

SCHOOL-BASED DECISION MAKING POLICY

School: Okolona Elementary School

Subject of the Policy: #5 – Discipline and Classroom Management

Policy Statement

The SBDM Council shall adhere to the rights and responsibilities of students as found in the Jefferson County Public Schools (JCPS) *Student Support and Behavior Intervention Handbook*, the *Student Bill of Rights*, and the school safety plan. The purpose of these documents is to provide students with a safe, secure, and positive learning environment.

Procedures:

Within one week of the first instructional day of school (or within one week of enrollment), students and parents/guardians will receive the JCPS *Student Support and Behavior Intervention Handbook*. Each student is required within one month of receiving the handbook to return the Acknowledgement of Receipt Form from the *Student Support and Behavior Intervention Handbook* signed by him/herself and his or her parent/guardian. The administrative team (i.e, principal, assistant principal, and school counselor) shall follow up with students and families whose forms are incomplete or not returned.

The school shall develop a school safety plan as required by district policy and state regulations. The school safety plan shall be reviewed annually by the SBDM council.

The school shall ensure completion of the Multi-Tiered Systems of Support (MTSS), including establishing a team, screening and identifying students in need of supports, providing appropriate tiered interventions, and progress monitoring.

A team consisting of an administrator and representatives from all stakeholder groups shall meet regularly to review behavior interventions and support and analyze behavior data. That data should include a review of referrals and disciplinary actions as well interventions to ensure equity and proportionality, particularly in regard to students of color and students with disabilities.

Each classroom teacher will post and teach the school-wide leader expectations. These expectations shall be posted in a prominent location and in print that is legible and easy to see from any place within the classroom. These expectations shall be taught by the teacher during the first week of school to all classes and reviewed after each break (i.e., Fall Break, Winter Break, Spring Break). Other reviews shall be at the teacher's discretion. In addition, each classroom teacher shall teach and reteach the expectations for the common areas of the school, such as the cafeteria, hallways, bathrooms, and gym. Teachers will implement a fair and consistent management system in their classroom to ensure an effective learning environment for all students. Teachers will inform parents at

the beginning of the year of their behavior system and will return a copy of their system to the principal.

Okolona Elementary shall utilize the school based Student Response Teams (SRTs). The SRT will consist of a committee of school staff to promote positive school culture and to be a school-based resource for helping improve student behaviors as well as students' readiness to learn. The school-based SRT will handle most behavior issues that interrupt the classroom environment and learning process.

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Signature: _____
(SBDM Council Chairperson)