

Island Park Lincoln Orens Middle School

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MR. VINCENT RANDAZZO
PRINCIPAL

DR. ROSMARIE T. BOVINO
SUPERINTENDENT OF SCHOOLS

August 2015

Dear Families:

The faculty and staff of Lincoln Orens Middle School are committed to providing a safe, orderly and caring environment for children to grow physically, academically and emotionally. We have recognized that responsible behavior is key to achieving this goal.

The enclosed information highlights the students' responsibilities and rights as outlined in the Code of Conduct adopted by the Island Park Board of Education and published in the District's Policy Handbook and online at www.ips.k12.ny.us (see District → Policies/Practices). The comprehensive document is also available to parents in the principal's office.

In addition to the Code of Conduct (abridged version enclosed), we will be using the Behavior Accountability Program developed and implemented during the past few years. A description of this system is included in this packet. This program enables our students to monitor their own behavior through the accumulation of infraction points.

We ask that you take some time to review these very important documents. Please sign the enclosed form acknowledging that you have read the Code of Conduct and understand the Behavior Accountability System. This form should be returned to your child's teacher as soon as possible. Your signature on this document acknowledges your awareness of our Code of Conduct for your child's time at Lincoln Orens Middle School and will remain on file.

If you have any questions or concerns, please do not hesitate to contact the Principal, the team leader, or any of our support staff (Mrs. Porzelt, Guidance Counselor; Mrs. Simon, Social Worker; Mrs. Scanlon, psychologist) Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Vincent Randazzo", with a long horizontal flourish extending to the right.

Vincent Randazzo
Principal

/jm

enclosure

cc: Dr. Rosmarie Bovino, Superintendent of Schools

Code of Conduct **(Abridged version)***

Island Park Lincoln Orens Middle School

As a student in the Island Park School District, it is your right to expect a safe, welcoming and caring school environment in which you may grow physically, academically and emotionally. Responsible behavior, on the part of every student, is crucial to achieving this goal.

The ***Student Code of Conduct*** in this booklet is based on the principles of mutual respect, citizenship, tolerance, honesty and integrity. These principles are the foundation of responsible behavior.

After you, your family, and teachers have read and discussed the Student Code of Conduct, your signature is required to confirm that you understand the code and agree to abide by its rules. This code becomes a contract between you, your community and school.

Disciplinary Actions

It is important for you and your family to understand that inappropriate behavior may result in any of the following consequences. The consequences will be based on the student's actions, circumstances and previous record.

Consequences may include one or a combination of any of the following:

1. Oral warning from a teacher
2. Phone call to your home from a teacher
3. Written warning sent home, followed by a phone call
4. Teacher assigned detention
5. Principal; Guidance Counselor; Social Worker; Psychologist assigned detention
6. Principal reprimand
7. Team conference with parent and student
8. Parent contacted by the principal
9. Parent, teacher, principal meeting
10. Suspension of privileges
11. Ineligible from participating on athletic teams
12. In-school suspension
13. Short-term suspension – up to 5 days
14. Referral to Superintendent
15. Long-term suspension – more than 5 days
16. Permanent suspension from school
17. Other appropriate action

Infraction points will also be assigned in accordance with our Behavior Accountability System. (See the Code of Conduct, which is on the District's website).

*Entire Code of Conduct is available on-line

Student Code of Conduct
and
Responsibilities

All students are expected to conduct themselves in an appropriate manner, keeping in mind the safety, rights, and feelings of all people they may come in contact with during the school day.

Students have the responsibility to:

- 1... Respond to directions given by teachers, substitutes and other school staff in a respectful manner
- 2... Dress and groom in a safe, appropriate manner that will not interfere with learning and other aspects of school life. Inappropriate attire includes, but is not limited to, the wearing of hats and sweat bands, vulgar or obscene shirts, provocative clothing such as spaghetti straps, belly shirts, tank tops, and shorts that are extremely short.
- 3... Conduct themselves in an orderly fashion; walk in the hallways, wait patiently while in lines, do not use vulgar language or gestures.
- 4... Comply with reasonable requests; arrive to class on time, respond appropriately to reminders and consequences; i.e. attend detention when assigned.
- 5... Refrain from bringing electronic devices such as cell phones, I-pods, radios, MP3 players, and games to school.
- 6... Not carry a weapon of any kind, or threaten to use one against another person in the building or on school grounds.
- 7... Not engage in acts of violence such as hitting, kicking or placing their hands on others (play fighting is considered fighting).
- 8... Respect school property and the property of others.
- 9... Treat all people with respect and not engage in discrimination by harassing or threatening others due to their ethnic background, national origin, religion, gender, sexual orientation or disability. This includes in school or at home via telephone (v-mails, text messages), Internet, etc.
- 10... Not use illegal substances such as cigarettes, alcohol or drugs, at home or in school.
11. Not use legal substances, such as over-the-counter drugs, etc. in an unsafe manner, at home or school.
- 12... Treat bus drivers with respect and refrain from unsafe school bus conduct such as pushing, fighting, horseplay, or any behavior that distracts the bus driver from safely operating the bus.
- 13... Prepare assignments on time, refrain from any form of cheating, including copying or plagiarizing others' work

**Lincoln Orens Middle School
Island Park, New York**

Behavior Accountability System

Purpose

To assist and support our students with monitoring their own behavior, the Lincoln Orens Middle School has established a system of accountability that is based on a rated discipline referral system. This system has been created to reinforce our standards of conduct as well as to provide an outline of equitable and appropriate consequences. These standards of conduct apply to students during school hours, before and after school, anytime while on school property, while traveling on school busses, at all school sponsored events and school-sponsored trips.

