

# DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY

## KRS 160.345(2)(I)7



### **DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

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New Highland Elementary School will follow the Hardin County Schools Code of Acceptable Behavior and Discipline.

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.

### **SCHOOL SAFETY PLAN**

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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 stakeholders and issues required by state law.

### **SCHOOL SAFETY PLAN REVIEW**

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Our School Safety Plan will be reviewed every year by the Positive Behavior Intervention and Supports (PBIS) Committee using the following procedures:

1. 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.
2. An analysis of the implementation and impact of the activities in the plan.
3. 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.
4. The council will be responsible for approving and adopting any changes to the School Safety Plan and Emergency Management Plan (EMP).

The school Safety Plan will consist of:

- Emergency Management Plan (EMP), reviewed annually by school administrators and first responders.
- Documentation that certified and classified staff have received initial or update training prior to the beginning of the school year.
- Schedules and documentation that emergency response drills have been conducted.
- Building and grounds monthly safety inspections.
- Faculty Handbook
- Student Code of Conduct
- Supervision Plan (non-instructional time)
- School discipline plan (PBIS)
- Any additional Board of Education policies that relate to safety on school grounds.

## **SCHOOL-WIDE EXPECTATIONS**

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In addition to the District Code of Conduct and our School Safety Plan, we have adopted the following school-wide rules:

1. Obey classroom rules and respect the rights of others.
2. Report to class on time with all necessary books and materials.
3. Practice good manners and do your part to promote a positive learning environment.
4. Follow hallway, restroom, and safety procedures.
5. Audio devices and electronics should not be brought to school and cell phones must remain in the off position in student book bags. New Highland is not responsible for lost, stolen, or damaged property.

## **RESPONSIBILITIES**

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**Principals and assistant principals are responsible for:**

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 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 and explaining the standards and consequences to students who join the class after the first two weeks.
4. Holding students to the set standards and issuing the appropriate consequences when those standards are not met.

**Counselors are responsible for:**

1. 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.
2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

**Students are responsible for:**

1. Accepting and 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 or feel that they are unable to comply.

**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 or consequences given to their child by the school or teacher.

**BULLYING: KRS 158.156**

**STUDENT BEHAVIOR**

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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 New Highland 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**

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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 New Highland Elementary 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.

### **RETALIATION**

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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.

### **COMMUNICATION**

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By the end of the first week of school, the Hardin County Schools 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 update information to the staff, students, and parents concerning this Code.

### **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_