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Statement of.....

## **Policy and Responsibility**

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SUBJECT: STUDENT DISCIPLINE

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This policy defines rights and responsibilities of students, parents, teachers, and administrators and sets forth a basic philosophy of student discipline. Discipline should be regarded as a cooperative endeavor between home and school with the goal of helping students:

- develop self-direction and self-discipline
- attend school regularly
- work diligently and productively
- conduct themselves appropriately.

All disciplinary action taken in a school setting must comply with the Safe and Orderly Schools Policy which includes the "Due Process" provision of the Fourteenth Amendment to the United States Constitution. Due process is the procedure followed by the Board and the school administration to protect the rights of the students and employees when a problem arises. This procedure is an administrative, not judicial, one and requires "fairness" and "reasonableness" in all actions taken.

### **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

1. attend school on a regular basis and be in class on time prepared with books, pencils, and other necessary materials.
2. dress in attire that complies with the student dress standards. (PS 426 – Student Dress Code)
3. make an honest effort to learn, follow classroom instructions, complete assignments, and do homework to the best of their ability.
4. communicate with all students, faculty, staff, and visitors at all times in a courteous and respectful manner without any use of profanity, vulgarity, sarcasm, or ridicule.
5. respect and protect school facilities, property, and materials.
6. conduct themselves in a way that the rights and property of others are protected. defiance of authority, fighting, stealing, lying, and cheating are not acceptable.
7. understand and comply with all school rules, Board policies, and procedures which are applicable to students, as well as the corrective action(s) that will be taken when they fail to comply.

8. understand that the following acts of misconduct are federal and/or state offenses. School personnel will implement the Safe and Orderly Schools Policy (PS 416) and contact the proper authorities concerning these offenses:
  - a. possession, distribution, or use of alcohol, tobacco, electronic cigarettes, or drugs
  - b. threatening or assaulting school personnel.
  - c. possessing a weapon
  - d. threatening or assaulting any person with a weapon.
  - e. unlawful interference with school personnel by force or violence.
  - f. arson, burglary, destruction, or robbery on or against school property.
  - g. bomb threats, false fire alarms or possession of explosives on or against school property.

## B. PARENT RESPONSIBILITIES

Parents have the responsibility to:

1. see that their children get to school on time, appropriately dressed, properly nourished, emotionally prepared, and ready to learn.
2. provide a social-emotional climate in the home that promotes a wholesome attitude towards learning.
3. keep an open line of communication with the school, especially when student conduct is not acceptable.
4. understand school rules and board policies as they relate to discipline.
5. support the school and its personnel both by precept and example.
6. make an appointment with the appropriate person before visiting the classroom.
7. notify the teacher about any problems concerning their child.
8. discuss with the principal and/or superintendent any problems concerning school or district policies.
9. attend Parent-Teacher Conferences, Individual Educational Program Conferences (IEP), (Student Education Plan (SEP) meeting, Student Education and Occupational Plan (SEOP) meeting, and all other meetings set by the school pertaining to their child.
10. understand class requirements and homework assignments of their children, assist whenever appropriate, and hold students accountable for their actions in school.
11. work to develop positive, caring relationships with their children and assist them in acquiring self-discipline.

## C. TEACHER RESPONSIBILITIES

A teacher has the responsibility to:

1. provide a sound educational program with adequate teacher planning and preparation and provide learning experiences which are stimulating, interesting, and appropriate to the individual needs and abilities of the student.
2. communicate to all students that the teacher genuinely cares for them.
3. maintain a classroom environment conducive to the students' learning experiences.
4. make every effort to handle personally the problems of maintaining classroom order and discipline and in the case of disruptive students, try to redirect student interest and energy away from disruptive behavior toward productive involvement.

