

## **MEECE MIDDLE SCHOOL SBDM**

### **DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY**

#### **DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

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Our school follows the Somerset Independent School District Code of Conduct which is attached to this policy.

During the first week of school, the principal (or principal's designee) will:

1. Provide each student with a copy of the District Code of Conduct.
2. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
3. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so.
4. Ensure that staff members cover the R<sup>3</sup>EAL Expectations Review with all students at least three times per year after fall, winter and spring break. For those enrolling after the start of school, the expectations will be shared with new parents and students prior to scheduling.

The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

#### **SCHOOL SAFETY PLAN**

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Our school will maintain a School Safety Plan addressing procedures to provide a supportive, safe, healthy, orderly, and equitable learning environment for both students and staff. This plan will also address any issues identified by our stakeholders and issues required by state law. A copy of our current Safety Plan is attached.

#### **SCHOOL SAFETY PLAN REVIEW**

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Our School Safety Plan will be reviewed every school year by the School Culture and Resources Committee using the following procedures:

1. A data review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by gender, race, disability, and participation in free and reduced price lunch.
2. An analysis of the implementation and impact of the activities in the plan.
3. A full report to the council including, but not limited to:
  - An overview of the trends in the disciplinary referrals and consequences data.
  - A report of the status of each activity that should be started or completed.
  - Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
4. The council will be responsible for approving and adopting any changes to the School Safety Plan.

#### **SCHOOL-WIDE DISCIPLINE RULES**

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In addition to the District Code of Conduct and our School Safety Plan, we have adopted the following school-wide rules:

- The R<sup>3</sup>EAL school wide behavioral expectations included after this policy section.

## **RESPONSIBILITIES**

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### **Principals and School Administrative Managers/Assistant Principals are responsible for:**

1. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
2. Ensuring that all staff and students adhere to the District Code of Conduct.
3. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
4. Working with parents and guardians when issues arise involving behavior and discipline of a student.

### **Teachers are responsible for:**

1. Establishing specific standards of conduct for their individual classrooms including clearly defined consequences when those standards are not met.
2. Communicating those standards to parents and posting them where students can see them throughout the year.
3. Teaching those standards and consequences to students during the first two weeks students are in the class and explaining the standards and consequences to students who join the class after the first two weeks.
4. Holding students to the set standards and issuing the appropriate consequences when those standards are not met.

### **Counselors are responsible for:**

1. Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

### **Students are responsible for:**

1. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
2. Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

### **Parents and Guardians are asked to:**

1. Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.

2. Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

## **ATTACHMENTS**

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- A. District Code of Conduct
- B. School Safety Plan
- C. R<sup>3</sup>EAL School-wide Expectations

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

### **NOTES ON USING THIS POLICY**

**SCHOOL-WIDE DISCIPLINE RULES:** This section is optional. If you choose to include a section like this, the rules actually in place and unique to your school that are not covered in the District Code or your School Safety Plan should be listed.

**RESPONSIBILITIES:** These responsibilities should be revised to fit your school and the input you receive from your stakeholders.