

# DISCIPLINE AND CLASSROOM MANAGEMENT POLICY



## Leestown Middle School

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

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Our school follows the District Code of Conduct.

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. Request that 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.

### **TEACHING BEHAVIORAL EXPECTATIONS: THE LEESTOWN WAY**

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Students will participate in Leestown Way seminars each school year where behavioral expectations will be explicitly taught. Monthly refreshers are used to remind students of behavioral expectations.

Students who enroll after the beginning of school will be taught the Leestown Way by counselors upon enrollment.

The Leestown Way is about:

RESPECT (**R**emembering Basic Kindness, **E**ncouraging Others, **S**tanding Up, **P**laying Fair, **E**xtending a Hand, **C**ausing No Harm, and **T**hinking First)

### **PBIS (POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS)**

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In addition to the District Code of Conduct and our Emergency Management Plan, we have adopted PBIS and a School-Wide Behavior Management and Reward System.

The School-Wide Behavior Management and Reward System will be review annually as follows:

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.

### **RESPONSIBILITIES**

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**Administrators 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.
3. Providing an overview of the Leestown Way to all students upon entry at the school.

**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.

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Date Reviewed or Revised: 12/8/14 Council Chairperson's Initials CL

Date Reviewed or Revised: 2/13/17 Council Chairperson's Initials CL

