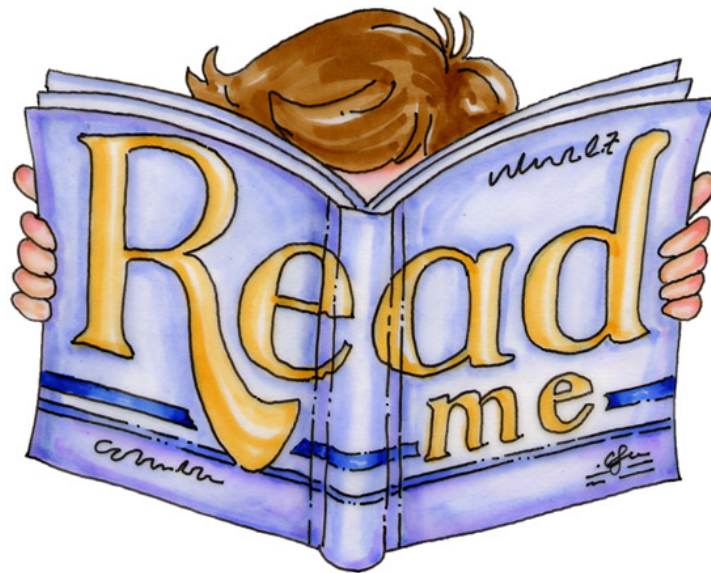


COTTAGE LANE ELEMENTARY SCHOOL

CODE OF CONDUCT

2011-2012



Philosophy

The Cottage Lane Elementary School Community is committed to creating and sustaining a safe school environment where its children can achieve their fullest academic, social and emotional potential. Advocated by the staff, students, parents and community members, this philosophy aims to promote and reinforce positive, appropriate and respectful behavior of all students.

STUDENT RIGHTS
Students in our school have the right to:
Know what is expected of them at all times
Learn in a safe environment without disruptions or bullying behavior
Participate in all school related activities regardless of race, national origin, gender, religion or disability
Student expression (Free expression of ideas and concerns)
Participate in extra-curricular activities

STUDENT RESPONSIBILITIES

(in the classroom, on the playground and on the school bus)

Students have the responsibility to:

Respect all adults in authority

Know and follow the rules and regulations of the school

Respect and care for school property and each other

Have respect for your peers and individual differences

Come prepared to class and complete all assignments

Walk quietly in the hallways, outside during fire drills, and during dismissal while going to board the bus

Stay in their seats while the bus is moving and be respectful towards their peers and the bus driver

Care for the health and safety of our school community

Accept responsibility for his/her actions

Refrain from using electronic devices (including cell phones, DS systems, and I-Pods, etc.) during the school day, unless you have special permission from your teacher. In addition, if students need to contact their family during the school day, they must use a school phone in the main office or in the nurse's office. Parents should contact the main office if they need to get a message to their child.

Act respectfully in the cafeteria and clean your personal space.

Discipline will be administered as soon as possible and be consistent with the severity of the infraction.

Misconduct

Disrespect for a teacher, staff member, or peer by using offensive language, teasing, bullying (as defined by Board Policy), pushing, shoving, running, threatening violence, fighting or failure to comply with bus safety rules.

Bullying, teasing, name-calling, offensive language or gestures and fighting will not be tolerated.

Gum chewing is not permitted on school property.

Range of Consequences

Verbal Warning

Conflict resolution discussion with staff

Student statement form completed by student

Parent notification by staff member

Apology letter

Loss of lunch and recess (one day or multiple days)

Classroom removal (Assigned to alternate class)

Temporary loss of an activity/privilege/sport

Conference with Principal (parent notification)

In-school community service

In-school suspension (one or multiple days)

Out of school suspension

Bus Misconduct

Bus Conduct Form:

1st - Student meeting with administrator and bus referral sent home and signed by parent.

2nd – Call parent and repeat step 1.

3rd or more – Possible loss of bus privileges for 1-5 days (parent is responsible for providing transportation to and from school)

More Serious Infractions

Infraction	Consequence
Leaving school without permission	Parent called and police called, if necessary
Bringing toy weapons to school (toy guns, toy knives, toy guns, handcuffs, etc)	Items confiscated and held for parent; parent called. Appropriate consequence will be assigned
Bringing weapons to school (guns, knives, bullets, etc.)	Automatic suspension, after a hearing by the Superintendent.
Sexual harassment	Investigation by principal, including parent contact and student statement
Possessing or using fireworks (This includes party snappers/ poppers)	In-school or out-of-school suspension, parent and/or authorities called

Infraction	Consequence
Writing on school property (graffiti), damaging school property	In-school consequence. Pay for the repair (possible suspension) Parent contact
Possession or use of an illegal substance	Parent Notification (Police contact if warranted) and suspension
Threatening a staff member	Automatic out-of-school suspension and parent conference (Police contacted if warranted)
Bullying	Please see the attached Cottage Lane Anti-Bullying Policy
Physical Behaviors	Parents will be notified. Depending on the nature of the offense, or the behavior, the following consequences will be considered: loss of recess, in-school suspension, out of school suspension

Common Definitions and Terms

Character – the combination of traits and features that come together to form a person; moral and ethical quality

Citizenship – appropriate behavior in terms of the duties, obligations, and functions of a (citizen)

Civility – courtesy, politeness, showing regard for others

District – the South Orangetown Central School District.

Honesty – the ability to tell the truth, even under pressure

Integrity – dedication to do what is right

Parent - the parent, guardian, or person in parental relation to a student

Respect – a sense of worth of a person and his/her qualities or abilities; to hold in esteem and honor; willingness to show consideration and appreciation of self and others

School Property - computer equipment, sports equipment, lockers, and all other physical property belonging to school, in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus as defined in Vehicle and Traffic Law §142

School Function - any school sponsored extra-curricular, co-curricular, class field trip, or other event or activity

Suspension - the act of a Building Principal (or acting building principal), Superintendent of Schools, District Superintendent or Board of Education in discontinuing the presence of a student from his/her regular classes

Tolerance – Acceptance of others

Cottage Lane Bullying Prevention Policy (Olweus Bullying Prevention Program)

All students will sign our Cottage Lane Anti-Bullying pledge:

- We won't bully others.
- We will help students who are bullied.
- We will include students who are left out.
- We will report any bullying we know about.

First Infraction

- A no nonsense reprimand (refer back to the student assembly)

Second Infraction

- Phone call home by staff member
- Verbal explanation of the incident to parents and informed of future consequences if there is a third incident
- Suggested letter of apology to the victim

Third Infraction

- Conference with administration
- Loses lunch/recess with classmates for 2-3 days. The student will be responding to reflection questions
- Administrator calls parents

Fourth Infraction

- Conference with Administration
- 4-5 days of not having lunch/recess with classmates
- Parent conference with administrator

Fifth Infraction

- In-school suspension (1-2 days). Staff will provide work for the student for this time.
- Parent meeting with Principal

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2011-2012**

Student Name _____

Date _____

Homebase Teacher _____

Please tear off this page, sign and return this to your child's teacher.

I, _____, have read and discussed the Student
Name of Student

Code of Conduct with my parent/guardian.

I, _____, have read and discussed the Student
Name of Parent/Guardian

Code of Conduct with my child.