achieving the academic goals of staff and students. The J.G. Whittier School staff is committed to excellence for all students. We have created this document to define and clarify expectations of student behavior. This program contains benefits, rewards, and incentives for positive student behavior, as well as disciplinary consequences for infractions.

This program uses a written warning system to track student behavior. All Haverhill Public School employees will be able to add good citizenship points (GCPs) or written warnings as a result of encounters with students in the building or on the grounds. Monthly events will occur to reward grades for good behavior.

Violations of the student behavior provisions of this program carry with them a range of disciplinary consequences. This is intentional. We recognize the diversity of our student population and the needs of each of our students and the need to create solutions that help to solve problems, not merely punishments.

We recognize that in order for this program to be successful, we will need the full cooperation of our students and their families. Prior to imposing consequences, each infraction will be thoroughly investigated by our administrative staff. Students will be afforded the appropriate level of due process and parent/staff/student conferences will be scheduled as needed to discuss the problem and disciplinary action as required by this program and Massachusetts law.

# HAVERHILL PUBLIC SCHOOLS

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## JOHN GREENLEAF WHITTIER MIDDLE SCHOOL

256 Concord Street, Haverhill, MA 01830

Phone: 978-374-5782

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# **Daily Routines & Expectations**

## **Morning Routine & Expectations**

- The school day begins as soon as students enter school grounds.
- Students are advised to report to school between 8:00-8:30am. Staff supervision begins on the playground at 8:00am.
- Students who ride bikes or skateboards to school:
  - If students ride bikes, bikes need to be immediately locked on the bike rack (located at the front of the school).
  - If students ride skateboards, skateboards need to be turned in to the designated area immediately (cafeteria, through the breakfast doors). They will be returned at the end of the day.
- Students who bring sporting equipment such as footballs and basketballs to school are responsible for their own belongings and are expected to follow school rules in regard to appropriate time to utilize this equipment. If students are found to abuse these expectations, the privilege may be taken away.
- Students will be allowed inside of the building in the morning (8:05-8:30am) only to get breakfast, receive homework help in the art room, and work with individual staff. Passes are required to see staff. Those students must enter through the designated area doors.



-All electronic devices (i.e.: cell phones, iPods, game consoles, etc., including ear/headphones) must be turned off upon entering school grounds and put away (no visibility) until the end of the school day. (These devices are to remain off and out of sight for the entire school day.)

-Students who get breakfast should report to the cafeteria upon arrival to school. The breakfast doors will open at **8:05am** each morning, and students should finish their breakfast and line up outside with their groups by **8:25am**.

-All students who get breakfast will be given the opportunity to eat breakfast. However, if they enter the cafeteria after **8:20am** they will risk being tardy and may receive a written warning.

-Students will line up at **8:27am** each morning and enter the building quietly by **8:30am** each day.

-In case of inclement weather, 5<sup>th</sup>-8<sup>th</sup> grade students will report to the hallway outside of their homerooms.

## **Hallway Routine & Expectations**

- All students will remove their hats, hoods, or other headwear upon entering the building.
- All students will need a combination lock for their lockers. If students do not start the year with a combination lock, one must be purchased by the start of the 2<sup>nd</sup> week of school.
- If locks are misplaced or broken, it is the student's responsibility to purchase another lock.
- Students should keep lockers secure at all times (keep combinations private and do not share them with others).
- Students will be assigned one locker for the school year. It is expected that the students will only use their assigned locker.
- Students will be allowed to use their lockers at designated times determined by their teachers.
- If locker expectations are not being followed, administration reserves the right to take away the privilege from individual students.
- Students will only be allowed in the hallways during the school day if they have a pass.
- During the school day, students are expected to follow their daily schedules. Hallways are used for transitions only, and students should not be loitering ("hanging out").

## **Homeroom**

- All students must report directly to homeroom upon entering the building.
- Students who report to school after 8:45am must report to the office immediately.
- All students must be in their assigned homerooms.
- Homeroom teachers will direct students to their lockers at the appropriate time.
- Students will only be allowed out of homeroom with a pass or to report to their lockers at the designated times.

## **Lunch/Recess**

- All students will be escorted down to the cafeteria in their groups or homerooms by staff.
- Grades 5 & 6 students will sit by homeroom and have an opportunity to sit where they want based on behavior in the cafeteria.
- Grades 7 & 8 students will be allowed to sit where they want in the cafeteria, but may lose that privilege based on behavior.
- All students are expected to remain seated, talk quietly, keep hands and feet quiet, and clean up after themselves while in the cafeteria.
- All students will sit at tables and be called up to get their lunches (quietest table/group called first).
- All students will throw away their trash and make sure their tables are clean before being dismissed from their tables to leave the cafeteria.
- All students will line up with their groups when they are dismissed from the cafeteria.
- Students will remain in designated areas during recess time.
- Students who bring sporting equipment such as footballs and basketballs to school are responsible for their own belongings and are expected to follow school rules in regard to appropriate time to utilize this equipment. If students are found to abuse these expectations, the privilege may be taken away.

