

**MIDDLE SCHOOL**

**6-8**

**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, 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 and harassment 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 and harassment of students 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 or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process 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. Everyone 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, nationality, religion, gender, 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.

As a student in the Roslyn Middle School, you are entitled to an excellent education. Each student has the right to learn, to grow, to mature, and to be treated with respect within an environment conducive to health and safety. The administrators, teachers, parents, and students will work as a team to see that such an environment does exist in the Middle School. Students will be treated as individuals responsible for their own actions. The following Code of Conduct has been established to make you aware of your rights and responsibilities as a student of the Roslyn Middle School.

## **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.

### ***Parent/Guardian***

A parent/Guardian is the adult who takes care of you at home and is legally responsible for you.

### ***School Property***

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

### ***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 (e.g. sport events, field trip, Books for Bingo, variety show, concerts, etc.).

***Disability***

Some people have a disability. A disability may make a person look, feel, speak, or act differently, and that may allow 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.

***Gender***

Gender means that you are either a male or a female.

***Sexual Orientation***

Sexual orientation is a person's physical and/or emotional attraction to an individual of the same and/or opposite gender.

***Harassment***

Harassment is when someone makes another person feel uncomfortable by their words or actions. Sometimes harassment can make a person feel scared, upset or threatened. Sometimes people are harassed because of their race, color, weight, nationality, religion, disability, sexual orientation, or gender. Remember, being different is okay and we must always respect other people's differences.

***Bullying***

Bullying is the intentional, unprovoked abuse of power by one or more children to inflict physical or emotional harm to another child on repeated occasions. Bullying can take many forms including physical, verbal and emotional abuse, social exclusion, intimidation, racial/ethnic slurs, and sexual harassment. Bullying online and through digital technologies is known as cyber-bullying.

## **Student Rights**

### **1. Bill of Student Rights and Responsibilities**

#### **a. Student Rights**

A student enrolled in Roslyn Middle School shall have the right:

- To grow academically, emotionally and socially in an environment conducive to learning and without unnecessary distractions.
- To learn and participate in school sponsored activities in a safe environment without undue pressure, harassment, or intimidation from others.
- To be treated with respect by students and staff.
- To discuss personal or school-related issues with appropriate staff members such as classroom teachers, counselors, the Assistant Principal, the Principal, or other staff.
- To ask appropriate questions and express opinions in a constructive manner.
- To be advised of and have copies of the District's Code of Conduct at the beginning of each school term.
- To have his/her rights observed prior to suspension pursuant to Education Law 3214.

#### **b. Student Responsibilities**

Students are expected to adhere to all school rules, and to treat all other students and staff in a respectful manner at all times.

Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance which should:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include the wearing of hats in the classroom except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.

#### **c. Student Management Code**

Early identification/resolution of discipline problems.

1. The Board of Education supports and expects that efforts will be made to identify and resolve student management problems at the earliest possible stage of development. A Child Study Team will meet regularly with classroom staff as a preventative measure. Guidance counselors, school psychologists, social workers, nurses, outside consulting resources as appropriate, and other staff will be utilized as necessary. Administrators, teachers, parents, and students shall be involved in this process as well.
  2. For students who are identified as having a disability and whose behavior is believed to be a manifestation of the disability warranting measures beyond that which are legally allowed for students without disabilities, a referral shall be made to the Committee for Special Education for review and possible modification of the student's individualized educational program.
  3. Depending upon the nature of the violation, it is the intention that student disciplinary action be progressive and take into account all relevant factors so that an appropriate consequence can be determined.
  4. When appropriate, students are encouraged to use the Peer Mediation Program. Details of this program are described in the student handbook. Additional information is available from the guidance counselors.
2. Appropriate behavior has a positive effect on the educational environment and has a direct impact on the learning process. To establish an atmosphere or climate within the school which is conducive to learning, it is necessary to implement guidelines which are consistent for everyone. The following list details student responsibilities and articulates possible consequences for non-adherence. This is not an all-inclusive list.

### **STUDENT RESPONSIBILITIES**

Be on time to class

Use appropriate language

Walk in the halls

Exhibit proper behavior at all times and at all school activities

Be on time to school

Attend all classes

### **POSSIBLE CONSEQUENCES**

Verbal warning and conference with student

Notification to parents

Teacher detention and a written notification sent home with student

Staff referral to administration in writing, administrative detention, and parental notification

Strong disciplinary action may include in-school suspension, out of school suspension, and other appropriate measures

**3. Independent Work Center (IWC)**

In the event that a student is removed by a teacher from the classroom or is required to serve an in-school suspension, the student is required to attend the Independent Work Center (IWC). The IWC is supervised by school personnel. Classroom assignments will be provided by teachers on a timely basis for students to complete while in the IWC.

**100% EXPECTATION OF RESPECT**

## **ZERO TOLERANCE FOR LACK OF RESPECT**

**(USE COMMON SENSE - THINK BEFORE YOU ACT OR REACT)**

**ALL MEMBERS OF OUR SCHOOL COMMUNITY ARE EXPECTED  
TO RESPECT ONE ANOTHER**

Students will . . .

