

# DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY



## DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

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### A. DISTRIBUTION TO STUDENTS

*Paul Laurence Dunbar High School* will follow the *Fayette County Public Schools* Code of Acceptable Behavior and Discipline.

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

1. Provide each student with a copy of the District Code of Conduct.
2. The principal (or principal's designee) will provide a copy of the District Code of Conduct

### B. COMMUNICATION WITH SHAREHOLDERS

By the end of the first week of school, the *Fayette County Public Schools* Code of Acceptable Behavior and Discipline will be provided and located 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, in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

## SCHOOL SAFETY PLAN

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Our school will maintain a School Safety Plan (Emergency Management 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 attached.

## SCHOOL SAFETY PLAN REVIEW

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Our School Safety Plan will be reviewed every school year as a part of the Emergency Management Plan submission to the FCPS Office of Risk Management. Using the following procedures, the **ILT** Committee will use these guidelines related to behavior and discipline for its annual review as it relates to classroom management and school safety:

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:

1. Be Positive
2. Be Respectful
3. Be Involved
4. Be Dependable
5. Be Excellent

## **Discipline and Classroom Management**

The site based council supports the classroom teacher as the primary agent of school discipline. Each teacher is responsible for implementing the FCPS Student Code of Conduct. Teachers should use the Positive Behavior Intervention and Supports (PBIS) model for clearly communicating and implementing behavior expectations and managing student behavior. After PBIS procedures have been implemented it may be necessary for teachers to refer students to the administration for the implementation of consequences as called for by the FCPS Student Code of Conduct. The PBIS model and discipline procedures will be reviewed with teachers and SBDM at the beginning of the school year

Revised 2/13/17

## **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 *Paul Laurence Dunbar High School* 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 or report using an on-line reporting system of *Paul Laurence Dunbar High School* 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**

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All students at *Paul Laurence Dunbar High School* will follow a dress code. Attire that is deemed potentially disruptive to the educational process will not be permitted. The details of this code are below and may be found in the Student Handbook-

#### **Dress Code**

Schools are educational institutions and high school students are expected to dress appropriate for learning. A student's appearance or mode of dress will not be allowed to interfere with the educational process or its healthy school climate. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Furthermore, it is felt that pride in one's school or oneself is, in part, influenced by appearance. The cooperation of parents and students in adhering to this dress code is both expected and appreciated.

**Dress code violation means dressing in a manner that: 1) Creates a distraction; 2) Creates a disruption; 3) Otherwise violates the school dress code.**

#### ***Acceptable attire includes:***

- Clothing that fits at or above the hip.
- Clothing that covers the private areas of the body and undergarments.
- Clothing that covers the back, cleavage, and midsection.

#### **Unacceptable attire includes:**

- Hats, bandanas, hoods or any head coverings (exceptions for religious, cultural and medical reasons)
- Sagging pants below the waist/hips
- Gang-related clothing, accessories or symbols as identified by local law enforcement agencies
- Dark glasses may not be worn in the building
- Sleepwear, blankets, pillows, or house slippers/house shoes
- Visible undergarments
- Clothing with vulgar sayings
- Clothing that denigrates race, religion, or group
- Clothing with any references to drugs, alcohol or violence
- Clothing that disrupts the educational day

The dress code will be enforced upon entering the building and will be enforced during the instructional school day only.

The following procedures and consequences will be implemented for students violating the dress code policy:

First block = Teachers will initiate a dress code check. All students in violation will be given an opportunity to correct. If the correction cannot be done immediately the student will be given a hall pass to report to the front office.

Correction options for students include:

1. Borrow clothes from a friend.
2. Scrubs from the office.
3. Call parent to bring a change of clothes.

The student will remain in safe until the dress code violation is corrected. Refusal to fix the dress code violation will result in safe for the remainder of the day.

\*\*The administration has the right to make the final decision on any dress code issue not addressed above.

\*\*Teachers uncomfortable with a student's dress have the option to send the student to an administrator.

Revised 12/12/2016

## **ELECTRONIC DEVICES**

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Students may bring personal technology to school if used appropriately. The *Fayette County Public Schools*, 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 below and in Paul Laurence Dunbar High School Acceptable Use Policy and Student Handbook.

### **Cell Phones and Other Personal Technology Devices**

While technology can be a powerful learning tool, research is clear that the presence and use of personal electronic devices distracts students from the learning process (Mendoza et al, Rosen et al). To maintain a productive learning environment, the classroom teacher will determine when personal devices are to be used in their classroom. The teacher will notify students of the expectations for the use of devices each class period and will clearly indicate when the use of devices is allowed.

During class, personal devices are to be used for instructional purposes only unless authorized by the teacher.

- The following will be enforced for a student using technology during class when it has not been approved by the teacher.

- The teacher will inform the student of the infraction and tell the student to put away the device.
- The teacher will inform the parent/guardian by phone or email and document the parent contact in the PLP.
- The teacher will write a discipline referral for "failure to follow directions" and include in the description of the incident "personal electronic device refusal."
- Failure to put away the device when requested is considered "failure to follow staff instructions" and will result in a minimum of two days in SAFE.

- Personal electronic devices MAY NOT be used to take pictures, videos, or audio recordings of anyone without consent.

- Personal electronic devices MAY be used:

- During transition times between class periods
- In the cafeteria during lunch
- Before school and after school

- When students are using/wearing headphones/earbuds in the common areas of the building, they are responsible for hearing all announcements/information given verbally and are responsible for responding appropriately to verbal requests.

The school shall not be responsible for any device that is damaged, lost, or stolen.

