

**DISCIPLINE, CLASSROOM MANAGEMENT,  
AND SCHOOL SAFETY POLICY**



**DISTRICT CODE OF CONDUCT**

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**A. DISTRIBUTION TO STUDENTS**

**Wellington will follow the Fayette County Public Schools Code of Conduct <https://www.fcps.net/conduct>**

During the first month 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 (digital or paper) 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**

Within the first month of school, the Fayette County Public Schools Code of Conduct will be available 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, use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

**C. IMPLEMENTATION OF CODE OF CONDUCT**

\*\*\*Section 2 AND 5

**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 shareholders and issues required by state law. The School Safety Plan may be viewed in the office by asking the school secretary.

**SCHOOL SAFETY PLAN REVIEW**

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Our School Safety Plan will be reviewed every odd numbered school year by the 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.

#### **SCHOOL-WIDE DISCIPLINE RULES**

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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, known as the Wellington Creed:***

- 1. I am prepared.***
- 2. I am a hard worker.***
- 3. I am a thinker and problem solver.***
- 4. I am kind, caring, and respectful.***

#### ***Positive Reinforcement and Pro-Social Skill Instruction***

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Wellington Elementary staff will positively reinforce students for desired learning and other behaviors. Examples may include but are not limited to: specific verbal praise, individual or class compliments, and opportunities for class/school store.

Students will have regular opportunities to learn and practice appropriate social skills and problem solving strategies with Wellington's Child Guidance Specialist or other support staff. A guidance pass system provides the opportunity for students to express the need for additional help or support from a Counseling team member.

#### ***Bullying:***

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##### **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 Wellington 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 Wellington 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.

**RESPONSIBILITIES**

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***Principals and other administrators 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 FCPS 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 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 regularly throughout the school year 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.
3. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.
  4. 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. 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. Adhering to the Wellington Creed:
  - a. *I am prepared.*
  - b. *I am a hard worker.*
  - c. *I am a thinker and problem solver.*
  - d. *I am kind, caring, and respectful.*
2. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
3. 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**

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

Date(s) Reviewed or Revised: 12/16/21

Date Revised: January 26, 2022

Date Revised: March 16, 2022



**LEGAL REQUIREMENTS:** Legal requirements in the policy are marked in ***bold italics***. The requirements can be met differently than outlined here but have to be included in the policy.

**LAW IN A BOX:** This sample policy is consistent with the SBDM law, KRS 160.345(2)(i)(7), which says this policy must include the selection and implementation of discipline and classroom management techniques, as part of a comprehensive school safety plan. The policy includes responsibilities of the:

- ☐ principal(s),
- ☐ teachers,
- ☐ counselor(s),
- ☐ parents, and
- ☐ students.

**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.

**BULLYING:** The council needs to review the required district policies on bullying before writing or revising their own policy. This sample must be adjusted to fit your 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.

**ELECTRONIC DEVICES:** If you choose to include this section, be sure your Acceptable Use Policy and Handbooks align with and address this issue as well as aligning with your district policy per KRS 156.675.

**NOTE:** This policy should include a reference to the School Safety Plan.