

NORTH LIVINGSTON ELEMENTARY SBDM POLICY

9.0 *DISCIPLINE AND CLASSROOM MANAGEMENT POLICY*

DISTRICT CODE

In **August**, or anytime a new student enrolls at NLES, the principal (or principal's designee) will:

Send home a letter informing parents where to find the Code of Conduct on the district webpage or that they may request a hard copy if they choose. NLES will request a parent signature to ensure that the parent(s) have seen the letter and have been informed about the Code of Conduct.

HB 91 BULLYING

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.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

As stated in Livingston County Schools Student Code of Conduct, any student who exhibits harassing (bullying) behavior will be reported to the teacher, principal, the Livingston County Board of Education, or a law enforcement agency. Harassing (bullying) behavior is when one person intends to intimidate, harass, annoy or alarm another person. These behaviors can include the following:

1. Striking, shoving or kicking another person; or attempting or threatening to do so.
2. Making offensive utterances, gestures or languages offensive to another person.
3. Following another person so as to intimidate, harass, annoy or alarm that person.
4. Engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person with no legitimate purpose.
5. Damaging or committing theft of the property of another student.
6. Substantially disrupting the operation of the school day.
7. Creating a hostile environment by means of gestures, written communications, oral statements or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.
8. Communicating with another person by telephone, mail, Internet or any other form of electronic or written communication to cause another student to fear physical fear, intimidation, humiliation or embarrassment.

All North Livingston Elementary students are subject to the terms of the Livingston County School Board Policies, The Livingston County Schools Student Code of Conduct, North Livingston Elementary Discipline and Classroom Management Policy, and the NLES Student Handbook. The NLES Handbook shall be reviewed/revised each Spring.

SCHOOL RULES AND DISCIPLINE

Logical and realistic consequences are a very important component in our school wide discipline code. Students who experience these consequences learn that they have positive control over their lives. They have choices, can make decisions, and solve problems. The purpose of the discipline cycle is to provide immediate and consistent consequences for irresponsible behavior.

Students who choose to break school rules have made a decision to accept the consequences. We respect that decision and hope the student and his/her parents can accept the natural consequences of that decision. All staff, when dealing with students who choose not to adhere to Student Expectations, will follow the guidelines listed below.

- ❑ When a student has accumulated **three** Office Referrals, a DISCIPLINE CONFERENCE will be scheduled.
- ❑ When a student has accumulated **six** Office Referrals, the principal may schedule an After School Detention (ASD) or (ISD) if available. If the student is unable to attend ASD, 3 full days of ISD (if available at LCMS) may be assigned. **At this point, the student may not be allowed to attend field trips for the remainder of the school year.**
- ❑ When a student has accumulated **nine** Office Referrals, the student may be assigned a one-day suspension from school with condition of return to be a second DISCIPLINE CONFERENCE scheduled for the morning of return to school, when additional plans for improving student behavior will be developed. When a student has accumulated **twelve** Office Referrals, the student may be assigned a three-day suspension from school with condition of return to school to be the parent bringing the student to school and meeting with the principal.

Any student who chooses not to abide by the Livingston County Schools Student Code of Conduct and /or Livingston County District Behavior/Discipline Policies will be immediately referred to the appropriate authorities.

CONSEQUENCES FOR MINOR OFFENSES

Faculty, staff and/or administrators will handle all minor offenses immediately in the classrooms, hallways, lunchroom, playground, or other general areas of the school. Student offenses will be reported to the homeroom teacher. The teacher/ staff member who reports the violation will be responsible for completing a discipline slip that includes; recording the student's name, behavior, date and staff member observing the offense. Students should not be allowed to move any clip other than their own.

Teachers will follow the Positive Behavior Intervention System in grades K-5, and utilize the Behavior Tracking Sheet. Believing and understanding that each teacher has a need to individualize the disciplining of his/her students, the teacher shall develop his/her own classroom rules and may use their own techniques to handle minor offenses in their classroom-keeping in mind that they will still need to follow the clip or sheet system. Also, teachers can continue to promote positive behavior in their classroom by providing incentives (behavior parties, treasure chest, coupons, etc.) while preserving instructional time.

CLASSROOM RULES

Each teacher will:

1. Establish specific classroom rules.
2. Post classroom rules where students can see them throughout the year.
3. Teach rules to students during their first two weeks in that room and reteach throughout the year.
4. Explain the classroom rules to students who join the class after the first two weeks are over.

DISCIPLINE CYCLE

NLES WILL FOLLOW THE DISCIPLINE PLAN AS OUTLINED IN THE NLES PBIS TEACHER MANUAL. ANY CHANGES TO THIS MANUAL WILL BE APPROVED BY THE SBDM COUNCIL.

MAJOR OFFENSES

Major offenses will result in referral to the principal on an Office Referral.

