

## BASD Code of Conduct: Action Plan

What Needs to Be Done	How to Accomplish	Leadership	Resources	Cost	Funding Source	Time Frame
1. Central Office Administrator in charge of Code of Conduct must have “line authority” to building administrators with respect to enforcement of the program.	Place the Central Office Administrator in charge of the Code of Conduct on Cabinet	Superintendent	Superintendent	None	None	August 2010
2. At the secondary level teacher’s schedules must include “as assigned” duties to improve school climate and tone. These duties may include but are not limited to: supervision in the halls, cafeteria, study halls, in-school suspension, student arrival, and dismissal.	The building administration will develop a list of areas to be monitored. The building administration will create individual teacher schedules which will include as assigned duties for the 2010-2011 school year.	Building Principal Building Administration	Administrative team knowledge of the needs of the building.	None	None	August 2010
3. A review and modification of the codes used in the Code of Conduct to align with the Commonwealth of Pennsylvania’s Safe Schools reporting format.	Conduct meetings with the technology department to determine the most appropriate method of meeting the needs of the Commonwealth and district.	Director of Student Services, Director of Information Technologies, Supervisor of Data Processing, Database Administrator for Student Systems, and Monty Perfetti	Knowledge base of those involved in the process	Consultant Fees	PA Pact Grant	August 2010
4. Building level in-service to inform administration as well as teaching staff as to the enforcement of the code of conduct and the expectations inherent within. These expectations must be clear with consequences for staff not adhering to the code guidelines or assigned duties.	Conduct in-service meetings with administrators during the months of July and August.  Building level in-service on the Code of Conduct will be conducted during the in-service days of August 25 and 26.	Director of Student Services.	Monty Perfetti (consultant)	Consultant Fees	PA Pact Grant	August 2010
5. Staff accountability for adhering to the guidelines and as assigned duties in the Code of Conduct.	Building level meetings with building level administration teams	Building Principal	Director of Student Services	None	None	August 2010

## BASD Code of Conduct: Action Plan

What Needs to Be Done	How to Accomplish	Leadership	Resources	Cost	Funding Source	Time Frame
6. Discipline referrals must be acted upon in a timely manner with administrative disposition clearly communicated back to the teacher. This should include the code violation number, step number, and consequence.	Instruct administrators how to include this information in the handling of referrals	Director of Student Services and Technology Department.	Technology Department	None	None	August 2010
7. Address the issue of Level II infractions as it relates to volume and responsibility.	Form a committee to review Level II infraction codes and possible solutions to the volume and timeliness of the referrals.	Director of Student Services	Building administrators, teachers, hall monitors	None	None	August 2010
8. Update the "Code of Conduct Administrative Guide"	Committee of administrators to review and update the "Code of Conduct Administrative Guide".	Director of Student Services.	Administrators	None	None	January 2011
9. Create a "Code of Conduct Teacher Guide".	Committee of administrators and teachers to create a "Code of Conduct Teacher Guide".	Director of Student Services	Administrators and teachers	None	None	January 2011
10. Building principals must provide closer supervision of assistant principals to assure consistent compliance with administrative guidelines established for the Code of Conduct.	Building principal should conduct periodic review of referrals with administrative team to asses the enforcement of the Code of Conduct.	Director of Student Services, building principal	Referrals	None	None	On-going throughout the 2010-2011 school year.
11. Provide consistent School Resource Officer coverage on a daily basis, especially at the high schools.	Develop guidelines with the City of Bethlehem Police Department and the Bethlehem Township Police Department as to police coverage in the event the School Resource Officer is not available.	Director of Student Services, Building Principal, representatives from the City of Bethlehem and Bethlehem Township Police departments.	City of Bethlehem and Bethlehem Township Police Departments	?	?	August 2010
12. Install a Character education Program grades K-8 beginning with the second semester of the 2010-2011 school year.	Conduct research into successful Character Education programs, conduct meetings to discuss possible adoption and/or modification for the BASD.	Elementary and Middle School Administrators and teachers.	Director of student services and selected district administrators / teachers.	?	?	December 2010