- All electronic devices (i.e.: cell phones, iPods, game consoles, etc., including ear/headphones) must be turned off upon entering school grounds and put away (no visibility) until the end of the school day. (These devices are to remain off and out of sight for the entire school day.)
- Students are expected to line up in their designated areas promptly when signaled by the whistle.
- Students are expected to line up single file and remain quiet while in line.
- In case of inclement weather, indoor recess students will report to their homerooms.
- During indoor recess, students must remain seated in their homerooms and find a quiet activity.

## **Bathrooms**

- Students must have a pass to use the bathroom.
- Students must sign the bathroom log in their classroom before leaving the room and sign back in upon returning.
- One student out of the classroom at a time to use the bathroom.

## **Health Office**

- Students must have a staff issued pass to see the nurse.
- One student at a time may be out of class to see the nurse unless it is an emergency.



## **Assembly Expectations**

-During an assembly, it is expected that students will sit silently, keep their hands and feet to themselves, and clap or respond only when appropriate.

-All students will be allowed to attend assemblies until proven that they cannot behave. (If they misbehave during assembly, they will be removed and receive a consequence).

## **Field Trips**

-See Haverhill Public Schools Handbook

## Dismissal Time

- Teachers will be provided with a list of bus students and walkers.
- If a student's transportation will be different on a particular day, a note or phone call from the parent/guardian must be provided.
- Early bus dismissal is at 2:30pm.*
- Regular bus dismissal is at 2:37pm.* An announcement will be made for students to be released at this time to go to lockers and then report to the cafeteria (grades 5 & 6) and to the gym (grades 7 & 8).
- Walker and parent pick up dismissal at approximately 2:45pm.* An announcement will be made for walkers to be dismissed. Walkers are expected to remain in their classrooms until the dismissal announcement is made.
- Walkers and parent pick-ups are expected to exit the building through the back doors of their wings.
- All students will be expected/encouraged to be off school grounds by **3:15pm** each day unless participating in a scheduled after-school activity or detention.



# Written Warning System

## Written Warning Forms

-When students are issued a written warning, he/she will receive a written warning form. This form will be filled out by the staff member issuing the written warning. The form will indicate the student's name, date, staff member issuing the written warning, and reason for the written warning. The student will be expected to sign this form to acknowledge that it has been received (if a student does not sign or refuses to sign the form, the staff member will write "refused to sign.") The student will then receive a copy of the written warning form to provide to his/her parent/guardian. All written warning forms will be filed for each individual student.

-Teachers/Staff reserve the right to skip written warnings for detentions and/or removal of a student from class within their own classrooms based on the given offense.

-Written Warnings include, but are not limited to the following (See form below):

<b>WRITTEN WARNING</b> <b>JOHN G. WHITTIER MIDDLE SCHOOL</b> 256 Concord Street Haverhill, MA 01830 (978) 374-5782	STUDENT	GRADE
	STAFF MEMBER	DATE
<b>REASON FOR WRITTEN WARNING</b>		
<b>In Class</b>	<b>Out of Class</b>	<b>Social Responsibility</b>
A. Disturbing Class/Others	G. Inappropriate Use of Property	L. Insubordination/Disrespect to Staff
B. Excessive Talking	H. No Pass in Hall/Loitering	M. Dress Code (Hat, Hood, etc.)
C. Did Not Bring Material to Class	I. Rough Play or Horseplay	N. Electronic Device
D. Gum/Eating/Drinking in Class	J. Running in Hallway	O. Inappropriate Language
E. Leaving without Permission	K. Other	P. Disrespect to Peers
F. Not working productively/not following classroom routines		
<b>Student Signature:</b>		

## **Detentions**

**5 Teacher/Staff Written Warnings** (Issued by one teacher/staff member) = **1 Detention** (with that teacher/staff)

**OR**

**10 TOTAL Written Warnings = 1 Office Detention**

-Office Detentions to be held in the library 2 days per week (Wednesdays and Thursdays) from 2:45-3:30pm.

-Teacher Detentions to be held in the library 3 days per week (Tuesday-Thursday) from 2:45-3:10pm.

-Detentions are to be silent.

-Homework can be completed.

-At the discretion of administration a Reflection/Apology note to be written (minimum ½ page).

-Students will remain in detention and must use the bathroom/locker before or after the detention.

-If the student does not adhere to the rules of detention, the student will not receive credit for completing the detention and will have to make up the detention.



