



**East Meadow
School District**

**Elementary School
Code Of Conduct
And
Procedures**

**Guidelines
for
Appropriate Student Behavior**

2011—2012

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**The primary mission of public education is to
provide our young people with those skills
necessary to function effectively in society.**

**Most often, our attention and energy
are directed toward the academic skills of
reading, language and mathematics.**

**While it is necessary to master essential skills,
there remains a need to teach
our young people basic life skills of
good behavior, social development and
good citizenship.**

Table of Contents

Introduction.....	4
General School-wide Rules	5
The School Day	6
Student Traffic	7
Assemblies	7
Bathroom Behavior	8
Conduct During Lunch	9
Classroom Recess.....	10
Playground Rules	11
School Bus Rules	12—13
Student Dress.....	14—15
Bullying.....	16—17
Student Behavior Expectations	18—19
Consequences for Inappropriate Behavior	20—21
Parent/Student Contract	23

Introduction

Our students are active participants in creating a pleasant, safe learning environment. They are expected to demonstrate appropriate behaviors during arrival and dismissal, classroom time, lunch/recess, assemblies, hallway movement, bus rides, and field trips. The school has the responsibility to acquaint students and parents/guardians with school expectations and to deal fairly with those students who do not conduct themselves properly. At the same time, parents/guardians are encouraged to develop appropriate behavioral habits in their children, as well as positive attitudes toward school. The overall objective is to work together to foster a positive building climate in which children can safely attend and learn.

The following rules will apply to students' behavior and will be monitored by school adults. These rules apply to all common areas of the building and grounds as well as on the bus.

General Schoolwide Rules

- ◆ Students must follow the directions of all adults in the school the first time they are given.
- ◆ Students shall not fight or engage in any violent behavior or engage in any other behaviors that are disruptive or dangerous (e.g., pushing, kicking, biting, hitting, pulling hair, or striking with any object). When two students are actively fighting, both are subject to discipline. When one person initiates an act of aggression on another for no apparent reason and the second party does not respond in kind, only the aggressor will be disciplined. Fighting (i.e., pushing, kicking, hitting, biting, pulling, etc.) and the use of foul or inappropriate language or unkind words is prohibited.
- ◆ Electronic devices such as cell phones, video games, iPods, iPads, etc. or toys may not be brought into school unless requested by a teacher for a specific purpose. Items such as these will be confiscated and parents will be required to pick them up.
- ◆ Students may not buy or sell items on school premises unless otherwise approved (e.g., school sponsored fundraisers, etc.).
- ◆ Students will be held responsible for damaging school property (e.g., furniture, books, the building, etc.).

The School Day

- ◆ Use of playground equipment and playing fields is not permitted **before** the start of school (**not even with parental supervision**).
- ◆ Students shall not be permitted into the building until they are admitted by the teacher on duty at 8:54 AM.
- ◆ Students participating in early morning activities (e.g., academies, chorus, band, orchestra, clubs, etc.) shall report directly to the teacher in charge of that activity at the scheduled time.
- ◆ Students participating in after-school programs (e.g., academies, clubs, etc.) shall report directly to the designated location, waiting quietly in the hallway until their teacher arrives. Students must be picked up **PROMPTLY** by their parents at the end of the scheduled program.
- ◆ During afternoon dismissal, bus students are to enter the designated areas quietly and line up behind their corresponding bus number or letter. Students are to wait quietly so that dismissal can proceed quickly, safely and in an orderly manner.
- ◆ If a child's dismissal arrangements are to be changed, a written note from the parent is required before the start of the school day. Notes must then be approved by school administration.

Student Traffic

- ◆ Running in the hallways is not permitted. When walking in the hallways, classes and individual students shall travel in a quiet, orderly fashion on the right side of the hallway, with hands by their sides, respecting bulletin boards and displays. When students travel with a class, a double line formation shall be used. Be polite by staying to the right!
- ◆ While using stairwells, students must stay to the right and hold onto handrails, taking one step at a time. Running or jumping is prohibited.

