

# MILLINGTON MIDDLE SCHOOL HANDBOOK OF MANAGEMENT AND SUPERVISION OF STUDENTS

It is through the attitudes and behavior of our students that we set the spirit and tone of our school. It is the responsibility of each and every member of the professional staff to develop the desired attitudes and conduct in our students. The intent and motive for disciplinary action should be to correct/modify actions/attitudes which are appropriate. A **total staff effort is required** to build the environment which is conducive to a quality instructional program.

One of the major breakdowns in the management of students is caused by the failure of individual staff members to recognize and accept the responsibility to exercise supervisory authority in all areas of the school. As soon as one teacher hesitates to correct students who are not conducting themselves according to our expectations, the total school disciplinary plan is undermined. If a situation is ignored which needs supervisory action and the excuse is that it was another person's job, the teacher has neglected the responsibility for the well-being of our school.

There are some areas of our school for which we have a collective supervisory responsibility:

1. halls and bathrooms
2. lunchroom
3. grounds
4. assemblies

Although an effort is made to divide responsibility, success in management of students depends entirely upon a united and cooperative team effort.

Classroom management and behavior are basic responsibilities of the individual teacher and will depend largely on the skills and techniques used by the classroom teacher. There are, however, possible situations in which individual classroom teachers will need the guidance counselor, assistant principals, or the principal. These persons are ready and willing to assist with the **difficult cases and chronic offenders. Only after genuine efforts have been made by the teacher to solve the problem, should students be referred to the office. The exception to this is for those offenses listed in policy #6207.1 Category A B C**

# MILLINGTON MIDDLE SCHOOL LIFE SKILLS

1. **INTEGRITY:** To be Honest, sincere, and of sound moral principle
2. **INITIATIVE:** To do something because it needs to be done
3. **FLEXIBILITY:** Willing to change when necessary
4. **PERSEVERANCE:** To keep working until the job is done
5. **ORGANIZATION:** To plan, arrange, and implement in an orderly way
6. **SENSE OF HUMOR:** To laugh and be playful without hurting others
7. **EFFORT:** To try your hardest
8. **COMMON SENSE:** To use good judgment
9. **PROBLEM SOLVING:** To seek solutions in everyday situations
10. **RESPONSIBILITY:** The willingness to respond appropriately and be accountable for your actions
11. **PATIENCE:** To wait calmly for someone or something
12. **FRIENDSHIPS:** Knowing how to make and keep friends
13. **CURIOSITY:** A desire to learn and know about things
14. **COOPERATION:** To work together toward a common goal
15. **CARING:** To feel concern for others
16. **RESPECT:** For authority and other students

## **NINE WEEK CONDUCT GRADES**

**E= 0 LIFE SKILLS**

**S= 1-2 LIFE SKILLS**

**N= 3-4 LIFE SKILLS**

**U= 5+ LIFE SKILLS**

**OFFICE REFERRAL= 7 LIFE SKILLS**

# **LIFE SKILL** **CONDUCT GRADE**

**NINE WEEK CONDUCT GRADES ARE BASED ON THE FOLLOWING:**

**E - 0 LIFE SKILL SLIPS**

**S- 1-2 LIFE SKILL SLIPS**

**N -3-4 LIFE SKILL SLIPS- Intent on disturbing class, cafeteria or school activities**

**U - 5+ LIFE SKILL SLIPS**

**U - 7 LIFE SKILL SLIPS - Open or continued defiant attitude or willful disobedience toward a member of school staff**

**\* 7 or more OFFICE REFERRAL** (Multiple infractions of any one or more of the offences over a period of time by a student may result in an out-of-school suspension at the discretion of the school principal. (Policy#6207.1)

## **Out-of-School Suspension (Procedures #6209)**

### **6th-8th Grade Students**

The number of days a student earns for OSS equals the number of days the student has to complete the assignments upon the students' return to school. For example, if the student has 3 days of OSS upon his/her return they will be required to complete all missed work within 3 days. If they earn 5 days of OSS they are required to return all missed work within 5 days.

Nine-week conduct grades earned are as follows for ISS or OSS

**N = In-School Suspension (for conduct grade in the classroom involved)**

**U = Out-of-School Suspension**

