

Student Discipline Training

Presented by:

Bushue HR, Inc.

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Overview

- Rights and Responsibilities
- New Requirements for Student Discipline Policies
- Discipline Procedures
- Support for Students who are Excluded from School

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Rights and Responsibilities

- ◎ **Student Rights and Responsibilities**
 - Be treated with respect, courteously, fairly by other students and staff.
 - Be respectful to teachers, staff, other students, property, and themselves.
 - Be a part of school activities on an equal basis, regardless of race, religion, sex, sexual orientation, gender, gender identity, origin, age, disability, etc.
 - Attend school daily, be prepared and complete assignments.
- ◎ **Parents Rights and Responsibilities**
 - Be informed about their student's attendance, performance, behavior, and any concerns.
 - Be informed about inappropriate or disruptive behavior of their student and disciplinary actions taken.
 - Make sure their student only brings appropriate materials to school.
 - Inform the school of any issues that may affect the education of their child.
 - Participate in decision-making processes affecting school policies, procedures, and the education of their student.

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Rights and Responsibilities

- ◎ **School Staff Rights and Responsibilities**
 - Create sense of community in the classroom.
 - Be informed about federal and state laws, and regulations about disciplinary process for students.
 - Enforce rules and regulations of the district.
 - Engage parents when their student is involved in disciplinary action.
 - Seek support in preventing and responding to student behavior in a supportive manner.
- ◎ **District Administrators Rights and Responsibilities**
 - Provide support and development opportunities to principals and staff so as to help them support all students.
 - Make sure discipline procedures are in compliance with civil rights laws, state and federal legislation, and best practices for school discipline.
 - Monitor student discipline data.

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New Requirements for Student Discipline Policies

○ New Rules

- No zero – tolerance policies
 - Cannot require administrators to suspend or expel students for certain offenses, unless required by federal or state law.
 - No monetary fines or fees for disciplinary consequences, except restitution for lost, stolen, or damaged property.
 - Faculty is not permitted to encourage students to drop out of school.

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New Requirements for Student Discipline Policies

○ Community Involvement

- The district's Code of Conduct should be provided to students and parents before the 15th day of each school year.
 - Ways to distribute the Code of Conduct could consist of: Sending it home on first day of school with students, providing it at orientation, registration, or a back to school night.
 - The district should have specific policy for bullying prevention. This policy can be developed by the parent-teacher advisory committee.
 - The Code of Conduct should be reviewed every year by the parent-teacher advisory committee.

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New Requirements for Student Discipline Policies

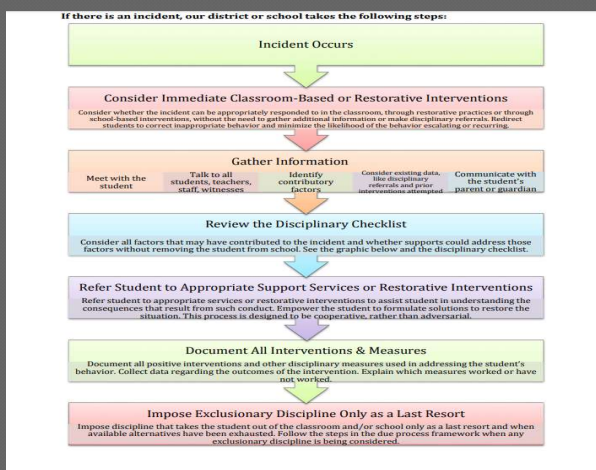
Community Involvement

- Parent-Teacher advisory committee
 - Who is on the committee? How are members selected? How do you inform parents and the community about meetings? When does the committee meet? How is committee work publicized? How do you ensure that the committee reflects your district's community?
 - The district should have a written policy for reporting of criminal offenses with local law enforcement.
 - The parent-teacher advisory committee should develop this policy with the district.
 - Schools are encouraged to develop a memo with local law enforcement that defines the law enforcement's role in schools.

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Discipline Procedures



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Limiting Exclusionary Discipline

○ Limiting Exclusionary Discipline

- The district should limit the use of suspension and expulsion.
- Try using other non-exclusionary methods
 - Restorative justice – restorative conversations, peace circles, peer juries, mediation.
 - Classroom-based intervention – classroom management and consultation, training in functional analysis of behavior and interventions.
 - Referrals to appropriate service providers – school-based mental health service providers and coordination with community-based mental health providers.

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Limiting Exclusionary Discipline

- Suggestions for Implementing the practice of limiting exclusionary discipline.
 - Provide additional resources, support in the classroom, and professional development .
 - Have a specific program or plan to reduce suspension or expulsion.
 - Examples – integrated frameworks, multi-tiered support systems, incorporated school-wide positive behavior support systems, social-emotional learning and restorative practices.

