

# RIVERSIDE ELEMENTARY SCHOOL

## CODE OF CONDUCT

Administration, teachers, parents and students alike want a safe and happy learning environment in which all students respect each other and the teacher. At Riverside Elementary School we are working in many ways to create a positive learning environment with clear behavioral expectations:

- Cafeteria rules, hallway rules, and playground rules will be posted throughout the building.
- Students will attend assemblies during the first two days of school
- Teachers and aides will reinforce the rules by catching and rewarding students for doing the right thing
- Establishing a new Character Counts! Program that emphasizes the Six Pillars of Character: Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship

A key component of communicating to your son or daughter that you support the school and its efforts is discussing and reviewing the following rules and expectations with them. I also remind you to read this handbook and sign the form stating that you reviewed its contents with your child.

### BEHAVIOR EXPECTATIONS:

At Riverside Elementary School our goal is to create and nurture a caring community of children and adults, which fosters learning and encourages mutual respect. The following guidelines were developed to provide a safe and positive learning environment for all students at Riverside Elementary:

- Students will complete assignments to the best of their ability and in a timely fashion
- Students will show respect to people in authority and follow their directions
- Students will show respect for the school by not defacing school property
- Students will be on time to school and classes
- Treat all members of our school community and their property with **respect at all times**.
- Follow the **rules** developed in your classroom.
- Use **acceptable** language (no putdowns, name calling, no racial or ethnic slurs, no gestures).
- Keep hands, feet and objects to yourself.
- **Walk quietly** in the hallways to and from classes.

- Leave electronic devices at home (Walkman, electronic games, etc.).
- Leave soda and glass bottles at home.
- Students will not use or possess alcohol, tobacco or other drugs on school property
- Students will not have any real or simulated weapons (pen-knife, plastic gun, etc.)
- Leave trading cards at home.
- Stay on grounds at all times during school time.
- Use phones **only** with teacher's permission.
- **Hats** are not to be worn in our building.
- Chewing gum is not permitted on school property.

## CAFETERIA RULES

Cafeteria rules include all of the items listed in “Behavior Expectations” above, plus:

1. Walk at all times
2. Dispose of your trash in the trash can. Recycle bottles and cans
3. Talk with an “inside voice”
4. Eat your own food. Do not throw or play with food.
5. Stay seated until dismissed to recess
6. Clean up your table/area
7. Follow the quiet signal and listen to directions from the Aides/ teachers

### Consequences

1. Verbal warning (restate rule)
2. Removal to solitary table for lunch for a day
3. Removal to solitary table for lunch for three days
4. Removal to solitary table for lunch for a week/ Referral to the Assistant Principal

### Rewards

1. Sticker on class chart
2. Announcement on PA system when class reaches ten stickers
3. Random surprise rewards throughout the school year

## HALLWAY RULES

You can tell a lot about a school by looking at its hallways... are they decorated with student work? Are the students quiet in the hallway because they respect the learning that is going on behind the classroom doors? Our hallways are QUIET ZONES, where there is to be no noise during the school day.

Hallway rules include all of the items listed in “Behavior Expectations” above, plus:

1. Walk in a straight line on the right
2. Keep hands and feet to yourself (off of the walls and others)
3. Face the direction you are walking
4. Lips closed (no noise)



## RECESS RULES

Recess rules include all of the items listed in “Behavior Expectations” above, plus:

1. Immediately line-up when instructed to do so, both at the beginning and end of recess
2. Keep your hands to yourself at all times
3. No screaming
4. No playing of football, tag, or play fighting (each of these commonly lead to more aggressive touching)



### Consequences

1. Verbal warning
2. Student sits for 10 minutes
3. Student sits for entire recess
4. Referral to Assistant Principal

\*\*\*\*Any physical contact *will* result in *suspension* from school\*\*\*\*

## CLASSROOM RULES

Classroom rules include all of the items listed in “Behavior Expectations” above, plus:

Each classroom teacher will develop his or her own set of rules.