Reviewed 8/8/2016, 7/2019

## **Technology Acceptable Use**

*Paul Laurence Dunbar High School* recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide access to technologies for students and staff use for educational purposes. This Acceptable Use Policy (AUP) outlines the provisions and expectations of that use by students, teachers, and parents when using school technologies or personally owned devices on district property.

### **Roles and Responsibilities of Staff**

The Fayette County School District believes that the use of technology requires all users to be safe and responsible digital citizens. As such, the school and district utilize the following strategies to help keep users safe.

- Internet safety and digital citizenship instruction for students will take place each year.
- Teachers and staff will actively monitor permitted student technology use within the classroom.
- Internet access will be restricted via proxy as required by state and federal regulations and school policies. Web activity may be monitored and recorded at any time.
- Network administration may review files and communications to ensure appropriate use.

### **Roles and Responsibilities of Parents/Guardians**

*Paul Laurence Dunbar High School* expects parents/guardians to partner with us to teach students to use available technology safely and appropriately. While the school will make every effort to prevent inappropriate use, it is impossible to block all inappropriate content. Likewise, any Wi-Fi or cellular connection not maintained by the district is not monitored and is the responsibility of the parent/guardian.

### **Roles and Responsibilities of Students**

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data and files stored or transmitted via the district network are considered property of Fayette County Public Schools and may be reviewed and/or removed. Within reason and legal guidelines, freedom of speech and access to information shall be honored.

### **Examples of Acceptable Use include (but are not limited to):**

- Follow school and district behavior expectations to be a respectful and responsible digital citizen.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate student work and instructional media in provided networked storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

### **Examples of Unacceptable Use include (but are not limited to):**

- Access, send and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes – (file storage, printing, bandwidth)
- Use or share another person’s username and password, or share your username and password with others.
- Compromise the network and its settings in any way– (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion or activities unrelated to school.
- Violate copyright laws or commit plagiarism, including the copying of software, music or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.

**Violations of the Acceptable Use Policy**

Students who have a signed AUP form will have access to a user account, where they will be given network access, an email account and network storage space. Students who violate the AUP are subject to the same disciplinary actions as prescribed by the Student Code of Conduct for similar offline behaviors and are at the discretion of the school administration.

**Personally Owned Devices**

Students who demonstrate good digital citizenship and have a signed AUP may be allowed to connect their personally owned devices to the district network. Such access will be monitored as stated above and will require students to login using their district credentials. **However, families are responsible for all service and support of personal devices. The district is not responsible for any damage or loss incurred with the use of a personal device in the school setting.** Students are expected to use devices for educational purposes and only with the consent of school staff.

Although the use of devices on the district network is monitored, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents and guardians are likewise responsible for what students may access through any non-district Wi-Fi or cellular connection.

**Social, Web 2.0 and Collaborative Content**

The district recognizes that Internet-based resources that can enhance educational activities are growing in number each day. The district may provide access to web sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and the communication may be monitored.

**Consent for Use**

*By signing this form, you hereby accept and agree that your child’s rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.*

As a student of Paul Laurence Dunbar High School, I understand and agree to follow the rules as stated in the Acceptable Use Policy above.

*Student Signature*

As the parent/guardian of the above student, I understand and agree to the Acceptable Use Policy as stated above and referenced in board policy 08.2323 and accompanying procedures (available at [www.fcps.net](http://www.fcps.net)). I understand that this consent will remain in effect until the student is no longer enrolled at this school.

*Parent Signature*

**Cheating and Plagiarism**

The faculty and staff of Paul Laurence Dunbar believe that integrity and honesty are essential in all student assignments. It is for this reason that the school has adopted very specific guidelines regarding cheating and/or plagiarism on any school assignment or evaluation. The guidelines are as follows:

**Level I Cheating/Plagiarism Offenses:**

- Copying minor assignments
- Collaboration on test answers

Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for assignment
- Telephone conference with parent by teacher
- Referral to and conference with a principal
- Telephone conference with parent by principal
- Assignment to in-house suspension or detention

**Level II Cheating/Plagiarism Offenses:**

- Any repeat of a Level I offense (copying minor assignments or collaboration on test answers)
- Copying major assignments
- Use of crib notes

Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for the assignment
- Referral to and conference with the principal
- Telephone conference with parent by teacher
- Telephone conference with parent by principal
- Referral to counselor for individual counseling
- Assignment to in-house suspension or detention
- Eligibility for faculty awards, honors and positions of leadership will be affected

**Level III Cheating/Plagiarism Offenses:**

- Plagiarism (1<sup>st</sup> offense)

Disciplinary Responses:

- No credit for assignment
- Telephone conference with parent by teacher
- Referral to and conference with principal
- Telephone conference with parent by principal
- Referral to counselor for individual counseling
- Five (5) days SAFE and a rewrite of assignment for no credit in lieu of five (5) days suspension
- Loss of eligibility for faculty awards, honors and positions of leadership

**Level IV Cheating/Plagiarism Offenses:**

- Theft of academic materials
- Any repeat of Level III offense

Disciplinary Responses:

- No credit for assignment
- Telephone Conference with parents by teacher
- Referral to and conference with principal
- Telephone conference with parent by principal
- Out of school suspension – up to 10 days
- Loss of eligibility for faculty awards, honors, and positions of leadership

## **RESPONSIBILITIES**

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**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:
  - 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
    - ✓ PRIDE posters in plain view
  - 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..
  - Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities.
  - Students are held to the classroom standards and school wide expectations 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. **Being Positive**
2. **Being Respectful**
3. **Being Involved**
4. **Being Dependable**
5. **Being Excellent**
6. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
7. 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 Adopted: \_\_3.13.18\_\_

Date(s) Reviewed or Revised: 2/12/18

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