

GALLATIN COUNTY LOWER ELEMENTARY DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY



KRS 160.345(2)(i)7

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

A. DISTRIBUTION TO STUDENTS

Gallatin County Lower Elementary will follow the *Gallatin County* Code of Acceptable Behavior and Discipline (see Appendix A).

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

1. Provide each student with access to the District Code of Conduct.
2. Require each student's parent/guardian to digitally sign saying they have reviewed the Code of Conduct.
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 *Gallatin County* Code of Acceptable Behavior and Discipline will be available to access by 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. (see Emergency Response Staff Manual).

SCHOOLWIDE RULES

Students will be expected to abide by the 7 Habits of Happy Kids as promoted by the Leader in Me:

Habit 1 — Be Proactive

You're in Charge - I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 — Begin with the End in Mind - Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 — Put First Things First - Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 — Think Win-Win - Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 — Seek First to Understand, Then to Be Understood - Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 — Synergize - Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 — Sharpen The Saw - Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

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 *Gallatin County Lower 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.

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 *Gallatin County Lower 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.

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.

DRESS CODE

All students at *Gallatin County Lower Elementary* will follow a dress code. Attire that is deemed potentially disruptive to the educational process will not be permitted. The details of this code may be found in the District Code of Conduct. (see Appendix B)

Electronic Devices

Students may bring personal technology to school if used appropriately. The *Gallatin County School 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 the District Acceptable Use Policy.

RESPONSIBILITIES

Principal is 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 behavior and discipline standards and guidelines.

4. Working with parents and guardians when issues arise that involve behavior and/or discipline of a student.

Teachers are responsible for:

1. 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 taught to students during the first two weeks of school and explained to students who join the class during the year.
2. 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.
 - Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.
3. 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.

Counselor is 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. Exhibiting respect for the teacher.
2. Interacting with peers in a polite and respectful 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. 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.

POLICY EVALUATION

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

ATTACHMENTS

A. District Code of Conduct

 GC CODE OF CONDUCT 2021-2022

B. Dress Code

https://docs.google.com/document/d/197yKedDtN6v94i6WHRu_eAk1co-fAoAQgZZvJxvDo4E/edit?usp=sharing

Date Adopted: August 8, 2018

Date(s) Reviewed or Revised: July 11, 2019

December 9, 2020

Signature: Megan Morris

Council Chairperson