

**ELEMENTARY SCHOOL  
K-5  
Code of Conduct**

**Rights and Responsibilities**



# Roslyn Public Schools

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, cyberbullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination, harassment and bullying and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination, bullying and harassment of students (including cyberbullying), including, but not limited to, those acts based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events, including those that take place at locations off school property. In addition, any act of discrimination, bullying or harassment, outside of school sponsored events, which creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable the acts might reach school property, may be subject to discipline.

## **Introduction**

The Board of Education has created a list of rules that will help keep everyone in the school safe and comfortable so that they can get the best education possible every day that they are in school. These are rules for students, teachers, employees, parents, visitors, or anyone at school. The board expects everyone at all times to show good character ... you must be honest, tolerant, helpful, caring, kind, and respectful of everyone, even if they are different from you. You must follow these rules before school, during school, after school, and at all school functions.

The school district will make sure that you are safe and healthy in your school, and that everyone will be able to participate in all school activities. No one can be left out based on their race, color, national origin, ethnic group, religion, religious practice, disability, gender, sex, sexual orientation, or weight. The school district will allow you to tell what happened if you are accused of breaking one of the rules. If you need a reminder about the school rules, an adult at school will explain them to you again.

### **Definitions**

In order to help you understand, let's go over a few words.

#### **Disruptive Student**

A disruptive student is someone who acts in an inappropriate way that doesn't allow teachers to teach and children to learn as best they can.

#### **Discrimination**

Treating someone different because they are black or white, fat or thin, boy or girl, disabled, of a different religion or from a different place.

#### **Parent**

A parent is the adult who takes care of you at home.

#### **School Property**

School property is your building, including all classrooms and special places you go in the school, as well as the land around the school including your playground, and parking lot, and cars and buses that come and go.

#### **School Function**

A school function is an activity before school, during school or after school and even an activity that happens at a place you may visit with your schoolmates and family.

### **Disability**

Some people have a disability. A disability may make a person look, feel, speak, or act differently, and that may make them learn differently. Remember, having a disability is okay.

### **Violent Student**

A violent student makes a choice to hurt somebody or something on purpose. That means, he or she may start fights, kick, hit, push or grab others, throws things, use their words to threaten kids or adults, or even destroy property.

### **Weapon**

A weapon is an object that can be used to hurt someone or something.

### **Employee**

An employee is an adult that works at school - anywhere throughout the school.

### **Sexual Orientation**

Sexual orientation has to do with who you fall in love with. Sometimes you fall in love with a girl and sometimes you fall in love with a boy.

### **Gender**

Gender means that you are either a boy or a girl.

### **Harassment or Bullying**

Harassment or Bullying is when someone makes another person feel uncomfortable by their words or actions. Sometimes harassment or bullying can make a person feel scared, upset or threatened. Sometimes people are harassed or bullied because of their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender. Harassment or bullying can take place in school or out of school. Harassment or bullying includes cyberbullying. Remember, being different is okay and we must always respect other people's differences.

### **Cyberbullying**

Using computers, iPhones, cell phones or other devices to make another person feel uncomfortable.

### **Student Rights**

- I have a right to be happy and to be treated with respect in this school: This means that no one should laugh at me or hurt my feelings.
- I have the right to be myself in this school: This means that no one should treat me unfairly because I am black or white, fat or thin, boy or girl, tall or short, adult or child, with a disability or because of my religious beliefs.
- I have the right to hear and be heard in this school: This means that no one should yell, make loud noises, scream, shout, or otherwise disturb me.
- I have the right to learn about myself and others in this school: This means that I should be free to express my feelings and opinions in a constructive way, when appropriate, without being interrupted or punished.
- I have the right to expect that all these rights will be mine so long as I am exercising my full responsibilities.
- I have the right to have this handbook presented and explained to me at the beginning of each school year to remind me of my rights and responsibilities.

### **Student Responsibilities**

- I have the responsibility to treat others with respect: This means that I will not laugh at others, tease others, or try to hurt the feelings of others.
- I have the responsibility to respect others as individuals and to treat others as individuals and not to treat others unfairly because they are black or white, fat or thin, boy or girl, tall or short, adult or child, handicapped, or of a different religion.
- I have the responsibility to help maintain a calm and quiet school: This means that I will not yell, make loud noises, scream, shout, or otherwise disturb others.
- I have the responsibility to go to school and to do my best in class and on my work and assignments.
- I have the responsibility to stay in class unless I am excused.
- I have the responsibility to learn about myself and others in this school.
- I have the responsibility to protect my rights and the rights of others by

exercising my full responsibilities in all circumstances.

- I have the responsibility to be aware of and follow the rules set forth in this handbook.
- I have the responsibility to ask questions if I do not understand something.
- I have the responsibility to care for all such materials and to share them with others.

### **Student Dress Code**

You must attend school wearing appropriate clean clothes to participate in all school functions. It is important to pay attention to good hygiene habits including bathing and brushing your teeth and hair. You must talk to your parents to make sure you understand what clothing is appropriate for school. Hats and scarves are not allowed in the classroom except for medical or religious purposes. You need to wear shoes that are safe for walking in school and playing on the playground. Remember all underwear should be covered.

