

# CODE OF CONDUCT

Plainview-Old Bethpage C.S.D.

IMPLEMENTING  
PROJECT S.A.V.E. & DASA

K-4 Summary  
Age-Appropriate Version

**Effective: Spring 2014**



## Table of Contents

I. Introduction .....	1
II. Definitions .....	1
III. Student Rights and Responsibilities .....	2
IV. Student Dress Code .....	2
V. Prohibited Student Conduct .....	3
VI. Reporting Violations .....	4
VII. Disciplinary Consequences .....	5



## Code of Conduct

### I. Introduction

Our School Board is committed to providing a safe school where all students can grow and learn. Responsible behavior by students, teachers, other district people, parents and other visitors is important to achieving this goal.

The district has rules for student and staff conduct at school. These rules are based on the principles of community, acceptance, respect, education, and sensitivity.

The purpose of this booklet is to explain the district Code of Conduct using “student friendly” language that students can easily understand. Students and staff were involved in putting this booklet together so that this goal could be achieved.

This Code applies to all students, parents, visitors, and other people who work at the school, when on school property or at a school function.

### II. Definitions

For the purposes of the Code, the following definitions apply:



“Disruptive student” means somebody who interrupts the teacher and stops the learning of others.

“Parent” means your parent or the grown-up in charge of you at home.

“Discrimination” means treating someone unfairly because they look or believe in things differently than you do (ex. religion, color, weight and gender).

“Gender” means whether you are a boy or a girl, or whether you feel like a boy or feel like a girl.

“Gender expression” is if a person acts like a boy or if a person acts like a girl.

“Gender identity” is whether you feel and act like a boy or a girl.

“School property” means anything in or within the school building, the school building itself, the playing field, playground, parking lot, land, and school bus.

“School function” means any trip, assembly, book fair, PTA party, event or after school activity held by the school.

“Harassment and bullying” means making other people feel unsafe, sad, or scared by teasing, threatening, or hurting others.

“Cyberbullying” means harassment and bullying that occurs using any kind of electronic communication such as a computer, phone or iPad.

“Violent student” means someone who:

1. Hurts or tries to hurt a person working in the school.
2. Hurts another student or other person in the school.
3. Has any object that can hurt another person, or uses the object to hurt another person or themselves.
4. Brings to school or shows in school any object that can be used to hurt somebody
5. Threatens to use an object to hurt somebody.

6. Destroys or damages property that does not belong to them on school property or at school events.

“Weapon” means something that can hurt you or someone else such as a knife, a gun, a sharp object, or anything that can hurt someone.

### III. Student Rights and Responsibilities

#### A. Student Rights

The district is committed to:

- Creating a safe place where all can learn
- Making sure everyone is part of the school – no matter what you wear, or what you eat, or if you are a boy or a girl, or where your family is from, or what holidays you celebrate, or who is in your family, or how big or small you are, or how you talk, or how you learn
- Letting everyone know that it is okay to ask for help from any school adult

#### B. Student Responsibilities

You have the responsibility to:

- Be polite and use kind words with everyone and everywhere (in the classrooms, in the halls, in the lunchroom, on the computer/internet, on the bus)
- Learn school rules
- Come to school on time with your supplies ready to learn
- Take care of everything in the school
- Follow directions
- Try your best
- Use words to share your feelings and stay in control of your body.
- Talk to a grown-up to help you solve problems
- Follow the dress code
- Accept responsibility for choices you make
- Tell an adult if you see someone get hurt, or you think that someone might get hurt



### IV. Student Dress Code

You should always dress in a way that shows respect for yourself and others at school and during school events. You should **not** wear clothing:

- That is unsafe or dangerous such as shoes with high heels or very long shoe laces,
- That has words that are rude or could hurt others' feelings,



- That is distracting to others or yourself, such as:
  - Clothing that shows too much skin
    - like belly shirts, off-the-shoulder shirts, cut-out shirts, or see-through shirts unless there is clothing underneath, short skirts or short shorts unless leggings or tights are worn underneath
- You can wear sunglasses outdoors, not in your classes.
- Wear safe jewelry; it should not be distracting or dangerous.

Your principal will respect and consider clothes that you need to wear for religious reasons. Your principal may also make exceptions to the dress code for a specific school related activity or a single event. It is very important to follow the dress code. Your teachers or principal will talk to you if you do not follow our dress code.

## V. Prohibited Student Conduct

You must always behave appropriately and respect the rights and well being of the other students, teachers, principals and everybody else who works in, or is visiting our school.

You are expected to take responsibility for your own behavior and to understand that there are always consequences for misbehavior. You should always remember that when your teachers, assistant principals and principals are giving you consequences, they are helping you learn about making good decisions and behaving responsibly. In school, and in the community, you will need to accept the consequences of your actions. Sometimes you may lose privileges, which could include being suspended from school.

Your teachers, assistant principals, principals, and parents want you to follow the Code of Conduct. That means you need to follow these rules:

### 1. Behave in an orderly manner

1. Walk safely in the hallways without running.
2. Talk in a polite way without yelling or screaming or using “curse” words.
3. Move in a polite way so you do not make disrespectful gestures.
4. Be polite and kind. You should never make fun of or pick on another student or adult for any reason.
5. Take care of school equipment and furniture.

### 2. Always Follow Directions

1. Be polite when teachers or other adults try to help you.
2. Use computers safely and only go on websites that are part of learning at school. Only use your own password when you work on computers.
3. You need adult permission to leave your classroom or the school.
4. Always tell the truth when you talk to adults in school.
5. Be ready to follow adult directions in emergencies. Only the adults can use emergency equipment.



### 3. Always Behave Safely and Appropriately at School and in the Community

1. Keep your hands and feet safe all the time--that means NO violent actions such as hitting, kicking, punching, spitting, scratching or any other act that can hurt anyone.
2. Use school supplies and other objects safely. You cannot bring, or tell someone you will bring, a weapon to school. Your teachers and parents will tell you what you may bring to school.
3. Take care of school property and the property of others.

4. When you find something that is not yours, give it to an adult. Do not take something that does not belong to you.
5. Use polite and kind words (not mean words) so you don't hurt other people's feelings, or frighten them.



6. Always draw and write about people and things in a kind manner. Drawing mean pictures or writing mean words is unkind and can hurt people's feelings or frighten them, even when they are on a computer or electronic device.
7. Be helpful and kind to all people, no matter where they come from, or what they look like, or what they wear, or what they eat, or what they like to do.
8. You will hurt people's feelings and make them afraid if you bully them by using unsafe actions or unkind words.
9. Remember to follow our Dress Code and keep private areas of your body covered.



4. Behave Safely on the Bus or other School Transportation

1. You must always stay in your seat when the bus is moving.
2. You should talk quietly so the bus driver can concentrate. NO shouting, screaming, or making loud noises.
3. Use kind and polite words on the bus.
4. Always keep your hands and feet safe and to yourself. NO pushing, hitting, or slapping on the bus.
5. You should be safe and follow adult directions on the bus just like you would in your classroom.

5. Try to Do Your Best Work

1. Sometimes you work with your classmates on schoolwork and projects, and that is okay and helpful.
2. Sometimes your teacher wants to see your best work. Then you have to work on your own; you cannot copy someone else's work and say it is your work. That's called plagiarism.
3. You must always do your own work when you take a test. You must not look at another person's test and copy answers. That's called cheating.
4. Report cards and letters from your parents to your teachers, or letters from your teachers to your parents are helpful and important. You must respect these things; you cannot hide them or try to change them.



## VI. Reporting Violations

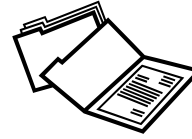
You are expected to be an upstander and tell an adult whenever you see another student not following the Code of Conduct.

**Telling** is when you want to help either yourself or others, as opposed to **Tattling**, which is reporting just to get someone in trouble.

Your teachers, assistant principals, principals and other adults at school will impose (give out) consequences for violations (breaking the rules) to our Code of Conduct.

Your building principal will tell your parents/guardians about rules you break. Your principal may even call the police if you bring a weapon or any other illegal or dangerous items to school. Your principal will call your

parents/guardians on the telephone, and may also mail a letter home on the same day. The notification (telling the parent) will explain the behavior that violated the Code of Conduct.



## VII. Disciplinary Consequences

If you hurt someone on purpose (in school, on the bus, or through electronic communications) you will not get a warning, your principal will call your parents immediately. (For example: biting, kicking, punching, hitting & pushing.)

### 1. Warning

“If you misbehave anywhere in school, or on the playground or on the bus, adults will speak to you in a fair and firm way. This is a warning. If you misbehave again, you will be sent to the principal’s office and a letter will be sent home to be signed by your parent.

### 2. Sent to the Principal

You will be sent to the principal, and the principal will call your home or send home a note to your parents to be signed and returned.

### 3. Parent Meeting

If you continue to misbehave the principal will call your parents to come into school for a meeting.

### 4. Loss of Privileges

Your teacher and principals will decide that you may not be able to take part in certain school activities.

### 5. Suspension

Serious, continued misbehavior will mean that you will not be allowed to ride the bus (Bus Suspension) or be with your class for the day (In School Suspension) or you may not be allowed in school at all (Out of School Suspension).

