



## **HB 91 (KRS 158.156) “The Bully Bill”**

### **Guidelines for Councils From The Kentucky Association of School Councils (KASC)**

The Kentucky Department of Education has put out two documents to guide districts and schools in the implementation of KRS 158.156 (*Guidelines to Assist School Districts Implement HB 91 (KRS 158.156)* from KDE and *Model Policies Related to Issues Found in KRS 158.156* from KSBA). Both documents can be found on the KDE web site. We encourage councils to become familiar with these documents.

Although most of the information in these two documents relates to responsibilities to be carried out by districts, principals, superintendents, and others, two issues within these documents relate to areas that fall within the council purview. The two issues involve discipline and assignment of staff time.

Because these two issues fit directly into areas for which the law requires councils to have policy and to help councils keep policy manuals from becoming unwieldy, KASC suggests that “addenda” or new sections be added to your already existing legally required policies in these two areas.

**It is important that the council review their districts required policies on bullying before writing their own addenda.**

Attached are sample policies to help you with language. A reminder that ALL samples must be adjusted to fit each school’s unique situation.

# KASC SAMPLE POLICY

## INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY

### ADDENDUM

#### **SUPERVISION OF STUDENTS**

---

While on school property, students at (Name of School) will be under the supervision of a qualified adult who will hold them accountable for their conduct.

#### **DAILY SUPERVISION PLANS**

---

Prior to the opening of each school year, the principal (or designee) will have in place a plan of daily student supervision for the following areas:

- Cafeteria;
- Restrooms;
- Playground;
- Locker areas;
- Halls and stairwells;
- Before and after school areas; &
- Bus loading and unloading zones.

#### **SUPERVISION OF EVENTS AND ACTIVITIES**

---

The Principal (or designee) will ensure that all school sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults who will hold students to appropriate standards of conduct.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

#### **NOTES ON USING THIS POLICY**

**STAFF TIME ASSIGNMENT POLICY ADDENDUM GUIDELINES:** The council needs to review the required district policies on bullying before writing their own policy. This sample policy must be adjusted to fit your particular school situation and level; for example, the list of places that need a supervision plan may be different for your school.

Before implementing this policy, councils may want to review the two documents: *Guidelines to Assist School Districts Implement HB 91 (KRS 158.156)* from KDE and *Model Policies Related to Issues Found in KRS 158.156* from KSBA. Both documents can be found on the KDE web site.

# **KASC SAMPLE POLICY**

## **DISCIPLINE AND CLASSROOM MANAGEMENT POLICY**

### **ADDENDUM**

#### **DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

---

(Name of School) will follow the (Name of District) Code of Acceptable Behavior and Discipline (see Appendix \_\_\_\_). This Addendum includes specific rules and guidelines that will be emphasized.

#### **STUDENT BEHAVIOR**

---

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at (Name of School) the following student behaviors as defined by law will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Use lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

#### **VIOLATIONS AND REPORTING**

---

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code.

Students wishing to report a violation or who believe they are victims may report it to any staff member of (Name of School) who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

#### **RETALIATION**

---

Other students and employees shall not retaliate against a student because he/she reports violation of the Code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation.

As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

**COMMUNICATION**

By the end of the first week of school, the (Name of District) Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year.

Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees when necessary in the use of the Code and/or to provide update information to the staff, students, and parents concerning this Code.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

**NOTES ON USING THIS POLICY**

**DISCIPLINE POLICY ADDENDUM GUIDELINES: The council needs to review the required district policies on bullying before writing their own policy.** This sample policy must be adjusted to fit your particular school situation and level; for example, the staff assigned to various responsibilities and the timelines established may not fit your situation.

There should be no need to reference in this policy all the laws involved in these issues because that should be covered in the district Code of Conduct document. However, you will want to include a copy of the District Code as an appendix with your policy manual for easy reference.

Before implementing this policy, councils may want to review the two documents: *Guidelines to Assist School Districts Implement HB 91 (KRS 158.156)* from KDE and *Model Policies Related to Issues Found in KRS 158.156* from KSBA. Both documents can be found on the KDE web site.