Assemblies

During assembly performances and presentations, students will be expected to:

- ◆ Be polite to all performers
- ◆ Sit properly during assembly programs
- ◆ Enter and exit the All-Purpose Room quietly

Bathroom Behavior

Bathrooms are available in many classrooms as well as in hallways throughout the building. When using bathrooms, students are expected to display appropriate behavior.

The following actions are **not permitted** in the bathroom:

- ◆ Standing on toilets
- ◆ Excessive flushing of toilets and/or urinals with the intention of causing a flood
- ◆ Throwing wet towels on the floor, walls, or ceilings
- ◆ Stuffing paper towels or other items down sink drains and toilets
- ◆ Horseplay which may endanger student safety
- ◆ Defacing bathroom equipment, fixtures, stalls, etc.

Students who do not behave appropriately in the bathroom will be subject to the consequences outlined in the Code of Conduct.

Conduct During Lunch

- ◆ Trips back to the classroom are strictly prohibited.
- ◆ Students will be permitted one opportunity to buy lunch and/or snack immediately when they enter the cafeteria.
- ◆ Students who continually misbehave will be removed from the cafeteria and sent to the office for appropriate attention. The following rules should help guide students to make appropriate decisions during lunch:
 - Line up in the hall and in the kitchen area in a quiet, orderly fashion
 - Treat others with respect and kindness. *For example, use good manners when asking for a napkin or assistance, and remember to say "please" and "thank you."*
 - Follow directions of the adults on duty
 - Raise hands when needing assistance
 - Sit with feet under the table
 - Talk softly (i.e., indoor voices) with the people next to them
 - Consume food items in a polite manner
 - Stay seated until granted permission to leave by the supervising adult
 - Clean up your place after eating
 - Do not remove food from the cafeteria
 - Move through the hallway and to recess in a quiet, orderly fashion
- ◆ The lunch aides must be given the same respect as would be given to a teacher or principal.

Classroom Recess

When recess is indoors, students are to remain in their classrooms during playtime, unless other arrangements have been made by their teachers. **There is no running or aggressive play allowed indoors.**

Suggested indoor activities may include:

- ◆ Use of classroom games (see page 5)
- ◆ Completion of individual assignments or special class projects as directed by the teacher
- ◆ Silent reading
- ◆ Drawing and/or coloring
- ◆ Quiet conversation

Games involving the throwing and catching of any object are not permitted.

Use of computers is not permitted unless permitted by the classroom teacher and monitored by the supervising adult.

Playground Rules

The main objective for recess is to provide an opportunity for children to learn to play in a safe, cooperative and non-aggressive manner. Students have a responsibility to behave in a manner that will not endanger other children or themselves.

The following playground rules are designed to ensure a safe and orderly play environment:

- ◆ No one is allowed to leave the playground without the permission of the supervising adult.
- ◆ Play equipment should be used in an appropriate manner and games should be played in a sportsman-like way.
- ◆ No bats, hard balls, footballs or Frisbees are permitted.
- ◆ Equipment from home, such as baseballs, bats, and soccer balls, is not to be brought to school.
- ◆ Running is limited to organized games only.
- ◆ No food, candy, or gum is allowed on the playground.
- ◆ Children will keep hands and feet to themselves, and not hit, kick, or push others.
- ◆ Aggressive play is not permitted. Games of tag, tackle football and similar contact sports are not permitted.
- ◆ Inappropriate language or disrespectful language is not acceptable.
- ◆ Proper footwear is required.
- ◆ Students will walk quietly and quickly to their lines when called by their lunch aide.

Bus Rules

Riding the school bus is a privilege.

Students who endanger their safety or the safety of others are subject to losing their bus riding privileges for a period of time, to be determined by school administration.

Parents are responsible for their children at the bus stop.