## BASD Code of Conduct: Action Plan

What Needs to Be Done	How to Accomplish	Leadership	Resources	Cost	Funding Source	Time Frame
13. At the high school level, new guidelines and procedures to address tardies to school and to classes need to be implemented for the 2010-2011 school year.	Joint administrative meetings to explore, craft, and adopt new guidelines and procedures for this purpose	Director of Student Services and building administrative teams	Building administrators	None	None	August 2010
14. Review of the Student Dress Code	A committee comprised of parents, students, teachers, school board members, administrators, should be formed to review the student dress code.	Director of Student Services	Groups listed	None	None	January 2011
15. Develop alternative intervention strategies to provide the supports previously supplied by the CA/MP program.	Coordinated meetings between all six secondary schools to explore options and supports.	Director of Student Services and building principals	Guidance counselors, teachers, administrators	None	None	December 2010
16. Review secondary level in-school suspension and detention programs	Coordinate meetings with middle school and high school teams to investigate possible revisions/adaptations to the programs.	Building level teams	Teachers, administrators	None	None	August 2010
17. Require the posting of Class Management Plans in all classrooms. Poster size preferred	Review the procedure for creation and approval of Class Management plans with staff.	Building level administration	Building level administrators	Production of poster size forms.	?	August 2010
18. Institute summer meetings with post 5 <sup>th</sup> and post 8 <sup>th</sup> grade students identified as “potential habitual offenders”.	Building level administrators will identify students post 5 <sup>th</sup> and post 8 <sup>th</sup> grade who accumulated 3 or more suspensions during the previous school year. These students will be required to attend a meeting at their new school to review their situation and the student code of conduct.	Building level administrative teams both sending and receiving.	Building level administrators and guidance counselors from both the sending and receiving schools and parents	None	None	August 2010

## BASD Code of Conduct: Action Plan

What Needs to Be Done	How to Accomplish	Leadership	Resources	Cost	Funding Source	Time Frame
19. Institute summer meetings with post 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grade students identified as “potential habitual” offenders.	Building level administrators will identify students post 9 <sup>th</sup> , 10 <sup>th</sup> , and 11th grade who accumulated 3 or more suspensions during the previous school year. These students will be required to attend a meeting at their new school to review their situation and the student code of conduct.	Building level administrative teams.	Building level administrators and guidance counselors.	None	None	August 2010
20. Reaffirm the Student Suspension Reinstatement Contract	In-service all administrators in the process of the Student Reinstatement process.	Director of Student Services	Director of Student Services and other building administrators	None	None	August 2010
21. Creation of an Academic/Behavior Improvement Contract and guidelines common to both high schools	Committee of high school administrators and teachers should explore the development of this Contract to be used as a means of eliminating ongoing problems that occur within the classroom.	Director of student Services and building level teams.	School District Solicitor to review said “contract” before implementation.	Legal fees for “contract” review	GOB	January 2011
22. Include code violations which occur at the Bethlehem Area Vocational-Technical School (BAVTS) as incidents to be recorded and counted in the student’s “tracking sheet”.	Meetings with the administration of BAVTS to determine process and guidelines for such inclusion.	Director of Student Services	BASD building administrators, BAVTS administration, and technology representatives from both schools.	None	?	August 2010
23. Reaffirm the use of the Disciplinary Action Sequence Chart.	In-service administrators in the proper use of the Disciplinary Action Sequence Chart.	Director of Student Services	Building administrators	Production of charts	GOB	August 2010
24. Investigate the inappropriate use of electronic devices by students during the instructional school day.	Conduct meetings with secondary school administrators, teachers, students, and parents to develop guidelines and procedures to enforce the Code of Conduct. This investigation should include a legal review of the possibility of a de-activation of cell phones and other electronic devices in instructional areas.	Director of Student Services and building level administrators.	Teachers, administrators, students, parents, district solicitor.	Legal fees for legal review.	None	January 2011

## BASD Code of Conduct: Action Plan

What Needs to Be Done	How to Accomplish	Leadership	Resources	Cost	Funding Source	Time Frame
25. In-service instructional staff in the Code of Conduct	Provide building level in-service for all secondary school during the August 25 <sup>th</sup> and 26 <sup>th</sup> in-service days. Elementary level in-service will take place at faculty meetings during the first two months of the school year.	Director of Student Services and Monty Perfetti (consultant)	Director of Student Services, Monty Perfetti, and district administrators	Consultant fees	PA Pact Grant	August 2010
26. Student in-service in the Code of Conduct	Building level student in-service dedicated to the instruction in the Code of Conduct.	Building level administration	Director of Student Services, building level administrators, Monty Perfetti	Consultant fees	PA Pact Grant	August 2010
27. Reinforce best practices in instructional strategies to be used in the classroom to avoid discipline problems.	Provide in-service opportunities for staff in best instructional strategies.	Assistant Superintendent for Curriculum and Instruction and Director of Student Services	Assistant Superintendent for Curriculum and Instruction, professional staff	Presentation fees by professional staff	???	In-service opportunities to be offered during the 2010-2011 school year.
28. Train staff in de-escalation techniques.	Provide in-service training in de-escalation techniques	Director of Student services and Athletics	IU #20, Special Education Department	Fees for presentation staff and materials	???	In-service opportunities to be offered during the 2010-2011 school year.