

Millington Elementary School Code of Conduct and Disciplinary Policies 2007/2008

Millington Elementary will encourage our students to follow our character pledge. Students will be asked to “**Show Their Character**” by being **prepared**, being **responsible**, showing **citizenship**, being **trustworthy and fair**, and proving to others that we really **care**. Their good behavior, their respect for themselves, and their respect for the feelings of others will ensure that they will have the best possible school and learning environment for a successful year. Each student has a responsibility to every other member of our learning community.

The staff at Millington Elementary will be responsible for assisting every student to live by this character pledge. The staff will model appropriate behaviors, teach lessons, give positive reinforcement for compliance of the pledge and provide consequences for noncompliance. Our character pledge will be displayed in every classroom and public areas of the school and will be recited by students and staff every morning.

MES Character Pledge

**RESPECT,
RESPONSIBILITY
and CITIZENSHIP too.
They bring out the best in me and you.**

**TRUSTWORTHINESS,
And being
FAIR
Help to show others that we really
CARE.**

**We all know what’s right.
We all know what’s good.
We will do the things
We know we should.**

Each teacher will submit a discipline plan to the principal by August 10, 2007.

The Millington Elementary Student Character promise will be the student expectations of the plan. Each individual teacher will develop his or her own classroom procedures that are consistent with the grade level plan. The grade level plan and classroom procedures should be shared with parents on curriculum night. The grade level plan should include the following:

- 1) Procedures for determining a student’s report card conduct grade (**This must be an average of the weekly conduct grade. Each student needs to start the week with a clean slate. Weekly conduct grades need to be recorded along with documentation of the negative behavior in some type of conduct book or folder.**)
- 2) Both positive and negative consequences for individual students
- 3) Class incentives for good behavior as a group

A student’s conduct grade should reflect the student’s behavior only. Not doing a required assignment, or not returning a paper signed should not be reflected in the behavior area. This does not mean it should be tolerated. Other appropriate action/interventions should be taken. Anytime a student’s behavior is a concern, you need to contact the parent.

Art, Music, and PE teachers will give conduct grades in their subjects. They will also give kindergarten grades this year. Library and Science Lab teachers will report student conduct concerns to the classroom teacher and this will count in the area of homeroom conduct.

If a student's inappropriate behavior becomes habitual, interventions must be taken to correct the behavior. Parents must be informed and documentation of the parental contact should be on file. Teachers will take a logical and proactive approach to correct the inappropriate action. The administrators will assist the teachers in determining the necessary interventions if teachers request assistance.

If the interventions taken by the teacher have not corrected the inappropriate action, an office referral will be necessary. **Unless the inappropriate behavior is considered to fall under the "severe clause" exception, certain interventions must be taken before the student is sent to the office.** Having a private conference with the student, sending a note to the parent, contacting the parent by phone, scheduling a parent conference, or referring a student to the school counselor are some of the possible interventions needed prior to an office referral. The *prior interventions by the teacher* **must be noted** on the office referral form. Documentation of prior inappropriate behavior will accompany the child to the office. Teachers will be informed of the action taken by the administrator.

By implementing this plan Millington Elementary will provide a safe and distraction free learning environment for all students. Consistent implementation of the discipline Character Pledge will provide the necessary tools for students to do the things they know they should and become responsible students at school and citizens in the future.