-If a student skips a teacher's detention, that student must make up that detention, plus he/she will receive an additional 2 office detentions, and the parent/guardian will be contacted.

-If a student skips an office detention, that student must make up that detention, plus he/she will receive an additional 2 office detentions, and the parent/guardian will be contacted.

-It is highly recommended that students be picked up by an adult after detention.

### **“Take Back” Rule**

-Students will have the ability to remove written warnings from their record for the following reason:

-A written warning can be removed if a student is present in school for a minimum of 10 consecutive scheduled school days without receiving another written warning.

-It will be the responsibility of the individual student to recognize when they have accomplished this goal. When this happens, that student is to report it to the appropriate staff member for verification (Asst. Principal).

### **“Buy Back” Rule**

-If a student earns 5 GCPs, they will be allowed to “buy back”/take away one written warning.

-It will be the responsibility of the individual student to recognize when they have accomplished this goal. When this happens, that student is to report it to the appropriate staff member for verification (Asst. Principal).



## Suspensions

**30 Written Warnings during 1 trimester = 1 day In-School Suspension**

**40 Written Warnings during 1 trimester = 2 day In-School Suspension**

**50 Written Warnings during 1 trimester = 1 day Out of School Suspension**

*Suspension options:*

### Trailing In-School Suspension

-5<sup>th</sup> grader follows 6<sup>th</sup> grade pre-selected group for the day

-6<sup>th</sup> grader follows 7<sup>th</sup> grade pre-selected group for the day

-7<sup>th</sup> grader follows 8<sup>th</sup> grade pre-selected group for the day

-8<sup>th</sup> grader follows 5<sup>th</sup> grade pre-selected group for the day

-Students assigned to a trailing in-house suspension will be responsible to complete work which will be provided by their teachers. At the discretion of administration, they will write a minimum of a 1-page reflection essay on what they learned following the pre-selected grade group for the day.

### Traditional In-School Suspension

-Students will be assigned in-house suspension in the conference room or other designated area.

-Students will be responsible to complete school work provided by teachers and to complete a 1-page reflection essay that led to their suspension.

### Out of School Suspension (Various amount of days depending on the offense)

-Students given out of school suspension are required to keep up with the schoolwork that they will miss and, at the discretion of administration, complete a 1-page reflection essay on the offense that led to the suspension. This will be handed in at the re-entry meeting. If the student has not completed the reflection essay by the re-entry meeting, it must be completed prior to returning to class.

**-All out-of-school suspensions require a re-entry meeting with J.G. Whittier Administration before students can return to class.**

## Major Offenses (Written Warnings)

- Possession of electronic device (cell phone, iPod/headphones, game console, etc.) = **1 written warning + confiscation** (1<sup>st</sup> offense = the student will be given the device back at the end of the day. 2<sup>nd</sup> offense = 1 written warning + a parent has to come and get it. 3<sup>rd</sup> offense = 1 office detention + parent pick up.)
- Physical Contact (hugging, horseplay, etc.) = **1 written warning**
- Fighting (pushing and shoving) = **Office Referral**
- Fighting (Punching, Kicking, etc.) = **Consequence at the discretion of administration**
- Inciting or participating in a disturbance (watching/cheering on fights) = **Consequence at the discretion of administration**
- Insubordination (Defiance of Authority)
  - Failure to comply with minor request of teacher/staff (i.e.: refuse to pick up paper or pencil on the floor, refusal to clean out desk, etc.) = **discretion of teacher (Use of written warnings, classroom detention, etc.)**
  - Failure to comply with other requests of teacher/staff (i.e.: move seat, leave room, stop talking, etc.) = **Classroom detention or if student is sent out of class: classroom detention/incident report/call home by staff member**
  - Verbal or obvious disrespect of teacher (Swearing at, etc.) = **Dismissal from class and consequence at the discretion of administration**
- Vandalism (minor: graffiti/less than \$50) = **maximum of 1 detention + cleaning it**

-Vandalism (major \$50-\$500: trashing bathroom/breaking door/window, etc.) = **Consequence at discretion of administration + restitution**

-Vandalism (colossal \$500+: Flooding, graffiti of all windows/rooms, breaking computers, etc.) = **Restitution + Police + Consequence at discretion of administration**

-Theft = **discretionary depending on the value**

-Arson = **Consequence at discretion of administration**

-Possession of Drugs or use of Drugs = **Consequence at discretion of administration**

-Possession of a weapon = **Consequence at discretion of administration**

## Incentives

*\*\*Every Student is a Good Citizen*

- Teachers and staff are able to randomly assign Good Citizenship Points for good deeds.
- Students can also give out Good Citizenship Points to peers for good deeds (Peer GCP).
- Each student can earn only 1 GCP for each good deed.
- To earn Good Citizenship Points, a student must be observed doing one of the following acts listed below. The following are **some** examples:

