

District: Boone County

School: Burlington Elementary

Council Policy# 7.1

Standard: School Culture

POLICY TOPIC DESCRIPTION

Discipline and Classroom Management Policy

POLICY STATEMENT

Purpose

It is the goal of all Burlington Elementary School stakeholders to create and maintain a safe, orderly, and positive learning environment by implementing a system of school-wide positive behavior interventions and supports. The interventions and supports are to be of a positive, proactive and instructional nature. Through an identification, adoption, implementation, monitoring process and sustained use of research-based behavior practices, the faculty, staff and administration will provide the students of Burlington Elementary School with the opportunity to become self-disciplined, responsible and productive citizens.

Practices

The research-based practices to be implemented will include the following components:

- A common approach to discipline
- Establishment of Common area procedures
- Three to five positively stated expectation for all students and staff
- Procedures to teach the school-wide expectations
- Procedures to encourage responsible behavior
- Procedures to discourage irresponsible behavior
- Use of data to monitor and evaluate progress and effectiveness

School Wide Expectations

The Burlington Elementary School community shall follow the School Wide Expectations listed below:

Be Safe
Be Responsible
Be Respectful

Common Area Procedures

See Appendix the Common Area Procedures Matrix

Instruction

A period of time will be set aside by teachers for teaching the established school-wide expectations at the beginning of each school year. Additionally, when there is a break in instruction during the school year, the school-wide expectations for Burlington Elementary school will be reviewed with students upon their return to school.

A committee designated by the SBDM Council will analyze behavioral data. Behavioral data that does not violate confidentiality will be shared with the stakeholders of Burlington Elementary School.

At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members.

In addition to the above stated goal, Burlington Elementary School will work within a system of three interrelated levels of expectations, rules and procedures: the district's Code of Conduct, the more specific general rules set for the school as a whole, and classroom-level rules that each teacher establishes and shares with students in an effort to maintain a safe and orderly learning environment.

District Code of Conduct

Our school follows the Boone County District Code of Conduct.

At the beginning of each school year, the principal (or principal's designee) will:

1. Provide each student with a copy of the Code of Conduct when provided by the district.
2. Require each student to return a signed acceptance from his or her parent showing that the parents have seen and reviewed the Code and the Parent/Student Handbook.
3. Follow-up as needed with any family where the student has not returned the signed acceptance, or assigns other staff members to do so.

As students transfer to our school during the year, the principal (or principal's designee) will follow the steps above for those students.

School-Wide General Rules

In an effort to maintain a safe and orderly environment that is conducive to a productive learning community, the principal shall establish and enforce general rules of conduct. The general rules shall be consistent with the district Code of Conduct and board policies. The general rules shall be published each year in the Parent/Student Handbook.

Consequences for infractions of school rules

In the event of infractions in school or classroom rules, teachers are to follow the *Office Referral Process* for minor or major behaviors. Guidelines for consequences for infractions of school rules will be established and reviewed annually. The guideline will consider the developmental needs of the child, the number of infractions of the same rule, and the severity of the infraction. The Principal or as designated the Assistant Principal shall maintain final determination of application of consequences consistent with the district Code of Conduct.

Encouragement Procedures

A committee designated by site based council will establish a system of positive rewards to encourage students to comply with school wide expectations and common area procedures. Students will receive instruction in character education in applying basic life guidelines. The character instruction will be based upon the life skills of Respect, Responsibility, Citizenship, Fairness, Trustworthiness, and Caring.

Classroom Management

Each teacher will:

1. Establish positively stated expectations for behavior for their classroom.
2. Post the established expectations where students can see them throughout the year.
3. Teach the expectations to students during their first two weeks in that room and review the classroom expectation after each break.
4. Explain the expectations to students who join the class after the first two weeks are over.
5. Establish specific classroom procedures and provide instructions in them. Include procedures for whole group and small group instructions.
6. Establish specific positive encouragement procedures for the individual students and for the class as a whole.
7. Establish clear and consistent consequences for minor classroom infractions of behavior expectations.
8. Report to the principal or their designee the specific discipline plan to include specific expectations, classroom procedures, consequences for infractions, and encouragement procedures for their classroom.
9. Provide parents of students in their classroom with information about their classroom discipline plan to include specific expectations, classroom

procedures, and consequences for infractions, and encouragement procedures for their classroom.

School Safety

Our school will maintain an up-to-date school emergency procedures and crisis Intervention plan. The plan is to include emergency management protocols to be followed in the event of an emergency that requires emergency action. A school safety committee is to be established to review the effectiveness of the plans in place. Additionally the school safety committee will survey staff, parents and students to identify school safety concerns. The committee will address issues identified by our stakeholders and issues required by state law.

Our Council will review the implementation and impact status of the safety plan annually, on a schedule established at the first Council meeting of each year.

Policy History

Date Adopted: June , 23 2004 By: David Sammons, Council Chairperson

Date Amended: February 26, 2007 By: David Sammons, Council Chairperson

Date Amended: March 22, 2011 By: 
David Sammons, Council Chairperson

Date Amended: November 21, 2013 By: _____

Kim Carnes, Council Chairperson