

An Environment For Learning



Code of Conduct

Milton School
A National School of Excellence

RYE CITY SCHOOL DISTRICT

MISSION STATEMENT

(Adopted March 2007)

The mission of the Rye City School District, in partnership with the community, is to ensure that every student is capable of becoming a life-long learner who can thrive in a global environment as a self-reliant and socially responsible citizen. To realize this mission, our schools will provide an engaging, challenging, personalized program that supports each individual's talents and potential, in a fiscally responsible manner.

Milton School Goals

Our goal at Milton School is to create a positive environment for learning in which responsibility is encouraged, accomplishments are valued, and individual differences respected. This requires cooperation among everyone involved in the educational process -- administrators, teachers, teacher aides, staff, students, parents and caregivers.

The following pages set forth our school philosophy and the specific steps based on our philosophy that administrators, teachers, students and parents should take in order to meet our goal. It is our hope that by creating an environment conducive to learning, we will foster an enthusiasm for school in all students and ensure that they develop positive work habits which will serve them well in the years ahead.



THE FOUR RESPECTS

The Milton School philosophy is embodied in the *Four Respects*:

- Respect Yourself
- Respect Others
- Respect Learning
- Respect the Environment

Each of the areas included in this pamphlet is based on one or more of the Four Respects. It is our hope that the entire Milton School family will practice the Four Respects and, in doing so, help create a positive environment for learning.



Students

Students will help create a positive environment for learning by:

- taking responsibility for their own learning.
- understanding and adhering to the rules of the classroom and the school.
- discussing their school life with their parents.
- completing and returning homework on time.
- limiting their time with the television, video games and computer games.
- acting as socially responsible school citizens by knowing and following the *Code of Conduct and The Four Respects*.



Teachers/Administrators/Staff

Teachers will help create a positive environment for learning by:

- starting the school day promptly at 8:15 a.m.
- creating a supportive learning environment.
- providing an organizational plan for the school day.
- establishing the expectations for completed and timely homework assignments.
- assisting the students in following the school rules and maintaining high standards for behavior.
- providing time for students to organize themselves prior to dismissal.
- being available after school until 3:00 p.m. and as needed.

Parents

Parents will help create a positive environment for learning by:

- ensuring that children eat breakfast before school.
- dressing children appropriately for the weather, including sneakers for gym participation and boots and snow pants for winter recess.
- getting children to school and picking them up on time.
- communicating any concerns with the teachers and/or administration.
- adhering to the boundaries of the school day by making appointments to see teachers or contacting them through voice mail or e-mail.
- modeling respectful behavior with their children, while being mindful of derogatory behavior such as physical, verbal and relational bullying.
- being respectful to all school personnel.

- planning extracurricular activities so children are not over-scheduled.
- setting limits with regard to the television, video games and computer games.
- engaging children in conversation about school life.
- establishing and maintaining family routines in which children have a regular quiet time and place to do homework.
- checking that homework has been completed.
- reading with children on a daily basis.
- helping children to be prepared with supplies necessary for participation in their varied daily school activities.

setting regular bed times to ensure that children are well-rested



General Code of Conduct

- Be polite to everyone in the school.
- Use proper language at all times.
- Follow directions of teachers and teacher aides.
- Avoid rough play and fighting, physical bullying will not be tolerated.
- Walk quietly in the building.
- Respect school property and the property of others.
- Refrain from teasing or insulting others, i.e., verbal bullying which results in embarrassment.
- Avoid relational bullying involving exclusion and peer pressure.

Students should follow this general code of conduct in all areas of the school. There are additional rules that must be followed in specific areas of the school, such as in the halls, in the bathrooms, in the cafeteria, on the computers, in the gymnasium, on the playground and on the "Big Toys." Glossary of terms for bullying behavior pages 8 & 9.

General School Rules

- Students are to remain on school grounds at all times.
- Gum chewing is not permitted.
- Students should remain quiet while on line.
- Wearing hats is not permitted inside the school building.
- Actual or toy weapons are not permitted on school property.
- Be ready to listen when the principal or teacher in charge addresses the group.
- Do not call out unless requested to do so.

