

Elementary Code of Conduct

Definitions

For Purposes of this code of conduct, the following definitions apply.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means 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” means any school-sponsored extra-curricular event or activity on or off school property.

“Violent pupil” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at school functions, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, pocketknife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, electronic stun toy, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, metal or substance that can cause physical injury or death.

Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All students have the responsibility to:

1. **Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.**
2. **Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.**
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible
5. React to direction given by teachers, administrators and other school personnel in a respectful positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. **Accept responsibilities for their actions.**
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

III. Essential Partners

A. Parents

All parents are expected to:

1. Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.

5. Insist their children be dressed and groomed consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. School District

The school district

1. Recognizes that the education of the children of the school district is a joint responsibility of the parent and school community.
2. Recognizes that it is important to build good relations with all constituency groups.
3. Recognizes that changes in the home and/or school situation may affect student performance and therefore promotes sharing of information from school to home and home to school

C. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

D. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and areer plans.
4. Provide information to assist students with career planning.

5. Encourage students to benefit from the curriculum and extracurricular programs

E. Principals

Principals are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate all instructional programs on a regular basis.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Superintendent

The Superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review, with district administrators, the policies of the board of education and state and federal laws relating to school operations and management
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that any cases are resolved promptly and fairly.

G. Board of Education

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations and the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the codes and effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief apparel such as tube tops, halter-tops, half-shirts, spaghetti straps, and short shorts are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or other head coverings (i.e. bandanas) in the schools except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, or offensive to others' race, color, religion, creed, national origin, genders, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his/her designee shall be responsible for informing all students and their

parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed and students must learn to accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate school rules will be required to accept the penalties for their conduct

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, or on school property, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention

C. Engage in conduct that is disruptive. Examples of Disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing or attempting to commit an act of violence (such as, but not limited to hitting, kicking, punching, pushing, spitting, throwing of any object, and scratching) upon a teacher, administrator or other school employee or attempting to do so.

2. Committing an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property or attempting to do so.

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

4. Displaying what appears to be a weapon.

5. Threatening to use any weapon.

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

7. Intentionally damaging or destroying school district property.

E. Engage in any criminal activity or conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to bear which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing which includes any intentional or reckless act directed against another which creates a substantial risk of physical injury for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possession, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroine, steroids, lookalike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body on a lewd or indecent manner.
15. Inappropriate displays of affection.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose appropriate consequences, if so authorized, or refer the matter to a staff member who is authorized to do so.

Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent of the student(s) involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances, which led to the offense.

3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties:

Students who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination: The school personnel identified after each penalty are authorized to impose that penalty consistent with the student's right to due process.

1. Oral warning-any member of the district staff
2. Written warning- bus drivers, hall and lunch monitors, coaches, guidance counselor, teachers, Principal, Superintendent
3. Written notification to parent- bus drivers, hall and lunch monitors, coaches, guidance counselor, teachers, Principal, Superintendent
4. Detention- teachers, Principal, Superintendent
5. Suspension from Transportation-Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation-coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities-activity director, Principal Superintendent
8. Suspension of other privileges-Principal
9. In school suspension-Principal, Superintendent
10. Removal from classroom by teacher-teachers, principal
11. Short-term suspension (five days or less) Principal, Superintendent, school board
12. Long-term suspension (five days or less) Principal, Superintendent, school board
13. Permanent suspension from school-Superintendent, school board.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with the Commissioner's regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" – type warning

before being questioned by school officials, nor are the school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings. Searches may take place if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

Student lockers, desks, and other school storage places may be subject to search at anytime by school officials.

Police involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in school or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his/her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee

will also be present during any police questioning or search of a student of school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be

afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his/her designee. The principal or his/her designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school-nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he/she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

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Visitors to the Schools

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitors' register and will be issued an identification badge, which must be worn at all times while in the school or on school grounds.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Smoke on school property
2. Intentionally injure any person or threaten to do so.
3. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
4. Disrupt the orderly conduct of classes, school programs or other school activities.
5. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
6. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
7. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
8. Obstruct the free movement of any person in any place to which this code applies.

9. Violate the traffic law, parking regulations or other restrictions on vehicles.
 10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
 11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
 12. Loiter on or about school property.
 13. Gamble on school property or at school functions.
 14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
 15. Willfully incite others to commit any of the acts prohibited by this code.
 16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Visitors who violate this code will be asked to leave school premises.

STUDENT BEHAVIOR CODE AND DISCIPLINARY PROCEDURES

Philosophy and Goal:

It is the school district's belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others and consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision. Counseling may be recommended.

The faculty and staff are dedicated to the educational, social and emotional progress of Cambridge students. They will unitedly expect behavior that is in the best interest of the total school. Each staff member will be an integral part of the discipline procedure. In the final analysis, and except in the most severe cases, the student must return to the teacher for primary instruction, academic growth, and the establishment and enforcement of an acceptable standard of behavior. Therefore, before seeking outside assistance, teachers will first use all their resources, including parents, to create a behavior change in the classroom. When the teacher has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken. The Elementary Principal is supportive of academic and behavioral goals of the teachers and the standard of behavior established by the school.

