

WEST MARION ELEMENTARY

"CAN DO---ATTITUDE"



DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Our school follows the Marion County Board of Education District Code of Conduct policy.

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 during the year.

SCHOOL SAFETY PLAN

Our school 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 stakeholders and issues required by state law. A copy of our current Safety Plan is attached.

SCHOOL SAFETY PLAN REVIEW

Our School Safety Plan will be reviewed every odd numbered school year by the Safety and Learning Committee using the following procedures:

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/EXPECTATIONS

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

1. Respect to adults
2. Respect to others
3. Respect your self
4. Respect property

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 involving behavior and discipline of a student.

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.

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. 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.

ATTACHMENTS

- A. District Code of Conduct
- B. School Safety Procedure
- C. District Emergency Procedure Binder

Date Adopted: _____

Date Reviewed or Revised: 5-12-11 Council Chairperson’s Initials JBM

Date Reviewed or Revised: 12-11-12 Council Chairperson’s Initials JBM

NOTES ON USING THIS POLICY

SCHOOL-WIDE DISCIPLINE RULES: This section is optional. If you choose to include a section like this, the rules actually in place and unique to your school that are not covered in the District Code or your School Safety Plan should be listed.

RESPONSIBILITIES: These responsibilities should be revised to fit your school and the input you receive from your stakeholders.

WEST MARION ELEMENTARY SAFETY PROCEDURES

Safety Policies 1.1-1.13

1.1 FIGHTING

1. Send a student to get principal.
2. Attempt to separate students verbally
3. Attempt to separate students physically (if able).
4. Get students to the office.
5. Write up incident report and include names of witnesses.

1.2 Medical Emergency

1. Notify office of situation and send students to a nearby classroom.
 2. Office will call school nurse (if available), 911 and/or parent/ guardian.**
 3. School personnel will remain with student until parent arrives.
 4. File incident report.
- a. A list of all students with specific medical conditions will be compiled in the office.
- b. First Responders”, those with current CPR and/or First Aid Certification will be compiled in the office.

1.3 Bloodborne Pathogen

In the event a student is bleeding or vomiting (or exposure to other body fluids),

1. The teacher should send the student to the restroom and
2. Notify the custodian or office immediately. Staff members are required to wear gloves and use appropriate procedures when cleaning up after such an incident.
3. Hands should be washed whether gloves were worn or not. The teacher should keep all students clear from the area until it is cleaned and sanitized.

1.4 Fire (or drill) or Evacuation

1. Upon hearing the fire alarm, each teacher should take class roster and line students up at door.
2. Students should walk in an orderly fashion to nearest exit.
3. Teachers should keep class in a group outside of the building (a safe distance from the building) until given the “all clear” signal.

Evacuation locations:

- 1st option: W.M.E.S. property
- 2nd option: St. Charles Middle School
- 3rd option: St. Francis Gym
- 4th option: Marion County H.S.

1.5 Earthquake (or drill)

1. Move students away from windows and shelves.
2. Take cover under desks or tables in the “drop and tuck” position.
3. Evacuate building once quake subsides.
4. Once outside, keep students away from power lines.

1.6 Tornado (or drill)

1. Upon hearing the announcement, each

teacher should take class roster and line students up. All doors should be closed.

2. Students should proceed in an orderly fashion to their designated “safety zone.”
3. Students in resource rooms (special classes) should proceed to their designated spot within the main building.
4. Students should assume the appropriate position facing the wall with hands protecting head.
5. Staff members should assume a similar position once all students are safely seated.

If a tornado is spotted near the school students and staff will be ordered to “drop and tuck” immediately in their present location.

1.7 Substance Abuse- Drugs, Alcohol, Tobacco

1. Staff member should notify principal’s office of suspected problem.
2. Principal will question student(s) involved.
3. Principal will search student’s possessions (with witnesses).
4. Apply appropriate disciplinary action.

1.8 Violent Actions/ Outburst

1. Teacher should speak with student using calm voice.
2. Send other students to a nearby classroom and notify office.
3. If behavior does not cease, shout “Stop” and encourage student(s) to move to another activity.
4. Do not leave the student alone and do not physically restrain or touch student unless properly trained in Safe Crisis’s Management.
5. Give the student(s) the choice of going to the principal’s office voluntarily or forcing the principal to call parents or even police.
6. Office staff should immediately send one of our crisis team members (those with crisis training) to stay with student. Safe physical management will be used as necessary.
7. File an incident report. (If a student or individual was restrained make sure that you file a SCM incident report.)

1.9 Bomb Threat

1. Call recipient will keep caller on phone as long as possible, write down everything said, identify any background noises, and make an educated guess regarding caller’s sex, age, race, and accent.
2. Principal will announce for teachers to evacuate children to playground area. Teachers should take class roster whenever an evacuation occurs.
3. Office will call SCMS and inform that we are evacuating to their gym.
4. Office will notify police.
5. Principal will remain in building with

police while all other staff go to SCMS.

6. Police will determine when school is safe and “all clear.”

1.10 Lock Down

1. Upon hearing the announcement of a lock down, all teachers should get students inside the classroom and lock the classroom door if able. If door does not lock, teachers are asked to close door and stand near it.
2. Designated staff members should make sure exterior doors are locked to prevent entry.: Cafeteria mgr- café. door, 5th grade teacher- secondary hallway doors, 2nd grade teacher- primary hallway doors, P.E. teacher & custodian- gym doors and receiving door, secretary- front doors,
3. There is to be no entry or exit during a lock down except where approved by the principal or law enforcement.

1.11 Suspicious package

If a package is received containing a suspicious address or substance, do the following:

1. Remain calm
2. Call 911**
3. Secure the environment so students and staff are not exposed.
4. Wash your hands with soap and water for at least 30 seconds.

1.12 Armed student/ visitor or hostage situation

1. Staff member should notify office immediately.
2. Office will initiate a “lock down” and call 911. ** Refer to 1.10 policy
3. Staff members should speak to armed student or visitor in a calm tone. Ask suspect permission to evacuate the rest of class (or school).
4. Evacuate students to safe area as able.
5. Keep talking in a calm manner until police arrive.
6. File an incident report.

1.13 Terrorist Attack

Chemical- Initiate a Lock Down and shut off HVAC systems. Follow directions of local Disaster/ Emergency Services (D.E.S.).

Biological- Keep students indoors and shut off HVAC systems. Follow directions of D.E.S. or local health dept.

Nuclear/ Conventional- Initiate “drop and tuck” immediately. Students should be away from windows. Follow directions of D.E.S.

** Any time students are in danger or 911 is called the superintendent’s office should be contacted immediately.