Providing a total education for children requires reaching beyond the four walls of our classrooms. Participating in school sponsored activities, trips, interscholastic athletic teams, intramural programs, clubs and special programs (concerts, plays) exposes students to a variety of different people, cultures, concepts and experiences that cannot be found solely within the classroom. Activities such as these are an extension of our school community and are governed by the same rules and Code of Conduct that govern behavior in the classroom.

It is our intention to consistently reinforce the expectations of our School Code of Conduct. Our students will be made aware of their infractions and the assigned point value in an ongoing manner. Data regarding student behavior will be available at all times and the assignment of infraction point-values will clearly illustrate behavior patterns that are cumulative in nature. It is anticipated that this quantitative system of accountability will provide the children with a concrete way to measure their behavior and to modify their conduct when, and if, necessary.

The Process

When a student's actions violate our School Code of Conduct, a Discipline Referral Form will be submitted to the Principal. The Principal will then assign a point value based on the severity of the incident or the infraction.

When assigning a point value to a specific infraction/incident many factors will be considered. These include, but are not limited to, the student's grade level, handicapping condition, if any, previous record of behavior, severity, frequency and intent.

Attached is an overview of the Behavior Accountability System point system and the minimum action that may be taken in response to a given infraction.

**Lincoln Orens Middle School
Island Park, New York**

**Behavior
Accountability System**

Incident/Infraction (In and Out of Class)	Range of Points	Minimum Action(s)
Inappropriate behavior	1 – 5	Parent Notification
Inappropriate dress (2 nd Referral +)	1 - 5	Parent Notification
Inappropriate language	1 – 5	Parent Notification Detention
Persistent lateness to class	1 – 5	Parent Notification Detention
Disruptive behavior	1 – 5	Parent Notification
Continued disruption of class	3 – 5	Parent Notification Team Meeting
Disrespectful behavior	5 – 10	Parent Notification Detention
Defiance/insubordination	5 – 10	Parent Notification Detention
Cutting Class	5 – 10	Parent Notification In-School Suspension
Bullying/Teasing	5 – 10	Parent Notification In-School Suspension
Dangerous behavior	10 – 15	Parent Notification In-School Suspension
Fighting	10 – 15	Parent Notification In-School Suspension
Harassing Behavior – verbal, physical or sexual	10 – 15	Parent Notification Suspension
Racially Bias Behavior	10 – 15	Parent Notification Suspension

Accumulation of Points and their Impact

A student's record of behavior will be maintained using the Power School system. Each incident and point assignment, as well as the nature of the intervention, will be documented. Parents will be notified of their child's behavior record throughout the course of the school year.

Students who have accumulated 25 or more behavior infraction points will immediately be barred from participating in any out-of-the-classroom activities. This includes sports teams, field trips and assemblies. Students already participating in clubs or events, including athletic teams will be removed from the rosters.

Other privileges may be suspended at various times during the course of the school year depending on the nature and extent of a student's record of misbehavior. This will involve a discussion with the student and parent.

Warning Notices

Warning notices will be sent home to parents when a student accumulates a significant number of points. The notice will indicate the number of infraction points accumulated and the potential consequences. Parents and students will have the opportunity to discuss the warning with the Principal.

Reduction/Elimination of Points

Students may elect to expunge incidents that carry a value of 5 infraction points or less from their records through school or community service. A plan of intended service must be reviewed and approved by the Team Teachers and/or Principal. An adult staff member must supervise the proposed activity and sign off upon completion.

Grievous Violations of the Code of Conduct

If a student should commit what is deemed by the Principal as a grievous violation of the Code of Conduct, the student may be excluded from all school events and trips immediately. Such actions constitute an infraction of 25 points or more and call for immediate consequences.

Recognition of Positive and Appropriate Behavior

Students who do not accumulate infraction points will be recognized for their excellent behavior.

**ISLAND PARK
LINCOLN ORENS MIDDLE SCHOOL
2015 – 2016**

We, the undersigned, have read the Code of Conduct and understand the Behavior Accountability System that Lincoln Orens provides to ensure a school environment that provides for the highest quality education.

Student Name: _____ **Date:** _____

Student Signature: _____

Grade: _____

Parent Name: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Return to Main Office