The atmosphere of the school must be conducive to promoting educational growth at all times. When students are under the school's supervision, they deserve sound guidelines that will enhance their development into responsible adults.

Inherent in this policy is the understanding that procedural due process requirements shall be provided for each student prior to disciplinary action as guaranteed under the 14th amendment of the Constitution and New York State Education Law:

Principal/Teacher Responsibilities:

It is the responsibility of the Principal and the teachers to help the child develop personally and academically. The Principal and teachers should:

1. provide a stimulating learning experience in an atmosphere conducive to learning;

2. establish instructional area guidelines for behavior and consistent follow through pattern;
3. have knowledge of the rules of the school and enforce such in a courteous, consistent and just manner;
4. share with students and the parents the expectations of appropriate school conduct;
5. promptly notify parents of students problems relative to the students discipline; and
6. communicate with parents information concerning student progress

Parental Responsibilities

Cambridge Central recognizes the importance of the role played by parents in the education and growth of students and supports their participation and cooperation. In many cases, teachers and administration will contact parents to discuss student problems. Parents are encouraged, likewise, to contact the school to problems their children may have, both academically and emotionally.

It is suggested that parents attempt to solve the problem by dealing first with the student's teacher, and only if the problem cannot be resolved, the Principal, Since many families find it difficult to be present at the school during school hours, it should be pointed out that teachers may be contacted by sending a note or an email to the teacher, or by calling the school and leaving a message for the teacher.

Good discipline originates in the home because the parent is the child's first teacher. To help their child progress in school, parent should:

1. understand the goals and procedures of the school concerning pupil conduct and cooperate by supporting appropriate disciplinary action taken by the school.
2. encourage their children to share their school activities and become involved by attending parent conferences and special school programs;
3. recognize that the children may need an area of time at home in which to do school assignments;
4. cooperate with the school in reaching appropriate recommendations for solving health and academic problems;
5. arrange for prompt regular school attendance and periodic health examinations;
6. contact their child's teacher when they become aware of a problem or have a question regarding their children and
7. insure that their children are dressed appropriately for school activities,

Student Rights and Responsibilities

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and must be emphasized that lack of responsibility means a weakening of rights.

It is a student's right to:

- Attend school in the district where his/her parent or guardian resides.
- Express his/her opinions verbally or in writing.
- Dress in such a way as to express his/her personality.
- Expect that school will be an orderly place for all students to gain an education.
- Be afforded due process in the event of disciplinary action.
- Be respected as an individual
- Be afforded the opportunity to participate in extracurricular activities.
- Be free from discriminatory practices.

It is a student's responsibility to:

- Attend school daily, except when ill, be on time.
- Express his/her opinions in a respectful manner so as not to offend, slander or restrict the privileges of others.
- Dress so as not to endanger health, safety, limit participation in school activities or be unduly distracting.
- Be aware of all rules, behave in accordance with them.
- Willingly volunteer information in specific cases if he/she has knowledge of importance in such cases.
- Conduct himself/herself in accordance with school rules.
- Refrain from participating in any other discriminatory practices against others.

The Development of Personal Responsibilities:

1. Each student will become familiar with the general rules of the school and for each class attended. The student will consult the teacher for help and interpretation of any rules where there is some confusion.
2. Students should arrive at school no earlier than 15 minutes before commencement of the school day.
3. All school books (except workbooks) are never to be written in, torn or deliberately abused in any way. Library books are only to be used for the purpose intended. Books are to be returned when due or sooner, to make them available to all. Lost, damaged or destroyed books and equipment will be paid for by the student who assumed responsibility for them.
4. Each student will have the opportunity to eat lunch in a proper manner. No conduct which disrupts this opportunity is permitted. Students who deliberately cause disturbances by running, screaming, throwing food, or failing to follow the routine established by the lunchroom monitors will not be allowed privileges extended to the other students.
5. Students will be allowed to leave their supervised instructional area only with the teacher's/staff members permission.
6. While the school tries to safeguard personal property, the responsibility lies with the student.
7. It is the students' responsibility to take home all messages and announcements from school and allow their parents to make decisions concerning them.
8. Students have the responsibility to attend assigned detentions. Parents of students who fail to report to detention will be contacted. If unable to be contacted, they will be notified as soon as possible. Further consequences will be determined.

The development of the ability to use freedom in a responsible manner

1. Unoccupied instructional areas are to be entered only with the permission of the teacher or the person responsible for the room.
2. The bathrooms are to be used only in a proper manner and students will not loiter in them.
3. The gym, music and art rooms are under the supervision and charge to the teachers assigned to these areas. Use of all equipment will be their

direct responsibility. Students are to use these facilities only under proper supervision. In practice, none of these areas will be entered except at times regularly established.

