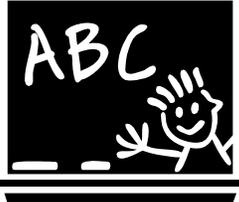


Highview Elementary School: Code of Conduct

	Awareness	Acceptance	Accountability	Achievement
 Classroom	<ul style="list-style-type: none"> • Think before you act • Be aware of your words and actions • Make good choices 	<ul style="list-style-type: none"> • Respect others • Accept others* • Take turns • Share materials • Be polite • Be helpful 	<ul style="list-style-type: none"> • Be responsible • Respect the learning of others • Regard the property of others • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Complete class work • Complete homework • Be ready to learn • Pay attention in class • Do your best work
 Recess/Lunch	<ul style="list-style-type: none"> • Think before you speak or act • Practice good table manners • Listen to monitors 	<ul style="list-style-type: none"> • Respect others • Accept others* • Include others • Take turns • Share • Use kind words 	<ul style="list-style-type: none"> • Follow directions • Be polite • Play safely • Clean your table before leaving • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Have fun • Make new friends • Keep playground and cafeteria clean • Learn new games
 Hallways	<ul style="list-style-type: none"> • Walk quietly • Keep your school clean • Walk on the right side & in straight lines 	<ul style="list-style-type: none"> • Respect others • Walk quietly • Show consideration for work on bulletin boards 	<ul style="list-style-type: none"> • Be respectful of the learning of others • Keep hands, feet & objects to yourself • Eat only in designated areas 	<ul style="list-style-type: none"> • Keep the hallways clean & safe
 Bus	<ul style="list-style-type: none"> • Remain seated • Listen to the driver • Use quiet voices 	<ul style="list-style-type: none"> • Respect others • Accept others* • Be kind to others 	<ul style="list-style-type: none"> • Respect property • Be polite to driver and others • Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> • Travel to and from school safely

AWARENESS– Think first! Knowing how your words and actions affect other people.

ACCEPTANCE-Being happy with who you are and understanding differences in other people.

ACCOUNTABILITY-Being responsible for your actions and individual choices.

ACHIEVEMENT-A goal or something you have completed independently or in a group no matter how big or small.

*No student shall tease others about their weight/height, religion, race, cultural background, disability and /or gender.

CODE OF CONDUCT—GRADES 3 THROUGH 5

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by all is essential to achieving this goal.

Student rights and responsibilities are presented so that the focus is on positive student behavior.

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and the code of conduct and, when necessary, receive an explanation of those rules from school personnel.
4. To be treated with fairness and respected by all students and adults in the school.
5. To receive a quality education in a safe environment which encourages learning and study and is free of distraction.

Student Responsibilities

All students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standard of conduct, demeanor, and sportsmanship.

Dress Code

Student appearance is primarily the responsibility of the students and their parents. We expect students to maintain the type of appearance that is not distracting to teachers or other students or that will, in any way, interfere with the learning of others. If a student's appearance is felt to be inappropriate, a phone call may be made by the nurse, teacher, guidance counselor or principal requesting a change of clothing for the child. We also ask that you do not send your child to school with brilliantly colored hair in celebration of events or holidays as this is, for this age group, a significant distraction to learning in the classroom.

The Nanuet School district dress code is:

No tube tops, halter tops, pajamas, plunging necklines (front and/or back), see-through garments, spaghetti straps, and or bare midriffs. Hats (except for medical or religious purposes) may not be worn in classrooms. Underwear should not be visible. Clothing should not include words or images that are vulgar, obscene, libelous, or denigrating to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Clothing should not promote and/or endorse the use of alcohol, tobacco or illegal or violent activities. Footwear that is a safety hazard (for example, flip-flops, Heelies or Wheelies) will also not be allowed.

Bus Rules

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver.

- **Follow the instructions of your driver.**
- Be courteous to your driver and fellow passengers. No fighting, yelling, or throwing objects.
- Bad language or rude behavior will not be tolerated.
- No cell phones or other electronic devices should be used on the bus.
- No eating or drinking on the bus.
- Do not open bus windows without permission. When allowed to open windows, do not extend head, hands, arms or any object out of the window.
- When leaving the bus, if you have to cross the street, always cross in front of the bus. Look both ways and wait for the driver to signal you to cross. Never attempt to return to the bus once you leave unless instructed to do so by the driver.
- Students must always ride on their assigned bus. Students may not ride another bus unless given special permission by the office. Any student needing to go home with another student on a different bus must bring a note written by the parent indicating the request and identifying with whom the child will be going home. This signed note must be brought to the main office on the morning of that day. **This should only take place in an emergency.**
- All students must get off the bus at their assigned stops.

Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

Students are not permitted to bring long boards or skate boards to school.

Students may be subject to disciplinary action when they:

Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Engaging in any willful act which disrupts the normal operation of the school community.
5. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
6. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy and/or building procedures.

Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing, or leaving school without permission.

Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

Engage in conduct that is violent. Examples of violent conduct include:

1. Hitting, kicking, punching, and/or scratching a teacher, administrator or other school employee or attempting to do so.
2. Hitting, kicking, punching, and/or scratching another student or any other person lawfully on school property or attempting to do so.
3. Possessing, displaying, or threatening with a weapon or what appears to be a weapon.
4. Intentionally damaging or destroying the personal property of a student, teacher, administrator, or other district employee or any person lawfully on school property, including graffiti or arson.
5. Intentionally damaging or destroying school district property.

Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
6. Threats or intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Using vulgar or abusive language, cursing, or swearing.
8. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism, cheating, copying or committing forgery.

Disciplinary Actions

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Please see "Behavior Response Plan: Grades 3 through 5".