Bus drivers may issue bus referrals to school administrators based on inappropriate student behavior observed at bus stops, and administrators will investigate and discipline accordingly.

In addition, behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

Children will be expected to:

- ◆ Wait at the assigned bus stop in an orderly fashion, without running out into the street
- ◆ Wait until the bus comes to a full stop before getting on or off
- ◆ Take their seats upon entering and remain seated throughout the trip
- ◆ Follow the directions of the bus driver, particularly during and emergency
- ◆ Talk in a reasonable tone of voice
- ◆ Treat the bus driver with respect
- ◆ Obey and not disturb the bus driver

Bus Rules

- ◆ Sit where they are told to sit
- ◆ Get on and off at their regular stops unless there is an emergency and a written note from the parents approved by the principal.
- ◆ Walk at least ten steps in front of the bus if crossing the street is required.

In addition, the following behaviors are not permitted on the bus:

- ◆ Throwing objects on or off the bus
- ◆ Eating or drinking on the bus
- ◆ Opening or leaving the bus through the emergency door
- ◆ Tampering with emergency exits
- ◆ Climbing over or under seats
- ◆ Standing or kneeling on seats
- ◆ Standing or walking around the bus
- ◆ Refusing to let anyone sit beside you
- ◆ Sticking arms, hands, or head out of the bus window
- ◆ Pushing, hitting, tripping, wrestling or fighting
- ◆ Boisterous conduct (i.e. yelling, screaming)
- ◆ Foul language

**Students must follow the directions
of the bus driver.**

Student Dress

Students should dress appropriately for school activities, and should be assisted in making choices regarding appropriate dress with the help of their parents/guardians.

Some items of clothing are more suited for home play activities rather than school situations.

Articles of clothing that are deemed objectionable in style, wording, etc. by the school staff, will need to be replaced by more suitable clothing.

Parents will be notified and asked to bring appropriate clothing if their child/children are in violation of any of the following guidelines.

- ◆ Shirts with inappropriate sayings and/or designs are not permitted.
- ◆ Halter tops or midriff exposing tops are not permitted.
- ◆ Tops which are closed or secured with ties or strings are not permitted because they may become undone.
- ◆ See-through clothing is not permitted.

Student Dress

- ◆ Clothing should be of the appropriate size and season. Length of shorts, skirts, and dresses should be appropriate. We recommend shorts which are mid-thigh length. Shorts may be worn during warm weather in the fall and spring of the school year (September, May, June). Skirts and dresses should be no shorter than approximately (3) inches above the knee.
- ◆ Pants should be secure at the waist. Sagging pants that expose undergarments are not permitted.
- ◆ Shoes should be considered safe for various school activities, including playtime after lunch. Therefore, certain shoes (e.g. high heels, flip-flops, etc.) are not permitted.
- ◆ Hats are not permitted to be worn indoors. Headdresses can be worn indoors for religious or health reasons only.

Bullying

Dan Olweus, creator of the *Olweus Bullying Prevention Program*, provides us with this commonly accepted definition for bullying in his book, *Bullying at School: What We Know and What We Can Do*:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying

Students at our school can do the following things to prevent bullying:

- ◆ Treat each other respectfully.
- ◆ Refuse to bully others.
- ◆ Refuse to watch, laugh, or join in when someone is being bullied.
- ◆ Try to include everyone in play, especially those who are often left out.

Report bullying to an adult.

Students determined to have been bullying other students will be subject to the consequences outlined in the Code of Conduct.

