

ADMINISTRATIVE REGULATION FOR
SUPERVISION OF STUDENTS POLICY
Maintenance of Orderly Student Conduct

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the School Committee in all School Department employees. This conduct shall be reflective of the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students.

All employees of the School Department shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the School Committee or its agents. In each instance in which an employee acts to help a student achieve proper conduct, emphasis shall be placed upon the growth of the student in self discipline.

Teacher contributions to the fulfillment of this expectation of student conduct and the assurance of the operation and maintenance of an appropriate and satisfying school environment shall include, but not necessarily be limited to:

1. Maintain proper discipline in the classroom, handle routine discipline, and have ability to implement problem solving techniques that are effective and realistic.
2. Keep lines of communication open between teachers/parents/students/ principal.
3. Demonstrate concern for the general welfare of all children.
4. Strive for the best possible public relations in the community with parent groups and community movements, show some interest in attending school related meetings, in-service meetings, curriculum study meetings, and work on town-wide curriculum committees.
5. Respond to parental request for a conference within a reasonable period of time; respond to a parental request for work assignments when pupils are out of school for various reasons, and make themselves available to parents for conferences.
6. In instances of inclement weather or other circumstances deemed appropriate/necessary by the building Principal, teachers shall be subject to increased student contact time as determined necessary to meet the situation.

7. Teachers will be in their appropriately assigned rooms ready to meet and greet students prior to the official starting of the school day.
8. Be alert to the health needs of the pupils; alert to signs of eyestrain, hearing loss, child abuse and neglect, improper seating, etc.
9. Should not, under any circumstances, leave their classroom with students in it unless supervision has been arranged.
10. Assume some responsibility for correcting pupils' misbehavior outside of the classroom, i.e. in the lavatory, etc.
11. Coordinate and participate in school-wide projects such as assembly programs, school clean-up programs, etc.
12. For secondary teachers, be in classrooms when pupils enter in the morning and re-enter from lunch. At the elementary level, meet and escort students at building entrance in morning and following recess and lunch and/or other times when entire class moves within building.
13. Be available to meet with the principal during unassigned periods to discuss school related matters.
14. Cover classes (for emergencies only).
15. Remain at doors during student passing time to supervise in those buildings that operate in a departmentalized organizational structure.
16. Distribute various school related communications.
17. Assume share of responsibility for decorating bulletin boards.
18. See that classrooms are left in proper and secure order at the end of the school day.
19. Sign up for chaperoning particular student events.
20. Clean up after themselves in the faculty room.
21. Dress in such a manner as to provide an example of neatness and good grooming for the students.
22. Notify parents whenever their child is to be kept after school for misbehaving.

Approved: 4/24/02