Expected Behavior	Unacceptable Behavior
<u>Reporting</u> to an adult if you are getting someone out of danger or observe unacceptable behavior.	<u>Tattling</u> on someone just to get them in trouble.
Being helpful and courteous to children and adults.	Pushing, hitting, shoving, kicking, biting, threatening.
Defending & speaking out for others if they are picked on or appear upset.	Name calling, teasing, or using inappropriate language.
Including others in group activities and sharing.	Excluding others from group activities or not sharing.
Helping others work out a disagreement.	Spreading rumors, gossiping, embarrassing, putting down or making fun of others.
Helping to keep Milton clean and neat.	Stealing, destroying, or defacing property (graffiti).
Being respectful to all children and adults	Being defiant, insubordinate, rude or mocking another person.

Glossary of Bullying Terms for Rye School District

Bullying: Bullying is when one or more children (bully/bullies) target a single child (the victim) and use behavior that has the intention to hurt that child. The bully must:

- Have power over the victim
- Have intent to harm the victim through this power, and
- Threaten and target the victim over time

Physical bullying: When one or more children use pushing, hitting, shoving, kicking, biting, gestures (eye rolling, etc.), stealing one's possessions, throwing an object, entering into another's personal space, or defacing personal property with the intent to hurt and gain power over another.

Verbal bullying: The use of name calling, teasing, taunting, mocking, using inappropriate language, gossiping, and/or embarrassing someone by revealing personal information with the intent to hurt another and gain power over another.

Relational bullying: Exclusion from a game, lunch room seat or activity or group, blackmailing and/or manipulating friendships to hurt one another, humiliation, or spreading rumors with the intent to hurt another and gain power over another.

Internet or cyberbullying: Bullying behavior that is primarily done over the internet through instant messaging, e-mails, messaging and photos which are used with the intention to hurt and gain power over another.

Conflict: A problem or disagreement between two people or a group of people.

Fighting: When children of equal power have an escalation of conflict that can turn physical.

Rough and Tumble Play (R & TP): Natural aggression used by children as part of their normal friendships. Children who use R & TP stop being aggressive when they see another child hurt, or they are asked to stop.

Bullies: Children or adults who use aggression to further their power over another in a hurtful, intentional way.

Victims: A child who over an extended period of time is exposed to aggression from others and is weakened emotionally and/or physically by this aggressive behavior by others.

Bystanders: Children who observe bullying behaviors and victimization but are not involved directly in either providing the bullying behavior or being a direct victim

Discipline for bullying behaviors: The use of more positive building skills that emphasize self-reflection, restitution and positive practice of intended behaviors.

Pro-social behaviors: Behaviors in our children which are more caring, empathetic and inclusive.

Social Skills Training: The use of “friendship” building skills that can be taught to children who either engage in bullying behavior or are victimized.

Resilience: The development of skills that enable children and adults to overcome adversity and build confidence from their failures and successes.



Dress Code

The responsibility for student dress, personal cleanliness and general appearance rests with individual students and their parents. However, students are not allowed to wear hats or clothing that carry offensive messages, are unsafe, are inappropriate or in any way interfere with learning.



More specifically, students and faculty may not wear the following:

- Hats in the school building or classroom (unless worn for religious or medical reasons);
- Clothing such as tube tops, halter tops, cropped tops, or tops with spaghetti straps;
- Pants or skirts shorter than 4 inches above the knee;
- Footwear that is a safety hazard such as "flip flops," platform shoes or high heeled shoes (Footwear is to be worn at all times.).

The principal, the teachers and other designated personnel have the authority to require a student to change his/her attire should it be deemed inappropriate.

Gymnasium Used as Auditorium

- Do not eat or drink in the auditorium.
- Keep your hands and feet to yourself.
- Enter the auditorium and sit quietly while awaiting the performance.
- Students will be dismissed row-by-row starting from the front of the auditorium.

Gymnasium

- Listen for the whistle.
- Follow the teacher or teacher aide's instructions.
- Keep balls away from the lights.
- Avoid rough play, including tackling or pushing.
- Keep off the stage.
- Keep off equipment not in use.

Halls

- Walk quietly on the right side of the halls.
- While in class line, walk quietly in single file.
- Observe work and exhibits; but do not touch.