### **Prohibited Student Conduct**

It is very important that you understand that it is your responsibility to follow the rules of conduct in order to protect the rights and property of others. Remember in order to keep our school and students safe, you must *not be*:

#### ➤ **Disorderly, which can mean:**

- Running in the hallways
- Making unreasonable noises
- Using language or gestures that hurt someone's feelings
- Entering a room without adult supervision
- Going on a computer or electronic device without permission
- Acting in a way that prevents teaching and learning
- Spoil the appearance of school property
- Not following cafeteria rules

#### ➤ **Disrespectful, which can mean:**

- Not following adult directions
- Being late for school
- Lying to teachers or other adults working at the school

#### ➤ **Violent, which can mean:**

- Behaving violently towards anyone in school, children or adults
- Pushing, shoving, or fighting
- Having or using a weapon, or something that can look like or be used as a weapon
- Threatening to use a weapon
- Damaging or destroying school property or someone's personal property

➤ **Dishonest, unsafe, or unhealthy, which can mean:**

- Lying
- Stealing
- Copying
- Cheating
- Bullying
- Discriminating
- Harassing
- Intimidating
- Cursing or swearing
- Undressing in front of others
- Damaging school property

Remember, our school is a **No Bully Zone!** This means:

- We do *not* hurt others with our hands or feet
- We do *not* hurt people with the words that we say to them
- We do *not* hurt others with body language

Everyone should always feel safe in their school and at school functions.

### **Reporting Violations**

In order to keep your building safe, you need to report to an adult any actions or behaviors that break the rules that we have already talked about. Remember, you need to report something that might hurt someone, including their feelings or their body. Also, you need to report if someone is damaging property. The adults in charge will review what has been reported and will follow up as necessary.

### **Reporting Incidents of Discrimination, Harassment and Bullying**

Students who have been bullied, harassed and/or discriminated against, parents whose children have been bullied, harassed and/or discriminated against, or other students who observe bullying, harassing and/or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel.

Staff members must promptly make an oral report of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the **Principal of the school where the incident occurred** no later than one school day after receipt of a report or witnessing an incident and shall file a written report with the **Principal of the school where the incident occurred** no later than two school days after making the oral report.

Reports of bullying, harassment and discrimination will be promptly investigated in accordance with District policies and procedures.

Retaliation by any school employee or student against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is prohibited under law.

The name and contact information for each school building's Dignity Act Coordinator(s) is provided below:

<u>Name</u>	<u>School Building</u>	<u>Contact Information</u>
Mary Wood	Heights	801-5500
Jessica Kemler	Harbor Hill	801-5400
Michelle Hazen	Harbor Hill	801-5400
Melissa Krieger	East Hills	801-5300
Nichole Lewis	East Hills	801-5300



## **Disciplinary Penalties, Procedures, and Referrals**

There will be consequences when someone is not following the rules. This will depend on the following:

- A student's age
- What the student did
- If the student has already broken the Code of Conduct
- Information from parents, teachers, and any other adults that might be important

If a student continues to break the school rules, further consequences will be given.

If a child's misbehavior is related to a disability, the incident will be brought to the Committee on Special Education for review.

### **➤ Consequences**

When students do not follow the rules, there will be consequences, which may include, but are not limited to:

- Verbal warning
- Written warning
- Parent phone call
- Time out
- Replacement of damaged property
- Fix the damaged property
- Suspension from transportation
- Suspension from extracurricular activities
- Suspension of other privileges
- In school suspension
- Removal from classroom
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school
- Bus Seat Reassignment

➤ **Recess**

The principal may decide that a student will miss part or all of recess if the student's behavior is dangerous, unsafe, or disrespectful.

➤ **Due Process Procedures**

The Code of Conduct has rules that will allow you to explain to the adults in the school what happened before they decide on an appropriate consequence.

➤ **Discipline of Students with Disabilities**

There are special laws for disciplining students with disabilities.

### **Alternative Instruction**

If a student's consequence is long-term suspension from school, the school will provide an alternative means of instruction.

### **Visitors to the School**

A visitor is anyone who is not an employee or student of the school. When visitors are in the school or attending a school function, they must follow the Code of Conduct.

### **Special Lunchroom Rules**

Remember, the adults are in charge. You must always follow adult directions about

- Sitting at tables
- Buying food
- Using the rest rooms
- Cleaning up
- Lining up
- 

### **Special Safety Rules for Recess and the Playground**

You are expected to

- Follow adult directions
- Play appropriate games
- Be a good sport
- Ask permission from the adult-in-charge before leaving the playground/recess area

- Immediately report any problem or injury to the adult-in-charge
- Dress appropriately for the weather

## **PARENTAL RESPONSIBILITIES**

All parents are supposed to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends through a climate of mutual respect and dignity.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Bring any concerns of bullying, harassment or discrimination to the attention of the appropriate school official.
- Follow school rules and regulations when on school property or attending school functions.



*Detach and return to classroom teacher*

I have talked about this detailed summary of the district's Code of Conduct with my parent(s). I understand this information and promise to obey all school rules.

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_