

DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY



IMPORTANT — READ FIRST

Since this policy must cover many legal expectations, and it's only fair for rules and consequences to be clear, it's easy for the wording to miss the bigger picture of creating a learning environment that allows students and adults to thrive while also learning how/why to meet behavior expectations. Many components are included to focus on the desired learning environment, while still being clear about legal expectations.

PURPOSE

This policy:

- Provides the basic expectations and responsibilities for our school to be a safe, happy, productive learning environment.
- Addresses the legally required components for the school council policy.

BELIEFS

- Every individual in the school community has value and should be treated with dignity and respect.
- The approach to discipline in our school is not to catch and punish students, but to help students learn from mistakes, solve problems, and handle disagreements in a way that is consistent with being a productive member of society.
- To empower students and adults with the skills needed to be the best version of themselves — contented, caring, responsible, thoughtful, successful learners, friends, family members, colleagues, community members, and citizens, our school will prioritize social and emotional learning throughout all we do.

DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES

In addition to the following the District Code of Conduct and our School Safety Plan, we have adopted the following program/guidelines/rules/strategies:

- ***[insert what is applicable for your school]***

RESPONSIBILITIES

Principals and assistant principals are responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
3. Ensuring that all staff and students adhere to the District Code of Conduct.
4. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
5. Working with parents and guardians when issues arise that involve behavior and/or discipline of a student.

Teachers are responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Clearly establishing classroom standards of conduct that:
 - include clearly defined consequences when standards are not met,
 - are communicated to parents,
 - are posted in plain view of the students in the classroom, and
 - are reviewed with students during the first two weeks of school and taught and retaught throughout the year.
3. Ensuring that:
 - Teacher-student interactions demonstrate general caring and respect.
 - Interactions among students are generally polite and respectful.
 - Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.
 - Students are engaged during small-group work.
 - Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities.
 - Students are held to the classroom standards and appropriate consequences are issued when the standards are not met.
4. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.
5. Making sure the classroom is safe, that all students can see and hear, and that the room is arranged to support learning/instructional goals and activities.

Counselors are responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
3. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

1. Exhibiting respect for school staff, students, families, visitors, and themselves.
2. Interacting with peers in a polite and collaborative way.
3. Expending effort to complete work of high quality.
4. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
5. Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

Parents and Guardians are asked to:

1. Contribute to a respectful, kind learning and work environment.
2. 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.
3. Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

BULLYING:

A. 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 [name of school] 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.

B. VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code.

Students wishing to report a violation or who believe they are victims may report it to any staff member of [name of school] who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

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.

C. RETALIATION

Other students and employees shall not retaliate against a student because he/she reports violation of the Code 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 Code, 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.

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

A. DISTRIBUTION TO STUDENTS

[name of school] will follow the [name of district] Code of Acceptable Behavior and Discipline (see Appendix ____).

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

1. Provide each student with a copy of the District 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.

B. COMMUNICATION WITH SHAREHOLDERS

By the end of the first week of school, the *[name of district]* Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year.

Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees, when necessary, in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

SCHOOL SAFETY PLAN

Our school will maintain a School Safety 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 shareholders and issues required by state law.

School Safety Plan Review

Our School Safety Plan will be reviewed every odd numbered school year by the _____ Committee using the following procedures:

- A data review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by gender, race, disability, and participation in free and reduced-price lunch.
- An analysis of the implementation and impact of the activities in the plan.
- A full report to the 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.
- The council will be responsible for approving and adopting any changes to the School Safety Plan.

DRESS CODE (Optional)

All students at *[name of school]* will follow a dress code. Attire that is disruptive to the educational process will not be permitted. The details of this code may be found in the Student/Parent and Teachers' Handbooks.

ELECTRONIC DEVICES (Optional)

Students may bring personal technology to school if used appropriately. The *[name of district]*, its staff, or employees, are not liable for any device lost, stolen or damaged on school grounds. Specific rules and guidelines for appropriate use and consequences for inappropriate use can be found in *[name of school]* Acceptable Use Policy and Parent/Student and Teachers' Handbooks.

POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

Dates Adopted, Reviewed, or Revised:

NOTES ON USING THIS POLICY

LEGAL REQUIREMENTS:

- This policy is required by law.
- Specific components must be included in the policy (see below).
- ***Bold italics*** show required components and/or language directly from the law.
- Your policy can meet the requirements in ways that differ from KASC's samples, but your policy language can't contradict the law.

LAW IN A BOX:

SBDM law, KRS 160.345

(2)(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas: ...

(7) Selection and implementation of discipline and classroom management techniques, as part of a comprehensive school safety plan, including the responsibilities of the:

- | | | |
|-----------|-------------|-------------|
| ▪ student | ▪ teacher | ▪ principal |
| ▪ parent | ▪ counselor | |

KRS 158.150

The school-level additions to this law in 2023 are focused on the principal removing disruptive students from classrooms and the consequences for continuing disruption. KRS 158.150 (5)(b) mentions the school council specifically — ***7. Policies compliant with this paragraph shall be included in the code of behavior and discipline adopted by the board of education under KRS 158.148 and the policies adopted by the school council under KRS 160.345***, so KASC is including a reminder that school discipline policies can't limit the principal's actions in this area. ***2023 changes in the law***

BULLYING excerpts, KRS 158.148

(1) (a) ... "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. ...

(5) (a) Each local board of education shall be responsible for formulating a code of acceptable behavior and discipline to apply to the students in each school operated by the board. The code shall be updated no less frequently than every two (2) years...

(b) The superintendent, or designee, shall be responsible for overall implementation and supervision, and each school principal shall be responsible for administration and implementation within each school. Each school council shall select and implement the appropriate discipline and classroom management techniques necessary to carry out the code. The board shall establish a process for a two-way communication system for teachers and other employees to notify a principal, supervisor, or other administrator of an existing emergency....

(f) The principal of each school shall apply the code of behavior and discipline uniformly and fairly to each student at the school without partiality or discrimination.

(g) A copy of the code of behavior and discipline adopted by the board of education shall be posted at each school. Guidance counselors shall be provided copies for discussion with students. The code shall be referenced in all school handbooks. All school employees and parents, legal guardians, or other persons exercising custodial control or supervision shall be provided copies of the code.

ELECTRONIC DEVICES excerpts, KRS 156.675

... (2) Each local school district and school shall utilize the latest available filtering technology to ensure that sexually explicit material is not made available to students.

(3) The Kentucky Department of Education shall make available to school districts and schools upon request and without cost, state-of-the-art software products that enable local districts and schools to prevent access to sexually explicit material. The department shall also notify all school districts and schools of the availability of the software.

... (4) Each local school district shall establish a policy regarding student Internet access that shall include, but not be limited to, parental consent for student Internet use, teacher supervision of student computer use, and auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material.

RESOURCE: In September 2022, KDE updated the [Student Discipline Guidelines and Model Policies](#).