5. maintain the highest professional and ethical standards in appearance, conduct, and language.
6. assist with school discipline throughout the day and in all activities.
7. work directly with parents to support students through activities such as Parent-Teacher Conferences, IEP's, SEP's, and SEOP's.
8. notify the principal and the parent as soon as possible when a student is temporarily removed from class.
9. communicate with the principal of the action taken when a student is temporarily removed from class or has a serious discipline problem in the class.
10. understand school and district policies concerning achievement, attendance, discipline, and support and enforce them.
11. communicate and consult with counselors to meet the social-emotional needs of students.
12. make sure all individual rights, including due process, are protected under the law.

#### D. PRINCIPAL RESPONSIBILITIES

A principal has the responsibility to:

1. set the tone for a positive and constructive atmosphere in the school.
2. form a committee of teachers (consisting of one person from each department and/or grade level), parents, and students, where appropriate, to develop and implement a school discipline plan. Each school is encouraged to examine and incorporate progressive programs and procedures when implementing this policy. The committee should review the school discipline policy annually and update it as necessary.
3. support the teacher in providing a sound educational program, which is stimulating, interesting, and appropriate to the individual needs and abilities of the student.
4. maintain the highest professional and ethical standards in appearance, conduct, and language.
5. fully implement all individual educational programs through the collaborative effort of teachers, parents, and students.
6. assist the faculty members in the development and implementation of positive teaching methods to improve the behavior of students in the classroom.
7. support the teacher in disciplining and upholding the school and district discipline policies.
8. actively assist the staff with students who misbehave in the school.
9. suggest to the teacher alternative actions that can be used in the classroom to help maintain discipline.
10. provide a place where supervision is available for students who exhibit extreme misconduct.
11. secure and review a written report from the involved teacher of a student who has been temporarily removed from class for serious misbehavior.
12. notify the parents and student of any disciplinary action taken and keep an accurate record relative to steps taken in resolving the student's problem. The principal will determine and take whatever action is necessary within the guidelines of board policy and school rules.
13. maintain a school discipline log or record.
14. publicize and make available copies of school and district policies to parents and teachers at the beginning of each school year and discuss and review the policies with the students. Any new student registering after general distribution shall be given copies. A copy shall be given to the superintendent annually.
15. notify the Director of Personnel and Student Services when a student is suspended from school and/or its related activities.

16. make recommendations, through the Superintendent, to the Board for release of a student from school.
17. make sure all individual rights, including due process, are protected under the law.

E. ADMINISTRATOR RESPONSIBILITIES

District administrators and supervisors have the responsibility to:

1. assure all students, regardless of race, color, creed, national origin, or economic background the right to a free public education, and the right to fair and nondiscriminatory treatment and recognition while they are pursuing their education within the district.
2. maintain the highest professional and ethical standards in appearance, conduct, and language.
3. support and encourage principals, teachers, parents, and students to follow the district Student Discipline Policy.
4. make every effort to work cooperatively with the parent, student, teacher, and/or principal, in order to arrange for the education of the student who has been suspended from school.
5. recommend to the Board the release of students who have been recommended for this action by the principal.
6. ensure that proper procedures are followed when an appeal is requested:
  - a. conduct an impartial investigation and prepare a written report of the findings.
  - b. confer with parent, student, teacher, and school administrator.
7. make sure all individual rights, including due process, are protected under the law.

F. DISCIPLINARY ACTION

It is important that discipline and control be maintained in the school to provide an environment conducive to learning.

School administrators, teachers, and staff should balance disciplinary action with meaningful reinforcement of appropriate behaviors. In situations where student behavior becomes disruptive to the extent that it interferes with the learning and teaching process, the teacher and/or principal will take appropriate disciplinary action such as:

1. ignoring.
2. removing privileges.
3. isolating.
4. retaining student after school and/or assigning special work tasks (see PS 419.1. - Detaining Students After School).
5. having parent conference.
6. removing from class.
7. in-school suspension.
8. suspending from school.
9. charging for damages.
10. discipline measures which are addressed in the Safe and Orderly Schools Policy (PS 416).
11. other actions as appropriate.