Specific Infraction	First Offense	Second offense	Subsequent offense
Insubordination and/or disregard for school authority	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Disruptive behavior	Teacher notifies parent	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days) Detention/ In-school suspension/ Out-of-school suspension
Offensive verbal language (teasing, threatening, etc.)	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Offensive nonverbal language (gesturing)	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Throwing objects	Teacher notifies parent Inform school administrator Recess detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Physical aggression (bodily harm)	Teacher notifies parent Refer to school administrator Recess detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension

Inappropriate physical conduct (pushing, touching)	Teacher notifies parent Inform school administrator	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days) Detention/ In-school suspension/ Out-of-school suspension
Stealing	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Destruction of personal or school property	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Fighting	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Cutting detention	Teacher notifies parent Refer to school administrator Detention (2 days)	Teacher notifies parent Refer to school administrator Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention (5 days)
Possession of electronic device	Teacher notifies parent Inform school administrator Administrator returns device to child at the end of the day	Teacher notifies parent Refer to school administrator Parent/guardian picks up device from school	Teacher notifies parent Refer to school administrator Parent/guardian picks up device from school Detention/ In-school suspension/ Out-of-school suspension/
Late to school	5 <sup>th</sup> offense- Teacher notifies parent Refer to school administrator Detention	10 <sup>th</sup> offense- Teacher notifies parent Refer to school administrator Detention (2)	15 <sup>th</sup> offense- Teacher notifies parent Refer to school administrator for reentry conference

Other	Teacher notifies parent Refer to school administrator	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
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**Harassment, Intimidation, and bullying of pupils: Policy Violation #5512**

- Disciplinary actions may include administrative detentions or suspensions based on the investigation and terms included in BOE Policy #5512

**Protocol for handling extraordinary behaviors that require immediate attention**

If, in the professional opinion of the classroom teacher or other authorized staff member, a student's behavior warrants immediate removal from class, the following steps should be taken:

1. Teacher contacts administrator to request help removing the student or having the student sent down to the office.
2. If coverage is available, the student will be sent to the office for ISS.
3. When reasonably possible, the teacher will send work for the student to complete for the duration of the student's stay in ISS.
4. By the end of the day, the teacher will complete a discipline referral form and submit it to the administrator.

## SUSPENSION

Students may be subject to suspension if they:

- Make intentional physical contact with another student
- Are disrespectful or defiant
- Verbally threaten another student or staff member
- Bully another student
- Continuously disrupt class
- Texting or use of cell phone during school hours.
- Bring a laser pointer to school
- Bring any real or simulated weapon to school. This includes pen-knife, plastic gun, etc. Saying that you “forgot that you had it in your pocket” does not exempt one from the suspension.
- Have knowledge of anyone bringing any real or simulated weapon to school and do not immediately report this knowledge to a school official

Suspension from school is a serious matter. Days of suspension are considered excused absences, however, the student is still responsible for all work missed.

*A parent conference is necessary for a student to return to school from suspension*

## LEGAL INTERVENTION

Riverside Elementary School may press legal charges if any law is broken on school property. This includes fighting (assault), bullying or threats, trespassing, theft, etc.

## BULLYING:

Any student who sees or is witness to bullying **MUST IMMEDIATELY** report the incident to the first teacher they see. Not doing so makes you a by standing accomplice.

Any student who has been identified as a bully will be counseled and receive punishment. Consequences will include contact with home, after school detention, and suspension.

As mandated by state law, our Board of Education has developed an anti-bullying policy. This policy states that “All pupils shall be alert to the possible behavior, circumstances, or events that might include harassment, bullying, planned bullying, and hazing. A person who detects (bullying, etc.) shall immediately inform the pupil involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the building principal.”

## DRESS CODE:

Although the school recognizes the prerogative of students and parents in determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. In making the determination of appropriate school attire, the administration has considered the three important areas of modesty, cleanliness, and safety.

Examples of **inappropriate** school attire include, but are not limited to the following:

- Flip Flops or sandals without heel straps (For safety's sake - students walk in close proximity on our stairs)
- Shirts, blouses, dresses, etc. that display bare back or midriffs, (halter tops or half tops) have “cut-out” sections or are see-through.
- Inappropriately short shorts, dresses, or skirts.
- Clothing with crude meanings or phrases, or imprinted with drawings or slogans that appear to promote or condone the use of alcohol, tobacco, drugs, violence, or display profanity or sexual references.
- Pajamas, underwear worn as outerwear or baggy pants exposing underwear.
- Hats, bandannas, do-rags, etc.
- Outdoor jackets are not to be worn in the school building.
- Shoes with wheels (Heelys)