- ! follow adult direction, within the school setting, without argument
- ! speak in a considerate manner and not use foul or offensive language
- ! respect school property and the property of others
- ! follow the rules of good sportsmanship and fair play in all activities
- ! act in a way that leads to a safe, secure and welcoming school atmosphere

**FIGHTING IS ALWAYS UNACCEPTABLE AND WILL LEAD TO DISCIPLINARY  
MEASURES.**

**THREATENING WORDS OR ACTIONS AND BULLYING MAY BE CONSIDERED AS  
SERIOUS AS A PHYSICAL FIGHT.**



## **Student Dress Code**

Students 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. 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. Wear shoes that are safe for walking in school and playing on the playground. The following items are not appropriate for school:

- extremely revealing clothing such as tube tops, net tops, see through clothing, halter tops, spaghetti straps, mini shorts and miniskirts or plunging necklines
- clothing that does not cover body parts that should typically be covered
- clothing that is vulgar, obscene, libelous, or that may belittle others based on race, color, weight, nationality, religion, disability, sexual orientation, or gender
- clothing that promotes or supports the use of alcohol, tobacco, or that encourages other illegal or violent activities
- clothing or accessories that may be deemed a distraction or may interfere with the educational process

## **Prohibited Student Conduct**

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

### ➤ **Disorderly**

- Running in the hallways
- Making unreasonable noises
- Using language or gestures that hurt someone's feelings
- Entering a room without adult supervision
- Using a computer or electronic device without permission. The use of cell phones, iPods, tablets, and/or gaming devices is prohibited on school property or during any school functions.
- Accessing inappropriate websites
- Using a computer or electronic device to bully or harass
- Acting in a way that prevents teaching and learning

### ➤ **Disrespectful**

- Not following adult directions
- Arriving to school late
- Behaving insubordinately
- Using inappropriate communication relative to tone, gesture, and/or language

### ➤ **Violent**

- Committing or attempting to commit an act of violence upon another student or an adult
- Purposely pushing, shoving, tripping, choking, punching, kicking, biting, pinching, scratching, hitting, spitting, slapping or fighting

- Possessing, using, or threatening to use a weapon, or something that can look like or be used as a weapon
- Intentionally damaging or destroying school property or someone's personal property

➤ **Dishonest, unsafe, or unhealthy**

- Lying
- Stealing
- Copying
- Cheating
- Discriminating based on someone's race, color, weight, nationality, religion, disability, sexual orientation, or gender
- Harassing
- Intimidating
- Hazing
- Gambling
- Possessing, sharing, selling, or using pornographic or obscene material
- Cursing or swearing
- Possessing, consuming, selling, distributing, or exchanging illegal substances (including alcohol, drugs, and tobacco)
- Indecent exposure
- Initiating a report, warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher
- Assisting another in any of the above actions

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

- We do *not* hurt others physically. Physical bullying includes purposely pushing, shoving, tripping, choking, punching, kicking, biting, pinching, scratching, hitting, spitting, slapping or fighting. It also includes damaging clothes or personal property as well as the use of threatening gestures.
- We do *not* hurt or humiliate people verbally. Verbal bullying includes name calling, insulting remarks, verbal teasing, harassing phone calls and messages, violent threats/extortion, taunting, gossiping, spreading rumors, racist slurs, and notes.
- We do *not* hurt or humiliate others using electronic devices or games. Electronic bullying includes harassing texts or instant messages, using social media to intimidate/threaten, taking of and using photos to threaten or humiliate, as well as sending harassing/threatening emails. Cyber bullying is prohibited.
- We do *not* engage in social bullying which includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing or the way someone looks, giving dirty looks and aggressive stares, etc.

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

## **Reporting Violations**

In order to keep the building safe, students need to immediately report to an adult any actions or behaviors that break the rules previously discussed. Remember, students need to report activities that might hurt someone, including their feelings or their body. Also, students need to report if someone is damaging property. The adults-in-charge will review what has been reported and will follow up as necessary.

Any report of *harassment* based on a student's race, color, weight, nationality, religion, disability, sexual orientation, or gender will be immediately reported to the school social worker (Dignity Act Coordinator).

It is essential that all targets and persons with knowledge of *bullying* report such behaviors immediately to the adult-in-charge. The school will promptly and fairly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

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

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

- The student's age
- The nature of the offense and the circumstances that lead to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers, and/or any other adult that might be important
- Other extenuating circumstances

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

If a child's misbehavior is related to that student's 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.

- Verbal warning
- Written warning
- Parent phone call
- Time out
- Replacement and/or restoration of 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

➤ **Recess**

The principal may decide that a student will miss recess if he or she is considered to be dangerous, unsafe, or disrespectful to themselves or others.

➤ **Due Process Procedures**

All violations of The Code of Conduct will be investigated by an appropriate adult. Once all facts have been collected, including the student's version of the facts, an appropriate determination of consequence will occur.

➤ **Discipline of Students with Disabilities**

The school is committed to upholding the laws and regulations for disciplining students with disabilities.

**Alternative Instruction**

If a student's consequence is long-term suspension from school, the school will take immediate steps to 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. Students 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**

All students 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, 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.
- Follow school rules and regulations when on school property of attending school functions.



***Detach and return to school***

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

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

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