

Arlington Elementary School
Discipline, Classroom Management, and School Safety Policy

District Code of Acceptable Behavior and Discipline

- A. Distribution to Students: Arlington Elementary School will follow the Fayette County Code of Acceptable Behavior and Discipline.
 - a. During the first week of school, the principal or principal's designee will:
 - i. Provide each student with a copy of the District Code of Conduct.
 - ii. 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.
 - iii. 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 the Shareholders
 - a. By the end of the first week of school, the FCPS 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.
 - b. 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

Arlington Elementary 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. A copy of our current Safety Plan is available. (and housed with risk management department in Fayette County)

School Safety Plan Review

Arlington's Safety Plan will be reviewed every odd numbered school year by the PBIS Team using the following procedures:

- 1. A data review of the overall trends in student disciplinary referrals and consequences for the previous school 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:
 - a. An overview of the trends in the disciplinary referrals and consequences data.

- b. A report of the status of each activity that should be started or completed.
 - c. Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
4. The PBIS Team will be responsible for adopting any changes to the School Safety Plan with the council's approval.

School-wide Discipline Rules

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

1. **E**xpect the best from yourself.
2. **A**ct responsibly and be organized.
3. **G**ive others respect.
4. **L**earn to solve problems.
5. **E**ngage in safe behavior (and realize)
6. **S**uccess comes after hard work!

Arlington Eagles Soar!!!

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 Arlington, the following student behaviors as defined by law will not be tolerated.
 - a. Hazing
 - b. Bullying
 - c. Taunting
 - d. Menacing
 - e. Intimidating
 - f. Threatening behavior
 - g. Verbal or physical abuse of others
 - h. 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 violations or who believe they are victims may report it to any staff member of Arlington who will take appropriate action as defined by the Code. Staff will refer the report to the principal or designee for further actions when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or report that may be required by law, including report 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 violations. 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 Arlington 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 Student/Parent and Teachers' Handbooks.

Electronic Devices:

Students may bring personal technology to school if used appropriately. The Fayette County Public 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 Arlington's Acceptable Use Policy and Parent/Student and Teachers' Handbooks.

Responsibilities:

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 that involve behavior and/or discipline of a student.

Teachers are responsible for:

1. Clearly establishing classroom standards of conduct that:
 - a. include clearly defined consequences when standards are not met,
 - b. are communicated to parents,
 - c. are posted in plain view of students in the classroom, and
 - d. 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:
 - a. Teacher-student interactions demonstrate general caring and respect
 - b. Interactions among students are generally polite and respectful.
 - c. Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.
 - d. Students are engaged during small-group work.
 - e. Classroom routines work efficiently and function smoothly including smooth transitions between large and small group activities.
 - f. Students are held to the classroom standards and appropriate consequences are issues when the standards are not met.
3. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgement 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 and Student Support Team are responsible for:

1. Providing support and guidance to help students and parents understand, correctly interpret, accept and follow the behavioral standards and guidelines for the district, school and classrooms.
2. Providing support and guidance to teachers in the implementation of the 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 the following behavior all standards of conduct expected by the district, school and each classroom.
5. Asking for help when they do not understand the behavior expectations or feel 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 the school improvement planning process.

District Code of Conduct:

https://www.fcps.net/cms/lib/KY01807169/Centricity/Domain/3949/conduct_English.pdf

Date Adopted: January 18, 2022

Signature:

Kim Lippert
Council Chairperson