4. The parking lot and driveway will not be used as a play area immediately before or after school hours. Students are to use sidewalks or marked walkways at all times.
5. Bicycles should only be brought to school if they can be securely locked in the bicycle rack. They should be used only before and after school in such a way that they do not cause harm to the riders, other students or to cars and school bus traffic. Good safety rules should be used at all times.
6. School bus rules and regulations, as established, will be followed.
7. Students who are bused to school are required to bring a written note each time they do not plan to go home on the bus. One note filed in the school office indicating a bus change for a regularly scheduled activity will suffice for the year.
8. The posting of any written material, pamphlets or signs must have prior approval of the principal.

The development and maintenance of an environment in which effective learning can take place:

1. Students are to move through the school hallways in a proper manner, causing no disruption to classes or other students using the hallways. Running is forbidden at all times in this area.
2. Students will be allowed to sell items only with the permission of the Principal and supervision of the teachers.
3. Proper clothing will be worn in school in such a way that order, health and safety are maintained.
4. Most toys, especially expensive ones, are best left at home. If they cause disruption or damage to the school situation, they will be kept by the teacher until dismissal and will not be allowed in school again. The school assumes no responsibility for the safe keeping of these toys.
5. Students are expected to act with honesty and integrity. Cheating on exams or school work, either by duplicating another's work, use of crib sheets, plagiarism, or other means, will result in disciplinary action.

The protection of all individuals from verbal and physical abuse

1. Verbal abuse and fighting of any kind will not be tolerated in school, on school grounds, in buses or at any school sponsored activities.
2. Glass containers are not permitted in areas or on the school grounds where they could become a hazard to safety.
3. Dangerous items are at all times forbidden in the school or on the school grounds. Fireworks, dangerous chemicals, sharp knives, bullets, guns and other items of a similar nature will be taken for safety reasons but the teacher or principal, and according to the discretion of the principal, be returned to the student's parents. Students should report the presence of

any students violating the above rules and the presence of all dangerous items.

4. The driveway in front of the school is closed to all traffic except school buses. Parents should not drop off students in front of the school but drop them at the entrance in the parking lot during the designated times for drop off and pick up.
5. Pets are to be brought to school only after permission has been received from the teacher and principal.
6. All medications are to be used under the supervision of the school nurse
7. All children taken from the school during the day must be picked up in the nurse's office by the adult legal guardian or parent of the student.
8. Students are forbidden to smoke or use tobacco products on school property or at school sponsored events.
9. The possession, consumption or exchange of alcoholic beverages on school grounds is prohibited.
10. The possession, use or exchange of marijuana, anabolic steroids and/or any illegal and/ or controlled substance or prescription drug not prescribed for the student by a licensed medical practitioner on school grounds is prohibited.

The protection of Personal and Public Property

1. Students are never to use, borrow or play with the personal property of another student without permission.
2. Students shall not violate the privacy of the teacher's and other student's records, desk and personal property. However, such property may be subject to inspection by school officials.
3. Students will not make a practice of borrowing or lending money, personal property or school property for which they are accountable (eg. Textbooks)

Disciplinary Action:

The following discipline code has been developed based on the Cambridge Central School philosophy. Each teacher will publish his/her own discipline code. It is expected that knowledge of the rules of conduct and consistency of administration will provide a positive learning experience.

No single set of guidelines can provide a means of anticipation the variety of disciplinary situations which occur. It is the responsibility of the teacher and Principal to determine the appropriate course of action.

Parents and students should be aware that one or more of the following actions may be the result of unacceptable conduct.

1. Student conference with teacher or staff member in charge.
2. Teacher-contact with parent
3. Teacher- assigned detention
4. Principal-contact with student
5. Principal-contact with parent
6. Conference with parent, teacher, principal (and student)
7. Exclusion from an activity

8. Detention after school with parent notification
9. Repair, clean or make restitution for property damage
10. Loss of bus riding privileges in a bus problem
11. Loss of privilege of eating in cafeteria or recess (if lunchroom or playground problem)
12. Suspension from school (1/2-5 days)
13. Conference with Superintendent
14. Exclusion from school by Superintendent (more than 5 days)
15. Referral to community agencies

It should be noted that action taken in response to disciplinary problems need not be limited to those listed above. And any action which is deemed necessary by the principal will be taken.

Misconduct referrals;

Students have an obligation to observe the rules and regulations set forth at all times while on school property. Including while on school busses, on the playground and during after-school activities.

Students who exhibit improper behavior in any of these circumstances will receive a written referral form the adult in charge at the time. Students who receive a written referral may lose privileges until such a time as the exhibit proper behavior.

Cambridge Elementary School

Dear Parent(s) and Student:

Now that you have finished reading this document with your children, please do two things:

tear off this page, sign \ and return it to school no later than _____

We will need one form per child attending our elementary schools.

place this Code of Conduct in an important place so that you can refer to it when needed.

Our school is a kind, caring and safe place for our children. This happens because we all work together. This makes a difference and our children are the winners.

Thank you.

We have read over this **Elementary Code of Conduct** with our child. We understand the behavior needed to make certain our school is safe and a place where my child can learn.

Date _____ Student

signature _____

Date _____ Parent

signature _____

Teacher _____ Grade _____