

VALLEY STREAM UNION FREE SCHOOL DISTRICT THIRTEEN



CODE OF CONDUCT
Student Summary
Third Grade – Sixth Grade

Introduction

Our school district’s Board of Education is committed to providing a safe, supportive and orderly school environment where all students may receive a quality education without disruption. Responsible behavior by all is essential to achieve this goal.

The school district expects everyone at all times to show good character. You must be honest, tolerant, helpful, caring, kind, and respectful of everyone, even if they are different from you. Being sensitive about and respecting each other’s differences is the way we create a school community that fosters dignity for all.

A list of rules has been created so that everyone can get the best education possible every day that they are in school. These are rules for students, teachers, employees, parents, visitors, or anyone at school.

You must follow these rules when you are at school and at all school functions. These rules are called The Code of Conduct.

Definitions

In order to help you understand these rules, here are some important definitions for you to review:

Bullying

Bullying is intentional, aggressive behavior that involves an abuse of power by one or more individuals to inflict physical or emotional harm to another individual on repeated occasions. Bullying can take many forms including physical, verbal and emotional abuse, social exclusion, intimidation, spreading rumors, religious, racial/ethnic, and sexual harassment. Bullying online and through digital technologies is known as cyber-bullying. This may include sending hurtful

text messages or emails, spreading rumors online, or creating/sharing pictures, videos or fake profiles that embarrass, humiliate or make fun of others.

Discrimination

The act of denying rights, equal treatment or access to what is available to all others because of one's race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability.

Disability

Some people have a disability. A disability may make a person look, feel, speak, act, or learn differently.

Disruptive Student

A disruptive student is someone who acts in an inappropriate way that doesn't allow teachers to teach and children to learn as best they can.

Employee

An employee is an adult who works at school – anywhere throughout the school district.

Gender

Gender means how you perceive and express yourself as male or female.

Harassment

Harassment is when someone makes another person feel uncomfortable by their words or actions. Harassment can make a person feel scared, upset or threatened. Sometimes people are harassed because of their race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability.

Parent/Guardian

A parent or guardian is the adult who takes care of you at home and who is legally responsible for you.

School Function

A school function is a school-sponsored activity before school, during school or after school and even an activity that happens at a place you may visit with your schoolmates and family (for instance: field trips, sports events, concerts, etc.)

School Property

School property is your building, including all classrooms and special places you go in the school. School property is also the land around the school including your playground, the parking lots, and cars and buses that come and go.

Sexual Orientation

Sexual orientation is a person's physical and/or emotional attraction to an individual of the same and/or opposite gender.

Violent Student

A violent student hurts somebody or something on purpose. That means he or she may start fights, kick, hit, push or grab others, break or throw things, or use words to threaten kids or adults.

Weapon

A weapon is an object that can be used to hurt someone or something.

Student Rights and Responsibilities

Student Rights

The school district will make sure that all students are safe and healthy in your school, and that everyone will be able to participate in all school activities. No one can be left out based on their race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability. The school district will allow each student to report his or her version of the incident if accused of breaking one of the rules. All students will be made aware of the school rules and what they mean. Reminders about the school rules will be provided throughout the school year.

Student Responsibilities

All students must be responsible. All students are responsible to:

- help keep the school safe and a place where children can learn.
- show respect to all people in their school, to their property and to school property.
- come to school every day unless they are sick or legally excused. Remember to be on time and to be prepared to learn.
- try their best at all times, with their school work and with their relationships with others.
- follow directions and listen to teachers, principals and other adults-in-charge.
- be polite and respectful at all times.
- seek assistance when they need help solving a problem. If angry or upset, he or she can talk to an adult at school to help.
- dress appropriately for school and for school functions.
- be aware of their own actions, and should tell the adult in charge if someone else is doing something unsafe or dangerous.
- be respectful when using the internet and / or all electronic devices including cell phones on and off school property.

Essential Partners

- Parents or guardians
- Employees
- Teachers
- Social Workers
- Psychologists
- Principals
- Dignity Act Coordinators

- Superintendents
- Board of Education

Student Dress Code

Students must attend school wearing appropriate clothes to participate in all school functions. It is important to pay attention to good hygiene habits, including bathing and brushing your teeth and hair. Talk to your parents to make sure you understand what clothing is appropriate for school. Wear shoes that are safe for walking in school and playing on the playground. Students' dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. The following items are not appropriate for school:

- extremely revealing clothing such as tube tops, net tops, see through clothing, halter tops, spaghetti straps, mini shorts and miniskirts or plunging necklines
- clothing that does not cover body parts that should typically be covered
- bare feet or shoes that are not safe
- hats and head coverings, except for medical or religious purposes
- clothing that is vulgar, obscene, libelous, or that may belittle others based on race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability
- clothing that promotes or supports the use of alcohol, tobacco, or that encourages other illegal or violent activities
- clothing or accessories that may be deemed a distraction, or that may interfere with the educational process

Prohibited School Conduct

It is very important that students understand that it is their responsibility to follow the rules of conduct on school property and during all school functions in order to protect the rights and property of others. Remember, in order to keep our school and students safe, students must *not be*:

- **Disorderly**
 - Running in the hallways
 - Making unreasonable noises
 - Using language or gestures that hurt someone's feelings
 - Trespassing on school property
 - Using a computer or electronic device without permission. The use of cell phones, iPods, tablets, and/or gaming devices is prohibited on school property or during any school functions. All devices must be turned off and stored out of sight from the time students arrive at school until the end of the school day.
 - Accessing inappropriate websites
 - Using a computer or electronic device to bully or harass
 - Acting in a way that prevents teaching and learning
- **Disrespectful**
 - Not following directions of adults in charge

- Arriving to school late
- Missing or leaving school without permission
- Behaving insubordinately
- Using inappropriate communication relative to tone, gesture, and/or language
- Chewing gum
- Engaging in any willful act which disrupts the normal operation of the school community

➤ **Violent**

- Committing or attempting to commit an act of violence upon another student or an adult
- Purposely pushing, shoving, tripping, choking, punching, kicking, biting, pinching, scratching, hitting, spitting, slapping or fighting
- Possessing, using, or threatening to use a weapon, or something that can look like or be used as a weapon
- Intentionally damaging or destroying school property or someone's personal property

➤ **Dishonest, unsafe, or unhealthy**

- Lying
- Stealing
- Defamation, which includes making false statements about a person or group of people that harm their reputation
- Discriminating based on someone's race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability
- Harassing, which means the repeated actions or statements about another person or group that is hurtful to that person or group
- Intimidating, which means threatening behavior that puts another individual in fear of bodily harm
- Hazing, which includes acts that can harm another student, in order to join a group or club
- Gambling
- Selling, using or possessing obscene material
- Using vulgar or abusive language, cursing or swearing
- Possessing, consuming, selling, distributing, smoking, or exchanging illegal substances (including alcohol, drugs, e-cigarettes, over-the-counter drugs and tobacco).
- Indecent exposure, which includes exposing the private parts of the body
- Initiating a report, warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher
- Assisting another student in any of the above actions

- **Misconduct while on a school bus**
 - Excessive noise, pushing, shoving, or fighting will not be tolerated
 - Distracting the bus driver
 - Not following directions of adults in charge

- **Academic Misconduct**
 - Copying
 - Cheating
 - Plagiarism
 - Altering records
 - Assisting another student in any of the above actions

Remember, our school is a **No Bully Zone!** This means:

- We do *not* hurt others physically. Physical bullying includes purposely pushing, shoving, tripping, choking, punching, kicking, biting, pinching, scratching, hitting, spitting, slapping or fighting. It also includes damaging clothes or personal property as well as the use of threatening gestures.
- We do *not* hurt or humiliate people verbally. Verbal bullying includes name calling, insulting remarks, verbal teasing, harassing phone calls and messages, violent threats/extortion, taunting, gossiping, spreading rumors, racist slurs and notes.
- We do *not* hurt or humiliate others using electronic devices or games. Electronic bullying includes harassing texts or instant messages, using social media to intimidate/threaten, photographing and/or using photographs to threaten or humiliate, as well as sending harassing/threatening emails. Cyber-bullying is prohibited.
- We do *not* engage in social bullying which means purposely leaving others out of a game or activity.

Everyone has a right to always feel safe in their school and at school functions.

Reporting Violations

In order to keep your building safe, students need to immediately report to an adult any actions or behaviors that break the rules previously discussed. Remember, students need to report activities that might hurt someone, including their feelings or their body. Also, you need to report if someone is damaging property. The adults in charge will review what has been reported and will follow up as necessary.

Any report of *harassment* based on a student's race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sexual orientation, or disability will be immediately reported to the school principal or the Dignity Act Coordinator.

It is essential that all targets of bullying and persons with knowledge of *bullying* report such behaviors immediately to the adult in charge. The school will promptly and fairly investigate all

complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

Disciplinary Penalties, Procedures, and Referrals

There will be consequences when someone is not following the rules. This will depend on:

- A student's age
- The nature of the offense and the circumstances that lead to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers, and any other adult that might be important
- Other extenuating circumstances

If a student continues to break the school rules, further consequences will be given.

If a child's misbehavior is related to a disability, the incident will be brought to the Committee on Special Education for review.

➤ Consequences

When students do not follow the rules, there will be consequences.

- Verbal warning
- Written warning
- Parent phone call and/or letter
- Loss of in-school privileges, such as play time or recess
- Suspension from transportation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Removal from classroom
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school

To make sure our schools are safe and orderly, school officials may question you about an alleged violation. They will tell you why you are being questioned. Your desk is the property of the school district and may be searched.

➤ Due Process Procedures

All violations of The Code of Conduct will be investigated by an appropriate adult. Once all facts have been collected, including the student's version of the facts, an appropriate determination of consequence will occur.

➤ Discipline of Students with Disabilities

The school is committed to upholding the laws and regulations for disciplining students with disabilities.

Alternative Instruction

If a student’s consequence is a long-term suspension from school, the school will take immediate steps to provide an alternative means of instruction.

Visitors to the School

A visitor is anyone who is not an employee or student of the school. All visitors must report to the courtesy desk to sign in. When visitors are in the school or attending a school function, they must follow the Code of Conduct.



Detach and return to classroom teacher

I have read and talked about Valley Stream School UFSD Thirteen’s Code of Conduct with my parent(s)/guardian(s). I understand this information and agree to obey all school rules.

Student Name _____ Teacher _____

Parent/Guardian Signature _____ Date _____

Internet Resources

American Federation of Teachers (AFT)

www.aft.org/yourwork/tools4teachers/bullying/index.cfm

American Psychological Association (APA)

www.apa.org/helpcenter/bullying.aspx

Anti-Defamation League (ADL): A World of Difference Institute

www.adl.org/combatbullying/BeAnAlly.pdf

www.adl.org/education/curriculum_connections

www.adl.org/prejudice/default.asp

Bridging Refugee Youth and Children's Services (BRYCS)

www.brycs.org/clearinghouse/Highlighted-Resources-Bullying.cfm

City College of San Francisco

www.ccsf.edu/Resources/Tolerance

Common Sense Media

www.commonsensemedia.org/educators/cyberbullying-toolkit

Connect Safely

www.connectsafely.org

Facing History and Ourselves

www.facinghistory.org/resources/

National Association for Multicultural Education (NAME)

<http://nameorg.org/resources/bullying/>

National Bullying Prevention Center

<http://www.pacerkidsagainstbullying.org/>

National Center for Missing & Exploited Children (NCMEC)

www.nsteens.org

New York State Education Department (NYSED)

www.p12.nysed.gov/dignityact

Operation Respect

www.operationrespect.org

Positive Behavioral Interventions & Supports (PBIS)

www.pbis.org

Literature Resources

ACCEPTANCE

Bartholomew and the Oobleck by Dr. Seuss
Glasses: Who Needs Em? by Lane Smith
Marshmallow by Clare Turlay Newberry
Stellaluna by Janell Cannon
The Stranger by Ursel Scheffler

COMMON SENSE/GOOD JUDGMENT

Cinder Edna by Ellen Jackson
Count Silvernose: A Story from Italy retold by Eric A. Kimmel

COMPASSION/SYMPATHY

Alexander and the Terrible, Horrible, No Good, Very Bad Day by Judith Viorst
Fly Away Home by Eve Bunting
The Great Kapok Tree by Lynne Cherry
The Lily Cupboard by Shulamith Levey Oppenheim
The Lorax by Dr. Seuss
Pink and Say by Patricia Polacco
Rose Blanche by Roberto Innocenti
Sato and the Elephants by Juanita Havill
Uncle Jed's Barbershop by Margaree Mitchell

DILIGENCE

Big Al by Andrew Clements
Chester the Worldly Pig by Bill Peet
Click, Clack, Moo: Cows That Type by Doreen Cronin
Horton Hatches the Egg by Dr. Seuss
The Night I Followed the Dog by Nina Laden
Uncle Jed's Barbershop by Margaree Mitchell

FORGIVENESS

Lilly's Purple Plastic Purse by Kevin Henkes
The Story of Ruby Bridges by Robert Coles

FRIENDSHIP

The Banza: A Haitian Story by Diane Wolkstein
The Blue and the Gray by Eve Bunting
Charlie the Caterpillar by Dom DeLuise
Don't Need Friends by Carolyn Crimi
The Faithful Friend by Robert D. San Souci
Mrs. Katz and Tush by Patricia Polacco
Oregon's Journey by Rascal
Stellaluna by Janell Cannon
Three Wishes by Lucille Clifton
Woe Is Moe by Diane Stanley

HELPFULNESS

Cleveland Lee's Beale Street Band by Art Flowers
Mrs. Katz and Tush by Patricia Polacco

HONESTY/INTEGRITY/TRUTHFULNESS

The Honest-to-Goodness Truth by Patricia C. McKissack
Horton Hatches the Egg by Dr. Seuss
Sato and the Elephants by Juanita Havill
The True Story of the Three Little Pigs by Jon Scieszka

KINDNESS

Gittel's Hands by Erica Silverman
Time for Horatio by Penelope Colville Paine

OBEDIENCE

Gittel's Hands by Erica Silverman
Judy and the Volcano by Wayne Harris
Crackling Brat by Andrew Matthews & Tomek Bogacki

OPTIMISTIC/HOPEFUL/POSITIVE ATTITUDE

Four Famished Foxes and Fosdyke by Pamela Duncan Edwards

My Ol' Man by Patricia Polacco
Oh, The Places You'll Go! by Dr. Seuss
Peeping Beauty by Mary Jane Auch
The Seven Chinese Brothers by Margaret Mahy
Whistling Dixie by Marcia Vaughan

PUNCTUALITY

Berlioz the Bear by Jan Brett
Cinder-Elly by Frances Minters

RESPECT (ESTEEM) FOR OTHERS AND THE ENVIRONMENT

Faithful Elephants: A True Story of Animals, People and War by Yukio Tsuchiya
The Great Kapok Tree by Lynne Cherry
Just a Dream by Chris Van Allsburg
The Lorax by Dr. Seuss
Sato and the Elephants by Juanita Havill

RESPONSIBILITY

Horton Hatches the Egg by Dr. Seuss
Just a Dream by Chris Van Allsburg
Library Lil by Suzanne Williams
The Pirate Queen by Emily Arnold McCully