

SCHOOL-WIDE MANAGEMENT PLAN

Our school-wide Management Plan is uniform and involves teamwork, education and consistency. Everyone must consistently teach and reinforce the rules and standards of conduct at our school for this approach to be effective. A well-disciplined school is important to effective learning, but this can't be accomplished without everyone's help. Students must first understand our expectations and then be positively reinforced when they meet those expectations or receive consistent consequences when they don't.

Discipline is the responsibility of everyone on the Andalusia campus - not solely the teacher and not solely the administrator. **The rule is: IF YOU SEE IT, TAKE CARE OF IT.** To be effective, the best word you can remember is **CONSISTENCY**. Being consistent when enforcing the plan will send the message that we are all on the same page, thus reducing student behavior issues.

Below is a list of school-wide rules, rewards, and consequences. Each teacher will post the rules, rewards, and consequences poster in their classroom. In addition, teachers will receive a SMART Board lesson to teach and reinforce the school-wide rules, rewards, and consequences. Each teacher needs to teach our school-wide management plan during the first day of school.

Rules:

- **Be respectful**--respect school rules and follow directions (raise hand to talk, A.M.S quiet signal)
 - **Be safe**--keep all of your body and objects to self
 - **Be caring**--treat all staff and students the way you want to be treated
 - **Be present & ready**--be on time and prepared to work
- responsibility cards.

The following are considered administrative responsibilities:

- Unexcused absences (ditching)
- Disrespect/ verbal abuse to a staff member
- Throwing of objects which results in injury to another person
- Possession of lighters, matches, weapons or other contraband
- Destruction of property or arson
- Stealing
- Fighting (with intent to injure another person)
- All substance abuse problems
- Sexually inappropriate behaviors

To obtain administrative action on a problem, please fill out a referral form and submit it to the office electronically. Please be as accurate and as complete as possible in describing what happened. A parent contact is required for each referral submitted. **Referrals lacking this requirement will be returned to the referring teacher.** Be sure to record all parent calls in your Parent Contact Log.

DISMISSAL, STUDENT

Teaching should continue until the last five minutes of the school day. This will allow plenty of time to prepare to go home. At dismissal time, students are to proceed in a quiet, orderly manner and exit the campus as quickly as possible. All walkers should exit through the field gate, the Jr. High gate or the gate east of the J Building. Bus riders should report immediately to the bus dismissal area south of the Library.

Students are to be dismissed promptly at 2:30 p.m. when the bell rings. Under no circumstances are students to be released prior to the 2:30 dismissal bell. Teachers are to be highly visible as students are released. Please stay alert for potential problems and notify the office at the first sign of student unrest in any area. Students should be discouraged from using the phone after school to get permission to visit friends or to arrange a ride home. These arrangements should be made before coming to school.