



# COLUMBUS CODE of CONDUCT



**Columbus Elementary School  
580 Columbus Avenue, Thornwood, NY 10594  
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**Web site: [ces.mtplecsd.org](http://ces.mtplecsd.org)  
Michael Cunzio, Principal**

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<b>MY RESPONSIBILITIES</b>	<b>MY RIGHTS</b>
<p><b><i>In my education...</i></b></p> <p>I have the responsibility to come to school each day prepared to learn. This means I will:</p> <ul style="list-style-type: none"> <li>✚ Arrive at school on time each day.</li> <li>✚ Complete my assignments and homework.</li> <li>✚ Listen carefully and follow directions.</li> <li>✚ Work to the best of my abilities.</li> <li>✚ To make use of all the school supplies and materials offered to me.</li> </ul>	<p><i>I have the right</i> to learn in school. This means that:</p> <ul style="list-style-type: none"> <li>✚ I learn according to my own ability and effort.</li> <li>✚ No one will be allowed to tease me because of the way I learn.</li> <li>✚ No one will be allowed to interfere with my learning.</li> </ul>
<p><b><i>In my environment...</i></b></p> <p>I have the responsibility to help keep the school safe for everyone. This means that I will:</p> <ul style="list-style-type: none"> <li>✚ Respect personal and school property.</li> <li>✚ Follow school and class rules at all times.</li> <li>✚ Keep my hands, feet and possessions to myself.</li> <li>✚ Not bring any items to school that could hurt others.</li> <li>✚ Not touch property of others without permission.</li> <li>✚ Take care of my personal property.</li> <li>✚ Report things that are unsafe to an adult.</li> </ul>	<p><i>I have the right</i> to be safe in school. This means no one, including me, will:</p> <ul style="list-style-type: none"> <li>✚ Tease or bully another child</li> <li>✚ Hit, kick, punch or pinch another child or adult.</li> <li>✚ Exclude another child from a game or activity.</li> <li>✚ Hurt or touch another child in a way that makes them feel badly.</li> </ul>
<p><b><i>In respecting myself and others...</i></b></p> <p>I have the responsibility to respect myself and others. This means I will:</p> <ul style="list-style-type: none"> <li>✚ Treat others the way I want to be treated.</li> <li>✚ Not tease, laugh at or hurt other children's feelings.</li> <li>✚ Be courteous, respectful and honest.</li> </ul>	<p><i>I have the right</i> to be happy, to be myself and to be treated with respect in the school. This means:</p> <ul style="list-style-type: none"> <li>✚ No one will be allowed to hurt my feelings on purpose.</li> <li>✚ No one will treat me unfairly because of: <ul style="list-style-type: none"> <li>✚ The color of my skin or country of origin.</li> <li>✚ The way I look or speak.</li> <li>✚ My religious beliefs.</li> <li>✚ The way I learn.</li> </ul> </li> </ul>
<p><b><i>In expressing myself...</i></b></p> <p>I have the responsibility to listen to others and follow directions. This means I will:</p> <ul style="list-style-type: none"> <li>✚ Use proper and appropriate language.</li> <li>✚ Listen carefully when others are speaking.</li> <li>✚ Respect the ideas and actions of others.</li> <li>✚ Wear clothing that follows the Columbus Dress Code.</li> <li>✚ Tell an adult if some one is threatening or harming myself or others.</li> </ul>	<p><i>I have the right</i> to hear and be heard in this school. This means that I will:</p> <ul style="list-style-type: none"> <li>✚ Express my feelings and thoughts respectfully.</li> <li>✚ Have the right to wear clothing of my choice as long as it follows the Columbus Dress Code.</li> </ul>

## COLUMBUS ELEMENTARY SCHOOL DRESS CODE

- ▶ When choosing clothing, please remember that **NO** pictures or words about tobacco, alcohol, drugs, guns, knives, or other weapons, inappropriate language or behavior, negative expressions or put downs are allowed.
- ▶ Extremely brief garments such as skirts, tank tops, spaghetti straps, low necklines, short shorts, and see-through garments are not appropriate. Student's underwear and midriffs should be covered at all times.
- ▶ Shorts above finger-tip length (when standing with arms at sides) are not permitted.
- ▶ Footwear that is not a safety hazard should be worn at all times.
- ▶ Hats are not permitted inside the school building except for a medical or religious purpose, or a special school activity.