Behavior Response Plan: Grades 3 through 5

**No student shall be subjected to harassment, discrimination, or intimidation by employees or students. **

It is understood that the administrators have the right to exceed any of these steps depending on the severity of the offense. Similarly, a principal will use his or her discretion in cases where the prescribed penalty would be excessive due to particular circumstances.

+Note: One or more responses may be implemented for each occurrence.

BEHAVIOR	EXAMPLES	1 ST TIME OCCURRENCE +	2 ND TIME OCCURRENCE +	3 RD TIME OCCURRENCE +	4 TH TIME OCCURRENCE +
<p>Teasing, Not including others, Not following rules or directions</p> <p>Cyber-Bullying</p> <p>Violation of AUP +No cell phones, Smart watches, photographic equipment, personal computing devices</p>	<p>Classroom, cafeteria, bus, bathroom, or hallway disturbance</p> <p>Running/ wandering in hallways</p> <p>Tardiness</p> <p>Gum chewing</p> <p>Non compliance with dress code</p> <p>+Non compliance with electronic devices/AUP</p> <p>Failure to follow directions</p> <p>Failure to complete school work</p> <p>Other inappropriate/disruptive behaviors</p>	<p>Verbal Warning</p> <p>Electronics will be confiscated by staff</p> <p>Parent will be called by Staff and/or Staff and Child</p>	<p>Loss of Privilege (1or more days)</p> <p>Reflection/Apology</p> <p>Parent Called by Staff and/or Staff and Child</p> <p>ISS with re-entry plan</p>	<p>Loss of Privilege (2 or more days)</p> <p>Reflection/Apology</p> <p>Parent called by staff and/or staff and child</p> <p>ISS with re-entry plan</p>	<p>Individual Behavior Plan with Support Staff, Counseling</p> <p>Reflection/Apology</p> <p>Parent Called by Staff and/or Staff and Child</p> <p>ISS/OSS with re-entry plan</p>
<p>Ongoing Behaviors that are Verbal, Physical, Cyber-Bullying, Exclusion (Occurring in school or on the bus.)</p> <p>This is recurring conduct that causes a student fear for his/her personal safety.</p> <p>This includes behaviors based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion/ practice, disability, sexual orientation, gender or sex.</p>	<p>Verbal: teasing, cursing, cyber-bullying, spreading rumors, exclusion of or intimidation of others, racial, ethnic or other similar slurs, heated argument, inappropriate language or behavior toward students and staff</p> <p>Physical: Minor scuffles (pushing/shoving) Biting, choking, hitting, kicking, spitting, throwing objects, stealing, damage or abuse of school property (ex. graffiti), inappropriate touching</p> <p>Other inappropriate/disruptive behaviors: Bus incidents, disrespect/ lack of cooperation with staff, inappropriate drawings, inappropriate writing, cheating, forging notes or excuses, repeated tardiness or absences, bullying/teasing, threatening student or staff member, inappropriate language, cursing, fighting, continued cheating, continued forging notes or excuses, leaving school grounds, repeated classroom disruptions, invasion of privacy or space, cutting classes</p> <p>Discrimination, Harassment</p>	<p>Verbal Warning</p> <p>Individual Behavior Plan with Support</p> <p>Counseling</p> <p>Loss of Privilege</p> <p>ISS/ Bus Suspension/ OSS (re-entry plan)</p> <p>Parent Called by Staff and/or Staff and Child</p> <p>Reflection/Apology</p> <p>Possible Parent Meeting</p> <p>Supt./District Meeting</p>	<p>ISS/OSS</p> <p>Re-entry Plan</p> <p>Review of Behavior Plan</p> <p>Counseling</p> <p>Reflection/Apology</p> <p>Possible Parent Meeting</p> <p>Supt./District Meeting</p>	<p>ISS/OSS</p> <p>Re-entry Plan</p> <p>Meeting with Parents to Review Behavior Plan</p> <p>Supt./District Meeting</p>	<p>ISS/OSS</p> <p>Re-entry Plan</p> <p>Meeting with parents to Discuss Plan including Other Services</p> <p>Supt./District Meeting</p>
<p>Severe Behaviors</p>	<p>Physical assault of a classmate or staff member</p> <p>Extreme threats, violent/excessive fighting (verbal, physical, cyber, sexual)</p> <p>Possession/use/ transfer of weapons</p> <p>Possession of illegal substances</p> <p>Bomb threat, setting off fire alarm, destruction of property, truancy, possession/use of unauthorized substance, theft/ possession/sale of stolen property,</p> <p>Other inappropriate/disruptive behaviors</p>	<p>ISS or OSS</p> <p>Re-entry Plan</p> <p>Individual Behavior Plan with Support / Counseling</p> <p>Police Involvement / Supt./District Meeting</p>	<p>ISS or OSS</p> <p>Re-entry Plan</p> <p>Individual Behavior Plan with Support / Counseling</p> <p>Police Involvement / Supt./District Meeting</p>	<p>ISS or OSS</p> <p>Re-entry Plan</p> <p>Individual Behavior Plan with Support / Counseling</p> <p>Police Involvement / Supt./District Meeting</p>	<p>ISS or OSS</p> <p>Re-entry Plan</p> <p>Individual Behavior Plan with Support / Counseling</p> <p>Police Involvement / Supt./District Meeting</p>

Suspension- ISS- In-School Suspension /OSS- Out of School Suspension/Counseling- Individual, small group, or classroom meeting /Re-Entry Plan-Meeting to develop plan to modify behavior

Reflection- With teacher, counselor, or other designated staff member, student fills out a behavior reflection (apology) during the time of lost privilege (Reflection Sheet).

Individual Behavior Plan- Student/Teacher/Counselor/Administrator/Parent meets in person or by telephone to create an Individual Behavior Plan.

*Incident report must be completed.