
ASHLAND ELEMENTARY SCHOOL

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

Date Adopted: August 5, 2014

Date Reviewed or Revised: June 3, 2014

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

The district code of acceptable behavior and discipline follows the Fayette County Public School Code of Conduct or Student & Parent Handbook, which is approved yearly by the Fayette County Board of Education. During the first weeks of school, the principal (or principal's designee) will:

- Provide each student with a copy of the Student & Parent Handbook.
- Require each student to return a signed acknowledgement form from his/her parent or guardian showing that the parent/guardian has seen and reviewed the handbook.
- Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff member to do so.

The principal (or principal's designee) will follow the steps above for all students new to the school during the year.

SCHOOL SAFETY PLAN

The school safety plan will maintain a school safety plan addressing procedures to provide a supportive, safe, healthy orderly and equitable learning environment for both students and staff. The plan will also address any issues identified by our stakeholders and issues required by law. A copy of the safety plan will be maintained in the school office.

The safety plan will be reviewed annually by the SBDM Council.

SCHOOL-CENTERED EMERGENCY MANAGEMENT PLAN REVIEW

Our School Safety Plan will be reviewed every school year by the SBDM pursuant to the Emergency Management Plan Policy:

- 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.
- An analysis of the implementation and impact of the activities in the plan.
- 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.
- The council will be responsible for approving and adopting any changes to the School Safety Plan.

SCHOOL-WIDE DISCIPLINE RULES

In addition to the FCPS Student & Parent Handbook, will adopt the rules and guidelines in the Ashland Elementary School Student Agenda. Those rules will be approved by the Council prior to their inclusion in the handbook.

RESPONSIBILITIES

Principals and assistant principals are responsible for:

- Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
- Ensuring that all staff and students adhere to the District Code of Conduct.
- Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
- Working with parents and guardians when issues arise involving behavior and discipline of a student.

Teachers are responsible for:

- Establishing specific standards of conduct for their individual classrooms including clearly defined consequences when those standards are not met.
- Communicating those standards to parents and posting them where students can see them throughout the year.
- 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.
- Holding students to the set standards and issuing the appropriate consequences when those standards are not met.

Behavior specialists are responsible for:

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

Students are responsible for:

- Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
- 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:

- 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.
- 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.