



## Milton Community Schools

A self-supporting department of Milton Public Schools

255 Canton Avenue Milton, Massachusetts 617-696-5040 x5544

Mary Gormley, Superintendent

Martha Sandoval, Program Director

[www.miltoncommunityschools.org](http://www.miltoncommunityschools.org)

### **Behavior Policy**

#### Expectations:

- obey the staff and show respect to adults and other students
- show respect for school property and for the property of others
- refrain from disruption: loud talking, yelling, throwing things, etc.
- do not fight or harm other students
- exhibit good sportsmanship
- use appropriate and respectful language
- remain with staff at all times unless given permission otherwise
- do not verbally, emotionally, or physically bully others

#### Consequences:

**1st incident:** Student will be removed from the activity or class. Supervisor will send a written report home to the parent/guardian detailing the incident, appropriate behavior, and consequences. Written report must be returned, signed by a parent or guardian, with child on the next day attending any Milton Community Schools program or be refused admission.

**2nd incident:** Supervisor will send a written report home to the parent/guardian detailing the incident, appropriate behavior, and consequences. Parent/guardian must meet with the MCS Supervisor.

**3rd incident:** Supervisor will prepare written report detailing the incident, appropriate behavior, and consequences. Parent/guardian will be called, and parent or parent designee must arrive within 20 minutes to remove the student for the duration of the day. Written report must be returned, signed by a parent or guardian, with child on the next day attending ASE.

**4th incident:** Mandatory one week suspension. No tuition reimbursement for suspended days.

**5th incident:** Withdrawal from MCS. No tuition reimbursement.

***In the case of severe disruption at any consequence level caused by a child's behavior or behavior which causes safety concerns, the parent/guardian will be contacted by phone and must remove the student for the remainder of the day. The Program Director may take further action, including suspension or removal, determined on individual review of the incident. Based on the severity of the incident, the school Guidance Counselor and Principal may be notified. These procedures are in addition to consequences listed above.***

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I have reviewed the MCS Behavior Policy. I understand the appropriate behavior expected, and the consequences for inappropriate behavior.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MCS  
**Incident Report**

Incident Report # \_\_\_\_\_ Name of Student \_\_\_\_\_

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Staff member submitting report: \_\_\_\_\_

Incident:	Offensive Language	Fighting, stealing, spitting, biting or other physical aggression
	Behavior on the Playground	Intimidation of another student
	Behavior in Gym/Cafeteria	Disrespect for staff or students
	Other (see below)	Refusal to cooperate or follow instruction

Details:

\_\_\_\_\_  
\_\_\_\_\_

Action taken by staff:

\_\_\_\_\_  
\_\_\_\_\_

Based on the severity of the incident, the school guidance counselor and principal will be \_\_\_\_\_ notified

*Please sign below and return to the ASE program supervisor on your child's next day of attendance.*

(tear off here and return)

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We have discussed this report dated \_\_\_\_\_, and reviewed the MCS Behavior Policy. We understand the appropriate behavior expected, and the consequences for inappropriate behavior.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Comments: