

DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY

POLICY #13



DISTRICT STUDENT CODE OF CONDUCT

William Wells Brown will follow the FCPS Student Code of Conduct.

During the first week of school, the principal (or principal's designee) will:

1. Provide each student with a copy of the District Student Code of Conduct.
2. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
3. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so.

The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

SCHOOL-WIDE BEHAVIOR PLAN

Our school will maintain a School-wide Behavior Plan addressing procedures to provide a supportive, safe, healthy, orderly, and equitable learning environment for both students and staff. This plan will also address any issues identified by our stakeholders and issues required by state law.

SCHOOL-WIDE BEHAVIOR PLAN REVIEW

Our School-wide Behavior Plan will be reviewed every school year by the SBDM Council using the following procedures:

1. The PBIS team will conduct a review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by grade level, gender, race, disability, time of day, type of infraction, location, day of week, and month.
 2. A full report will be presented by a member of the PBIS team to the SBDM Council including, but not limited to:
 - An overview of the trends in the disciplinary referrals and consequences data.
 - A report of the status of each activity that should be started or completed.
 - Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
 3. The SBDM Council will be responsible for approving and adopting any changes to the School-wide Behavior Plan.
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SCHOOL-WIDE DISCIPLINE RULES

In addition to the District Code of Conduct and our School-wide Behavior Plan, we will have 3-5 adopted school-wide rules developed and maintained by PBIS Committee. Students will NOT be allowed to have/use fidget spinners or fidget cubes unless specified in their IEP/504 plan.

RESPONSIBILITIES

Principal & Other Administrative Staff

1. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
2. Ensuring that all staff and students adhere to the District Student Code of Conduct.
3. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
4. Working with parents and guardians when issues arise involving behavior and discipline of a student.

Teachers are responsible for:

1. Establishing specific standards of conduct for their individual classrooms, including clearly defined consequences when those standards are not met.
2. Communicating those standards to parents and posting them where students can see them throughout the year.
3. Teaching those standards and consequences to students during the first two weeks students are in the class. After holiday or weather related breaks teacher will reteach standards for the school. As new students enroll the standards and consequences will be taught during the first two weeks of arrival.
4. Holding students to the set standards and issuing the appropriate consequences when those standards are not met.
5. Using CHAMPS to review behavior expectations throughout the school day.

Behavior Coach, Guidance Specialist and Social Worker are responsible for:

1. Providing support and guidance to help students (individual and/or group) and parents understand, correctly interpret, and follow the behavioral standards and guidelines of the district, school, and classrooms.
2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

1. Following the behavioral standards of conduct expected by the district, school, and each classroom.
2. Asking for help when they do not understand the behavioral expectations.

Parents and Guardians are asked to:

1. Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.
2. Work with the school when issues arise involving their child's behavior and when consequences are given to their child by the school or teacher.

BULLYING:

STUDENT BEHAVIOR

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at William Wells Brown Elementary the following student behaviors as defined by law will not be tolerated:

- HAZING
- BULLYING
- TAUNTING
- MENACING
- INTIMIDATING
- THREATENING BEHAVIOR
- VERBAL OR PHYSICAL ABUSE OF OTHERS
- USING LEWD, PROFANE, OR VULGAR LANGUAGE

THIS POLICY EXTENDS TO ANY/ALL STUDENT LANGUAGE OR BEHAVIOR INCLUDING, BUT NOT LIMITED TO, THE USE OF ELECTRONIC OR ONLINE METHODS.

THESE PROVISIONS SHOULD NOT BE INTERPRETED TO PROHIBIT CIVIL EXCHANGE OF OPINIONS OR DEBATE PROTECTED UNDER THE STATE OR FEDERAL CONSTITUTIONS WHERE THE OPINION EXPRESSED DOES NOT OTHERWISE MATERIALLY OR SUBSTANTIALLY DISRUPT THE EDUCATION PROCESS OR INTRUDE UPON THE RIGHTS OF OTHERS.

VIOLATIONS AND REPORTING

STUDENTS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION AS OUTLINED IN THE DISTRICT STUDENT CODE OF CONDUCT.

STAFF AND STUDENTS ARE REQUIRED TO REPORT BULLYING INCIDENTS. APPROPRIATE ACTION AS DEFINED BY SCHOOL PROCEDURES AND DISTRICT STUDENT CODE OF CONDUCT WILL BE FOLLOWED. STAFF WILL REFER TO THE PRINCIPAL OR DESIGNEE WHO WILL ASSIGN A CONSEQUENCE.

When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION

Other students and employees shall not retaliate against a student because he/she reports violation of the District Student Code of Conduct or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation. As provided in the District Student Code of Conduct, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

COMMUNICATION

THE FAYETTE COUNTY STUDENT CODE OF CONDUCT WILL BE PROVIDED TO PARENTS, AND LEGAL GUARDIANS, OR OTHER PERSONS EXERCISING CUSTODIAL CONTROL OR SUPERVISION OF STUDENTS INCLUDING THOSE STUDENTS WHO ENROLL DURING THE SCHOOL YEAR.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Reference material

- A. District Student Code of Conduct
- B. School-Wide Behavior Plan

Date Adopted: 6/15/16

Date Reviewed or Revised: 5/3/16 Council Chairperson's Initials _____

Date Reviewed or Revised: 9/6/17 Council Chairperson's Initials J.J.J.

NOTES ON USING THIS POLICY

SCHOOL-WIDE DISCIPLINE RULES: This section is optional. If you choose to include a section like this, the rules actually in place and unique to your school that are not covered in the District Code or your School Safety Plan should be listed.

RESPONSIBILITIES: These responsibilities should be revised to fit your school and the input you receive from your stakeholders.

BULLYING: The council needs to review the required district policies on bullying before writing their own policy. This sample policy must be adjusted to fit your particular school situation and level; for example, the staff assigned to various responsibilities and the timelines established may not fit your situation.

There should be no need to reference in this policy all the laws involved in these issues because that should be covered in the district Code of Conduct document. However, you will want to include a copy of the District Code as an appendix with your policy manual for easy reference.

Before implementing this policy, councils may want to review the two documents: Guidelines to Assist School Districts Implement HB 91 (KRS 158.156) from KDE and Model Policies Related to Issues Found in KRS 158.156 from KSBA. Both documents can be found on the KDE web site.