Student Behavior Expectations

STUDENT EXPECTATIONS	REASONS FOR EXPECTED BEHAVIOR	POSSIBLE CONSEQUENCES OF MISBEHAVIOR
<p>Treat everyone as you would like to be treated. Be kind, helpful and include everyone. Bullying, teasing and name-calling are unacceptable behaviors.</p>	<p>Everyone should respect the rights, feelings and opinions of others.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, suspension from school, Meeting with principal or designee</p>
<p>Keep your hands and your feet to yourself. Play safely (no rough play). Stay out of fights. Conduct yourself in an orderly and safe manner.</p>	<p>We want our school to be a safe place to be.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, suspension from school, Meeting with principal or designee</p>
<p>Respect school property and the property of others. Return school and personal belongings to the appropriate place. Ask before you borrow other people's belongings, look after them, and return when finished.</p>	<p>It is important to take care of all school property and the property of others.</p>	<p>Informal talk, apology, payment for damages, assigned activity, parental involvement, detention, suspension from school, Meeting with principal or designee</p>
<p>Play fairly. Include everyone in your games. Obey the rules of the game you play. Be a good winner and a good loser</p>	<p>It is important to play fairly and to be cooperative.</p>	<p>Informal talk, apology, assigned activity, parental involvement, detention, Meeting with principal or designee</p>

STUDENT EXPECTATIONS	REASONS FOR EXPECTED BEHAVIOR	POSSIBLE CONSEQUENCES OF MISBEHAVIOR
<p>Use good manners. Show proper respect when addressing students, teachers and other adults. Show proper respect for visitors in your school and be a good audience for all guests in your classroom or at an assembly. Use good manners on field trips. Refrain from using offensive language and gestures (including messages on T-shirts and hats).</p>	<p>Everyone should be helpful to, friendly towards and considerate of others.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, Meeting with principal or designee</p>
<p>Choose to learn. Take pride in your work. Be a good listener and a good participant. Complete work on time. Never do anything in class that prevents a teacher from teaching or yourself and others from learning.</p>	<p>Everybody should try to do their best at all times.</p>	<p>Informal talk, complete unfinished work, parental involvement, detention, Meeting with principal or designee</p>
<p>Be responsible. Control your own behavior.</p>	<p>Everyone should be responsible for his or her own actions.</p>	<p>Informal talk, apology, assigned activity, parental involvement, immediate removal from the classroom, detention, Meeting with principal or designee</p>
<p>Do not threaten or harm others or school property. Never bring weapons to school or threaten physical danger.</p>	<p>We want our school to be a safe place to be.</p>	<p>Parent involvement, suspension from school, Meeting with principal or designee</p>

Consequences For Inappropriate Behavior

Consequences are necessary to make restitution for negative behavior, repair damage caused by the negative behavior, and to teach our youngsters a virtue.

When determining a consequence, consideration will be given to:

- ◆ Making a connection to the behavior being corrected
- ◆ Involving the student in determining and/or understanding the consequence
- ◆ Alerting the child's teacher and parent when necessary.

Consequences may include:

- ◆ Warning
- ◆ Related assignment
- ◆ Detention
- ◆ Parent contact/conferencing
- ◆ Removal of student from the instructional setting
- ◆ Loss of privileges (e.g. field trips, attendance at assemblies, etc.)
- ◆ Suspension from school

For severe acts of insubordination, disruption, violence or vandalism, students will be immediately suspended from school by the school principal for a period of time not to exceed five days.