1. Engagement in disruptive behavior (fighting, hitting, running, roughhousing, and physical abuse of self or others).
2. Throwing objects such as balls, ice, rocks, books, or objects that could result in harm to another person or property.
3. Defying or disrespecting authority.
4. Bullying in the form of verbal, physical, or written threats, and sexual or ethnical slurs toward other students or staff members.
5. Smoking, or the use of tobacco products; use of alcoholic beverages or drugs.
6. Gambling, stealing, false alarms, weapons, pornographic materials, fireworks
7. Vandalizing of school property.
8. Any action or wearing of clothing related to or representing a gang.
9. Accessing computer files without permission.
10. Inappropriate language, use of profanity, or obscene gestures.

The principal will assign appropriate consequences for the Behavior Report, which could be, but not limited to the following:

- Loss of school/classroom privileges
- Quiet time
- Development of a behavior contract
- Administrative conference with student, parent, teacher and/or counselor (DISCIPLINE CONFERENCE)
- In School Detention placement (number of hours/days to be determined by the principal)
- Suspension warning notification to parent/guardian of the offense with stipulation that a repeated offense could result in suspension
- Detention before/after school
- Out of school suspension
- Referral to school board/central office
- Police contact
- Referral to an alternative educational setting

DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right to the following due process procedures:

- Pupils shall be given oral or written notice of the charge(s) against them.
- If the pupil denies the charge(s) they shall be given an explanation of the evidence against them.
- Pupils shall be given an opportunity to present their own version of the facts concerning the charge(s).
- Pupils with IEP/504 plans will be handled on an individual basis according to their IEP/504 plans and/or their individual behavior plan.

The principal and/or counselor, or school employee will witness Due Process.

GUIDELINES FOR STUDENTS IN ISD/ASD (WHEN USED)

Conversation:	Talk only to the adult in ISD. Use respectful language when speaking.
Help:	Raise your hand if you have a question or need to speak to an adult.
Activity:	Complete all assigned work in a timely manner.
Movement:	Stay in your seat facing forward at all times. When given permission to line up you should walk in single file, facing forward, and remain silent. Restroom and lunch breaks will be scheduled by an adult.
Participation:	Keep hands, feet, and objects to yourself at all times. Stay on task and complete all work in a timely manner. While in ISD, students are not eligible to attend special events, field trips, and/or holiday parties.

Violation of these rules will result in additional time in ISD, suspension, and/or other consequences determined by staff.

CAFETERIA RULES

- *Use quiet voices*
- *Keep hands, feet, and objects to yourself*
- *Follow directions*
- *Do not mix /throw or share food*
- *Keep the cafeteria clean*
- *Raise your hand if you need help*
- *Stay seated*

Consequences:

- *Warning, Isolation during lunch , or Principal's Office*

Any staff member may assign consequences to any student who does not follow the rules in the cafeteria.

First Reading August 16, 2005 Second Reading September 13, 2005

Chair Signature _____

Revised July 25, 2006

Revised December 13, 2006

Revised July 19, 2007

Revised June 17, 2008

Revised July 23, 2009

Revised May 27, 2010

Revised August 16, 2012

Revised July 30, 2013: *C. J. M. M.*

Revised July 31, 2014: *C. J. M. M.*

Revised July 21, 2016; July 20, 2017: *Shirley Benson*

North Livingston Elementary SBDM Policy

Policy 14.0: EMERGENCY PLAN POLICY

STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- ☐ Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- ☐ Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- ☐ Practices for students to follow in an earthquake;
- ☐ Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - o Controlling access to exterior doors during the day
 - o Controlling front door access electronically or with a greeter
 - o Controlling access to individual classrooms
 - o Requiring visitor check-in with identification and purpose provided, and
 - o Display of visitor's badge on outer clothing
- ☐ Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- ☐ Procedures for lockdown of the campus. Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. A shelter-in-place drill will be conducted once per year.

Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

At the beginning of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed. Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Access control methods used at NLES include the following:

- ☐ All exterior doors must remain locked at all times.
- ☐ All visitors must enter through the posted front entrance.
- ☐ The front entrance must remain secure with electronic access only; all visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- ☐ The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students or untrained staff allowed to monitor the front entrance or the reception area.
- ☐ All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. School CheckIN will be utilized for the purpose of recording guests. Upon leaving, all visitors must report back to the front office.
- ☐ The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- ☐ All classrooms must remain locked during instruction time.
- ☐ The principal is responsible for ensuring classroom access in the event of a substitute teacher.

First reading: 8/15/13

Second reading: 9/24/13

Chair Signature: *C. J. Mott*

Reviewed: 7/31/2014 Chair Signature: *C. J. Mott*

Reviewed 7/17/15 Chair *C. J. Mott*

Revised 7/21/16; 7/20/17 Chair Signature: *Shirley Benson*