

Muscatel Middle School Integrated Behavior Flow Chart

Classroom Managed (Minors)

- Cellphone/electronic device use (offense 1-3)
- Cheating
- Copying work
- Defiance/insubordinate
- Inappropriate photography
- Misusing student or classroom materials
- Poor behavior with substitute
- Talking while teacher is talking/other disrespect
- Throwing objects
- Writing/passing notes
- Play fighting
- Permanent markers

Redirection/correction determined by classroom teacher

Utilize Best Practices
 -Private check in
 -Seek to understand
 -Look for win-win
 -Assume best intent

-Classroom consequence with change in Citizenship mark, move student to buddy room with work if necessary
 -Parent contact and conference set up

Conference with student, parent, teacher, and administrator

MMS Guiding Principles for Behavior

- Change injustice not people
- Everyone should feel safe
- Learning occurs in the classroom

Best Practices in being proactive and creating a positive classroom environment:
(Remember to be calm, consistent and respectful)

- **Set Clear Expectations:** Give actionale directions. "Pay Attention" means different things to different students. Instead say "face forward, pencil in hand, with your eyes on me"
- **Redirect:** Restate the behavior and positively narrate the expectation. "I see three students with their textbook open". Three positive narrations for every negative narration.
- **Re-teach:** Tell, show, practice and acknowledge the expected behavior
- **Post expectations in classroom.** Place the expectations in the front of the room where students can easily see them. Refer to them frequently.
- **Conference with student:** Have a private conversation with the student and problem solve together to plan how the student can meet the expectations

Examples of progressive discipline for minors =
 verbal warning, parent contact, restorative conference, lunch detention, after school detention, campus beautification, community service, loss of privileges

Examples of progressive discipline for majors =
 suspension, expulsion

Office Managed but teacher sends behavior referral ** (Majors)

- Aerosol cans
- Fighting
- Fire alarm
- Gambling
- Graffiti/Tagging
- Obscene Acts
- Pornography
- Profanity/vulgarity towards staff
- Sexual harassment
- Threats/intimidation
- Truancy/cuts
- Vandalism
- Weapons
- Cell phone use (offense 4 and beyond)

Notify office staff member and complete Referral in Google Forms

Admin issues consequences using progressive discipline

Admin communicates outcome to teacher via response to teacher referral in Google Forms

* **Teacher Managed Report Procedures**

- Document offense and date of contact with parent for your records (must be done prior to administrator follow up)
- Students will not be seen by administration for minor offenses without teacher's prior contact with parent

****Office Managed Incident Referral Procedures**

- Powerschool documentation:
 - Under "Log Entries," fill out incident information for referral process. Notify teacher of disposition by replying to referral in Google Forms.