

<b><u>COUNCIL POLICY TYPE</u></b>	
____ <b>By-Laws (Council Operations Policies)</b>	<b>Policy Number</b> <b>19.0</b>
__ <b>X</b> <b>Function (School Operational Policies)</b>	

**Policy Topic Description**  
Classroom Management, Discipline and Behavior Plan Policy

**Policy Statement**

**District Code of Acceptable Behavior and Discipline**  
Our School follows the Bath County District Code of Conduct which is available in the district handbook that is sent home each year by the students.

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. 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.
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.

**School’s Student Discipline Code**  
Our school will maintain a school discipline code 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 stakeholders and issues required by state law. A copy of our current Student Discipline Code is attached.

**Responsibilities**  
**Principal and Assistant Principal are responsible for:**

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

Cont.

**Policy Statement**

**Teachers are responsible for:**

1. Establishing specific standards of conduct for their individual classrooms including clearly defined consequences when those standards are not met.
2. Communicating those standards to parents and posting them where students can see them throughout the year.
3. 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.
4. Holding students to the set standards and issuing the appropriate consequences when those standards are not met.

**Students are responsible for:**

1. Accepting and following the behavioral standards of conduct expected by the district, school and each classroom.
2. 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**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process

**Attachment**

Student Discipline Code

Date Adopted \_\_6/14/12\_\_ Signature \_\_\_*Mark Leet*\_\_\_

Date Revised/Updated/Amended \_\_\_\_\_