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Limiting Exclusionary Discipline

- Suggestions for Implementing the practice of limiting exclusionary discipline.
 - Collect and review data to reduce suspensions and expulsions.
 - Things to consider:
 - Who is responsible for data collection and review?
 - Is there a designated team and team leader?
 - How often does the team meet to review this data and evaluate the district's progress in reducing suspensions and expulsions?
 - How will the data collected and any recommendations be reported to the Board, the District, school personnel, and to the public?

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Limiting Exclusionary Discipline

- Suggestions for Implementing the practice of limiting exclusionary discipline.
 - Starting in 2017, an exclusion reduction plan will be required for Districts with the highest rates of suspension, expulsion, and/or racial disproportionality for the previous three school years.
 - For an individual student, the District documents the non-exclusion options implemented before using suspension or expulsion.
 - What interventions have been attempted? What data were collected about implementation efforts and results?
 - Did the school try multiple interventions?
 - If it was determined that there were not any appropriate interventions, how was this documented?

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Discipline Procedures

◎ Out-of-School Suspension

- A suspension of 3 days or less is only allowed if “the student’s presence in school poses a threat to school safety or causes a disruption.”
- A suspension of 4 days or more is only allowed if “other appropriate and available behavioral and disciplinary interventions have been exhausted” and the “student’s continuing presence in school would pose a threat to safety” or “disrupt, impede, or interfere with the operation of the school.”

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Discipline Procedures

◎ Suspension Procedures

- Suspensions should be reported to parents immediately.
- The student and parents should be given a written suspension notice which should include the following:
 - A statement of the reason for the student being suspended.
 - The statement should describe specific details.
 - Information about the student’s right to appeal the suspension decision.
 - If the suspension is longer than 4 days, support services will be provided to the student.
- Suspension appeals would go to the Board of Education.
- Schools should make an effort to make all suspensions as short as necessary.

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Discipline Procedures

○ Expulsions

- If the school suspects that mental illness could be a factor of the student's behavior, The Department of Human Services should be invited to consult on suspensions or expulsions.
- A notice should be provided to the student and his/her parents with the details of the expulsion hearing.
- The School Board must determine that an expulsion is "in the best interest of the school."
- If the Board determines an expulsion is necessary, a written expulsion decision from the board should include the specific duration.
- The parents of the student should be notified of the decision and provided the written decision.
- The maximum length of an expulsion is 2 years.

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Support for Students Excluded from School

- Any student who is suspended for a period longer than 4 days should be provided available support services.
 - Tips for Implementation
 - Suspension and Expulsion notices should include any support services that are available to the student.
 - Each district should have a list of services they have available, such as (tutoring, counseling, etc.)
 - If the district does not have any services available, the written notice should explain why there are not any services available.

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Support for Students Excluded from School

○ Make-Up Work

- For students to obtain academic credit while suspended, the district should have a policy in place for make-up work.
- The Code of Conduct should state a policy about make-up work for academic credit.
- The suspension notice and code of conduct provided to the student and parent should show how to secure and complete make-up work.

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Support for Students Excluded from School

○ Re-entry after School Exclusion

- A policy should be in place to help facilitate the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting.
- Proactive steps should be taken to help facilitate student re-engagement.
- The following steps are a good basis for student re-engagement:
 - Conduct a re-engagement meeting with the student and parents to create a plan that helps the student reintegrate into the school setting.
 - Meet with staff to coordinate the transfer of credits or make-up work.
 - Check-in with the returning student and the school counselor.
 - Continue to provide support and counseling to the student.

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Classroom Management Plan

- ◎ Each classroom should have a classroom management plan in place to help with handling of misbehaviors.
 - Some classroom-managed behaviors are:
 - Bringing prohibited items to school
 - Being a disturbance in the classroom
 - Dishonesty/lying
 - Disrespect for property
 - Disobeying
 - Failure to:
 - Abide by school dress code
 - Abide by physical education dress code
 - Instigating conflict between multiple students
 - Tardiness
 - Verbal abuse (name calling, derogatory comments, etc.)

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Classroom Management Plan

- Disciplinary Options
 - Behavioral contract
 - Conference with the student
 - Consequences for certain actions, as approved in the classroom management plan
 - Detention
 - Parental contact
 - Verbal reprimand (should not humiliate students in front of their peers)
 - Withdrawal of privileges (taking away recess)

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Thank you for completing the Student
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Sources

- ISBE
- Transforming School Discipline Collaborative

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