- |   |  |
|---|--|
| -Following rules                                | -Being mature                          |
| -Acts of kindness                               | -Loaning items                         |
| -Being cooperative                              | -Being respectful                      |
| -Consistently bringing materials to class       | -Showing School Pride                  |
| -Consistently on task/focused in class          | -Cleaning                              |
| -Consistently completing homework               | -Returning of found items              |
| -Encouraging Peers                              | -Showing initiative/leadership         |
| -Respecting classroom materials/space           | -Applying what learned in class        |
| -Respecting the abilities of others in class    | -Taking active role in others learning |
| -Ask questions/seek help when not understanding | -Consistent effort shown in class      |

## **Good Citizenship Point (Form)**

- When students are issued a Good Citizenship Point for any reason, they will receive a Good Citizenship Point form. This form will be filled out by the staff member issuing the Good Citizenship Point (GCP). The form will indicate the student's name, date, and staff member issuing the GCP. The student will be expected to sign this form to acknowledge that it has been received. All Good Citizenship Point forms will be filed for each individual student.
- Students who receive a Good Citizenship Point form will be entered into a raffle, and a name will be drawn from each grade on Monday mornings during announcements for students to earn rewards.
- At the end of each month, the boy and girl from each grade who have received the most GCPs without earning a written warning will receive a JGW Good Citizen t-shirt. Those students awarded a t-shirt will receive additional incentives pre-determined by staff. (All dates and times of these events TBA)

Example of some incentives with GCP t-shirts:

- Line up first for lunch
- Participate in the end of the month reward regardless if it is that student's grade.
- Free Period/Extra Recess/Activity
- Field Trips

\*\*Students must be wearing their t-shirts on the pre-determined days in order to participate in any events or receive any incentives (announcements will be made ahead of time).



## **Rewards**

- There will be a leaderboard hanging in the main lobby to track this system.
- The leaderboard will have 3 major categories and will be separated into the 4 grades. The categories are as follows:
  - Attendance (Percentage)
  - Percentage of students with zero consequences (detentions/suspensions)
  - Total number of GCPs as a class
- The leaderboard will be tracked per month and at the end of each month 1 grade will win a reward.
  - All students within the winning grade will be able to participate in the end of the month prize as long as they have not been restricted for disciplinary reasons. More specifically a student will have had to contribute to the victory for the grade by being in school consistently, not receiving consequences (detentions/suspensions), and earning GCPs.
- Rewards include but are not limited to:
  - Sporting contest within the building
  - Extra recess
  - Pizza or ice cream social
  - In-school movie
  - Special trips

## **Good Citizenship Program Community Service Projects**

- It is the goal of JG Whittier Middle School to create an environment that students, staff, and families can be proud of and take pride in.
- Staff is going to make every effort to provide opportunities throughout the school year whether it is during after school hours or on some weekends for students to participate in community service projects around the school in order to maintain the cleanliness and appearance.
- This will be entirely a voluntary program, and students who choose to participate can earn Good Citizenship Points and/or have a pre-determined amount of written warnings removed from their file.

## **GCP Cabinet**

- It is imperative that the students of JG Whittier have a voice in what happens at their school.
- At specific times during the school year, students will have the opportunity to sit down with staff to discuss specifically the Good Citizenship Program.
- Students will have the opportunity to voice:
  - ideas they believe are effective about the program.
  - things that they disagree with or feel should be revised about the program.
  - suggestions to make the program more effective.
- Students should be aware that they have a voice within the building, however the administration/staff will make all final determinations about the Good Citizenship Program.

## Tracking

- A designated staff member will track Good Citizenship Points, written warnings, and detentions. It is the responsibility of all staff to communicate with this designated person each time a good citizenship point, written warning, or a detention is issued.
- The grade leader will keep two folders somewhere in his/her classroom (one for written warnings and one for GCPs) where other grade level staff will submit all of their forms on a daily basis. Staff will also notify the designated person of any detentions issued.
- It will be the responsibility of the tracker to report to each grade leader to collect all forms (written warnings and GCP) from the assigned folders.
- It is recommended that teachers keep a log book to track students' written warnings if forms cannot be filled out immediately. If a staff member issues a written warning to a student who is not in his/her own grade, it will be his/her responsibility to communicate and deliver a form to the appropriate grade team so that it is properly accounted for.
- All forms are expected to be filled out completely.*
- Each grade will have access to a Google Form to log written warnings and GCPs in an attempt to transition into an electronic system. **This Google form will not replace the handwritten written warnings or GCPs.**