# Rules of Conduct and Disciplinary Procedures For Columbus Students

## ***SECTION I: RULES OF CONDUCT***

All students are expected to be good citizens and behave appropriately at all times. Students may be disciplined if Columbus Elementary School rules and regulations are not followed. These rules will be enforced while students are at school, on school buses, and at any school trip or activity that is on or off school grounds. Good citizenship behavior includes, but is not limited to, the following:

### **Good Citizens:**

- ✚ Listen to and respect all teachers and adults in the school environment.
- ✚ Obey the school and classroom rules.
- ✚ Do not fight or hurt other students.
- ✚ Never take things that belong to another person.
- ✚ Take care of school property and do not trespass after school hours.
- ✚ Do not trade objects or play games for money.
- ✚ Do not bring any portable electronic games or devices to school.
- ✚ Do not have or smoke cigarettes or any product made from tobacco in school, on school grounds, and on school buses.
- ✚ Do not bring matches, lighters and fireworks to school, or on school buses.
- ✚ Do not curse or use bad language or gestures.
- ✚ Do not tease or hurt anyone's feelings because that person is different.
- ✚ Never create a disturbance during any school activity by yelling or screaming.
- ✚ Do not start fires or damage school property or buses.
- ✚ Do not say or write that they are going to bomb, burn or destroy a school building or property in any way.
- ✚ Use their own words and do not copy or steal other people's work (which includes copying from books, homework, and the internet).
- ✚ Do not cheat on quizzes or tests.
- ✚ Come to school every day on time, unless they are sick or have an excused absence.
- ✚ Do not damage computers or use them without an adult's permission and supervision.
- ✚ Wear appropriate clothing that follows the Columbus Dress Code.
- ✚ Never hit, threaten, or touch any person in a way that might make them feel bad.
- ✚ Behave respectfully to others.
- ✚ Never use, bring, give away, or sell alcohol or other drugs while in school, on school property, or on the bus.
- ✚ Never bring to school any gun or knife of any kind or any other item that can be used as a weapon.
- ✚ Never physically or verbally hurt another person.
- ✚ Do not discriminate or harass others based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

## **SECTION II: DISCIPLINARY PROCEDURES**

The Principal or another adult acting at the Principal's request, shall determine the appropriate consequence in each case of student misbehavior or violation of any rules and regulations.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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, the Principal will consider the following:

- ✚ The student's age.
- ✚ The nature of the offense and the circumstances which led to the offense.
- ✚ The student's prior disciplinary record.
- ✚ The effectiveness of other forms of discipline.
- ✚ Information from parents, teachers and/or others, as appropriate.

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.

### **Student Rights:**

Each student has the right to present his or her view of the problem when the Principal is determining the facts and imposing penalties. You will have a chance to talk about what happened before your Principal decides the consequences of your behavior. Your parents will also be able to talk with the Principal.

### **The following disciplinary measures may be taken:**

1. Talk to the student in private concerning his or her responsibilities.
2. Parent notification by teacher or the Principal.
3. Remove the student from any or all extracurricular activities for a fixed period of time (recess or after school clubs and activities).
4. Remove the student from bus transportation.
5. Remove the student from the regular class. If you are removed from class, your teacher will contact your parents about your behavior.
6. The Principal may place a child on in-school suspension.
7. Removal of the student from school by out of school suspension.

✚ *Suspension means you won't be allowed to return to school until the Principal says you can come back. You may be suspended for any violation of school code of conduct. You must be suspended if:*

- *You bring a gun, knife or other dangerous weapons to school.*
- *You bring alcohol or drugs or anything that looks like them to school.*

# PARENT AND STUDENT SIGNATURE SHEET



## *Acknowledgement of Parental and Student Responsibility*

Each parent or guardian of a student shall sign and return to Columbus Elementary School this statement, which acknowledges the receipt of the Columbus Elementary School Code of Conduct. Columbus Elementary School will maintain a record of these signed statements.

I have read and acknowledged receipt of the enclosed Student Rights and Responsibilities. I have also discussed Students Rights and Responsibilities with my child.

Your child's signature also acknowledges that you have discussed his or her rights and responsibilities with him/her.

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Name

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name

**Please return to Columbus Elementary School by Friday, September 20, 2013**