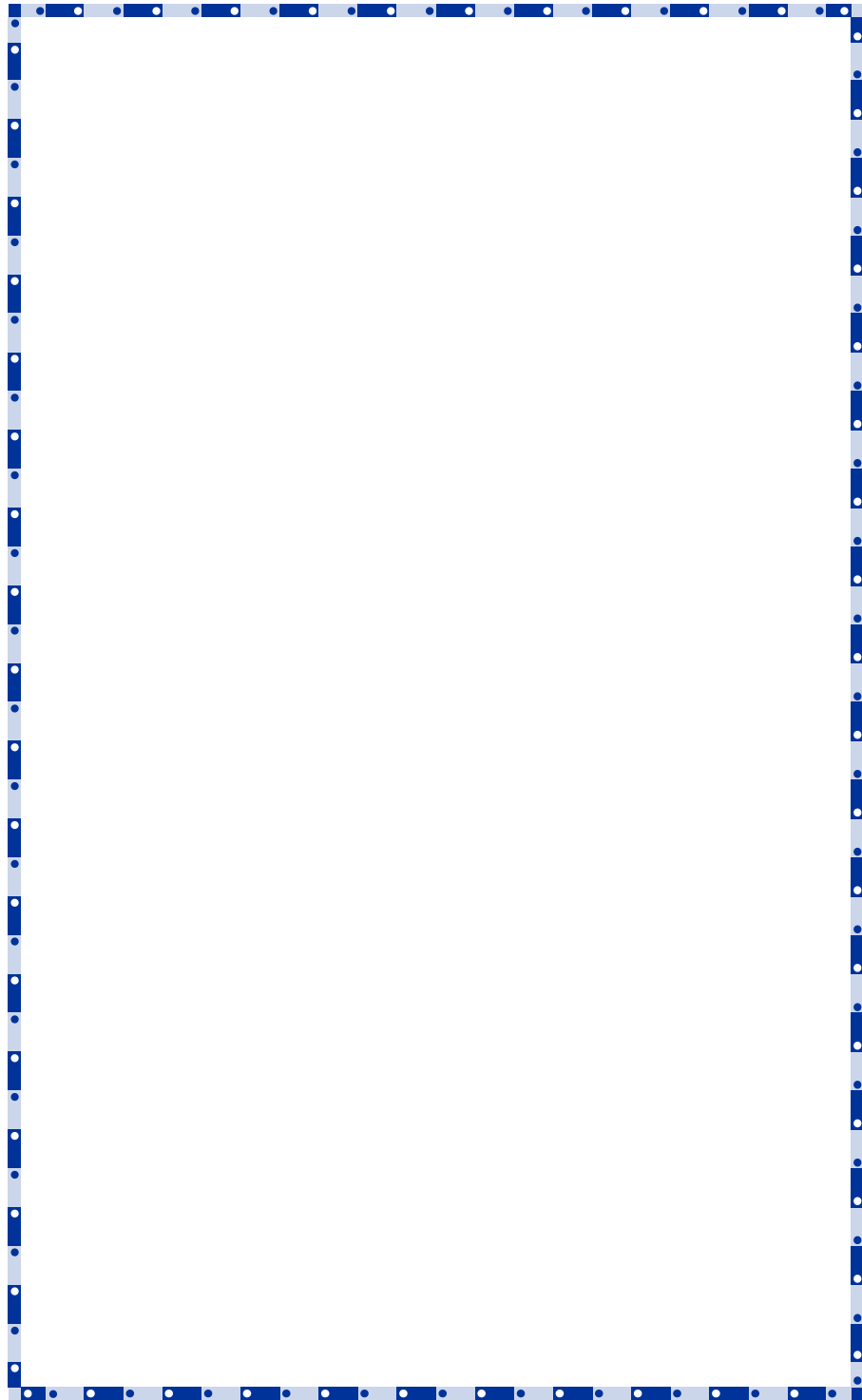
Following suspension, students will be readmitted only after a meeting involving the parents and administration has taken place.

In the event that discipline results in the student being removed from school for a period of time, appropriate alternative instruction will be provided.

Infractions by students with disabilities will be subject to the Code as well as treated in accordance with the law. This Code will be used as a guideline by school administrators to determine appropriate consequences based upon individual circumstances. All of the procedures and penalties contained in the Code of Conduct can be appealed to the Superintendent and the Board of Education. The Board of Education will serve as the ultimate avenue of appeal.

Please complete the last page, detach and return to your child's teacher.

Please retain the Code of Conduct for your records and review it periodically with your child.



The East Meadow Union School District
718 The Plain Road
Westbury, NY 11590

Parent/Student Contract

I have reviewed the East Meadow School District's Code of Conduct with my child and am aware of the behavioral expectations outlined within it.

**Please have your child return his/her completed form to the classroom teacher.
Thank you.**