Bathrooms

- Push bathroom doors open slowly so no one gets bumped.
- Keep the bathroom neat.
- Wash your hands properly after using the bathroom.
- Dispose of bathroom materials properly.
- When you are finished
turn to your classroom
- in the bathroom, re-
immediately.



MILTON SCHOOL PLAYGROUND/CAFETERIA RULES

PLAYGROUND

RESPECT EACH OTHER

- Include everyone on playground and in play areas.
- Refrain from bullying or picking on other children.
- Avoid hitting, pushing or kicking others.
- Avoid name-calling or the use of rude language.
- Avoid throwing rocks, sticks, ice or snowballs.

RESPECT ADULTS

- Follow directions given by aides, teachers, and parent volunteers.
- Report to aides or adults on duty any problems or injuries.
- Ask permission to go inside the school.

DANGEROUS SITUATIONS

Parents are responsible for the safety of their children on school grounds before 8:15 am and after 3:00 pm. Supervision is provided for Milton School children between 8:15 am and 3:00 pm.

Avoid the following:

- Leaving playground boundaries.
- Improper use of equipment.
- Climbing fences, walls or trees.
- Tackle football or rough play.
- Roller-blades, scooters, or skateboards; or, riding bicycles on school grounds during school hours.

Remember to do the following:

- Wear bicycle helmets as required by law (for students riding bicycles to school).
- Leave toys and equipment from home at home.

RULES FOR USING PLAYGROUND EQUIPMENT

Do

Sit forward coming down the slide, one child at a time.

Take turns.

Go in one direction on the rings and horizontal ladder (from the inside to the outside).

Do Not

Walk up the slides.

Play tag games on the Big Toy.

Hang legs over the side of the yellow slide.

Jump off any high platforms.

Walk under the rings or horizontal ladder when they are being used.

Stand or sit on top of the horizontal ladder or the rings.

CAFETERIA

- Respect the lunch staff, the aides, parent volunteers, and the cafeteria.
- Walk in the cafeteria.
- Use an "inside" voice; remember to say "please" and "thank you."
- Wait for your table to be called to buy lunch/snack and to throw away garbage.
- Raise your hand if you need something or need to be excused.
- Clean up your eating area.
- Wait quietly for your table to be dismissed.
- Consume food and drinks in the cafeteria.

Repeated failure to respect the playground and cafeteria rules will result in loss of playground privileges and other disciplinary actions.

Rye City School District

Internet Acceptable Use Policy

Rye Elementary Schools Grades K-5

As a safe Internet User, I promise:

- To respect the privacy of other users on the system. I will not enter another user's files without their permission.
- To use the Internet for work that is appropriate for educational purposes. Therefore, I will not enter chat rooms, send or receive personal e-mail, or purchase items on line.
- To respect the copyright and trademark laws of New York State and the Federal Government. I will not copy material off the Internet and use it as my own.
- To remember that I am interacting with strangers on the Internet and therefore should never give out any personal information or pictures.
- To let an adult know if I find any information on the Internet that is inappropriate or makes me feel uncomfortable.

To talk with my parents to set up appropriate rules for on line use of the computer at home and outside of school.



Disciplinary Guidelines

If the Code of Conduct rules are not followed, students should expect consequences based on their age, severity of offense, and frequency of occurrence.

Possible consequences include:

- Warning
- Time Out
- Parental Notification: Loss of Recess/Written Response to Loss of Recess
- Conference with Principal
- At Home Lunch
- At the principal's discretion, other consequences may include immediate parent contact or suspension from school for continued behavior problems (pursuant to New York State Educational Law #3214).



Sample Discipline Notice

Dear Parents,

Your child has been involved in a lunchroom or recess incident as described below. Please help us maintain appropriate discipline and ensure safety by supporting us. Talking to your child about the incident will be most appreciated. **Please sign this notice and return it to your child's classroom teacher.** Thank you.

Sincerely,

JoAnne Nardone
Principal

Student's Name _____

Date _____

Lunchroom _____

Recess _____

Incident:

Copies to: Classroom Teacher
 Principal
 Teacher Aide



Student Response to Code of Conduct Violation

Name _____

Date _____

Write about why you received the consequence.

Write about how you can change your behavior.

Parent Signature

Please return this response to your classroom teacher.





Developed by Milton School Excellence Team