



Public Schools of the Tarrytowns

Student Code of Conduct

Plain Language Summary: Elementary



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Introduction

School should be a happy, safe place to learn. The responsibility for this lies with each student. Youngsters who exhibit qualities that foster a happy and safe environment are called “Good Citizens.” “Good Citizens” also follow certain rules and procedures. Everyone must know and understand these rules and follow them to and from school, as well as during school. There are procedures for the classroom, bus, playground, hallway, and cafeteria. This booklet states the qualities, rules and procedures that will assist each student in becoming a “Good Citizen” in order to make our schools happy and safe.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination, harassment, bullying and/or cyberbullying against any student, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

DASA Coordinators

John Paulding School Maureen Barnett Principal mbarnett@tufsd.org 914-332-4268	W.L. Morse School Torrance Walley Principal twalley@tufsd.org 914-631-4144	Washington Irving Intermediate School Sharon O'Grady Assistant Principal sogrady@tufsd.org 914-631-4442	
Sleepy Hollow Middle School Jeremy Perez Assistant Principal jperez@tufsd.org 914-366-5821	Sleepy Hollow High School Daniel Larkin Assistant Principal dlarkin@tufsd.org 914-332-6203		Jessica Perez Assistant Principal jcperez@tufsd.org 914-332-6262

Definitions

Bullying: A repeated hostile activity, which harms or induces fear and/or creates terror through the threat of further aggression. Bullying may be premeditated or a sudden activity. Forms of bullying include, but are not limited to, physical and/or verbal assaults, nonverbal or emotional threats, intimidation, social exclusion and/or isolation, extortion, and/or the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Specific examples of bullying may include, but are not limited to:

- **Verbal bullying:** name calling, insulting remarks, verbal teasing, frightening phone calls, texts, or messages on social media, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.
- **Physical bullying:** pulling, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, etc.
- **Social bullying:** purposely excluding someone from a group, spreading rumors or gossiping, arranging public humiliations, undermining relationships. Teasing about clothing, giving dirty looks, aggressive stares, etc.

General Definitions

- **Discrimination:** Treating people differently through prejudice or unfair treatment of one person or group usually because of race, ethnicity, social class, age, religion or gender or other personal characteristics.
- **Gender Expression:** How a person shows others through how they look and act whether they are a male or female.
- **Gender Identity:** How a person feels inside about being either a male or female.
- **Harass:** Keep bothering or attacking somebody: to persistently annoy, trouble or upset somebody.
- **Harassment:** Treating other students unkindly with words or actions that prevents them from working on their school work, makes them feel hurt emotionally or unwell physically, or makes them scared to come to school.
- **Prejudice:** Thinking unfairly about someone or a group of people or often treating them unkindly because they may look or act differently. Thoughts and feelings may be inaccurate or wrong because there is not enough information or understanding about why they may look or act differently.

Name Classes in the Dignity Act

- **Race:** Grouping people by how they look (this could be skin color, hair texture, face shape, etc.) or people choosing what group they think they belong to. For example, when students go to a school for the first time, they are asked to choose from being Hispanic/Latino; American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; or two or more races.
- **Color:** The color of a person's skin.
- **Weight:** A person who is heavy or light in weight.
- **National Origin:** Where you or your relatives were born.
- **Ethnic Group:** A way to connect to people because of your race, color, language, religion, way people dress or eat or where you or your relatives were born.
- **Religion:** What people believe. Religion is different for different people and cultures and it can be a way of explaining the mysteries of life, how to live a good life or something that is beyond what we can see, hear or touch...what some people call God, Allah, Huwa, Waheguru, Yaweh/Adonai, etc.
- **Religious Practice:** How you show what you believe in through dress, food, symbols and practices.
- **Disability:** Persons who are not able to do things with their body, or think with their minds, as most others can because of how they were born, or because of an illness or injury they had.
- **Sexual Orientation:** A man or a woman who romantically likes a woman or a man.
- **Gender:** This can be the way a person is physically born, being a boy or a girl; or how a person feels about being a boy or a girl.
- **Sex:** A person being born either a boy or a girl.

Consequences

When it is determined that acts of discrimination or harassment, bullying and/or cyberbullying against any student have occurred, the offenders will be given the message that their actions are wrong. Consequences for students who do not follow the Student Code of Conduct shall be varied (ranging from positive behavioral interventions up to and including suspension or expulsion.) Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem behavior; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to discrimination, harassment, bullying and cyber bullying.

The principal and/or the principal's designee in each program are responsible for receiving complaints of discrimination or harassment, bullying and/or cyberbullying. All school employees are required to report alleged violations of the Code of Conduct to the principal or principal's designee. The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation. In so doing, each principal and/or designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

The Public Schools of the Tarrytowns prohibits reprisal or retaliation against any person who reports and act of discrimination or harassment, bullying and/or cyberbullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and the Public Schools of the Tarrytowns' policies and procedures.

Student Dress Code

All students are expected to give proper attention to personal hygiene and to dress appropriately and professionally for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All Public Schools of the Tarrytowns' 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 shall:

1. Be safe, appropriate and not disrupt or interfere with the learning.
2. **NOT** include extremely brief garments and see-through garments.
3. Ensure that underwear is completely covered with outer clothing.
4. Include appropriate footwear at all times. Footwear that is a safety hazard will not be allowed.
5. **NOT** include the wearing of winter coats in the school building except when entering or exiting the building
6. At the high school level, not include the wearing of hats, sweat headbands or head coverings in the classrooms, other instructional areas, or offices, except for medical or religious purposes. At the elementary level and at the middle school level, these items are not to be worn anywhere in the buildings, except for a medical or religious purpose.
7. **NOT** include items that are vulgar, obscene, libelous, or that insult or put down others with respect to age, ancestry, color, creed, disability, genetic predisposition or carrier status, marital status, military status, national origin, weight, pregnancy, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other legally protected status.
8. **NOT** promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

The Principal shall be responsible for informing 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 meet with the Principal or his/her designee. Repeat offenders will be considered insubordinate and are subject to disciplinary consequences.

Student Rights and Responsibilities

Students have a right to:	Students have a responsibility to:
<ul style="list-style-type: none"> <input type="checkbox"/> participate in appropriate school or classroom meetings where input can be provided and students will be heard on school issues and concerns. <input type="checkbox"/> be safe and learn in an environment free of discrimination or harassment, bullying and cyberbullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. <input type="checkbox"/> be provided with a summary of school rules and an explanation when needed. <input type="checkbox"/> participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. 	<ul style="list-style-type: none"> <input type="checkbox"/> use words when talking or in writing that are not purposely used to hurt others or make them angry nor are they used in phone messages, texts or on the computer. <input type="checkbox"/> use non-sexist, non-racist and other non-biased language. <input type="checkbox"/> not treat a person or a group of people unfairly because they look or act different usually because of what is, or what you think is, a person's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. <input type="checkbox"/> work to the best of their ability <input type="checkbox"/> be respectful of staff and other students <input type="checkbox"/> ask questions when they do not understand <input type="checkbox"/> dress appropriately <input type="checkbox"/> attend school every day, unless legally excused <input type="checkbox"/> be familiar with the Code of Conduct and follow school rules. <input type="checkbox"/> report acts of discrimination or harassment, bullying and cyberbullying and other inappropriate actions that hurt others or make them feel unsafe. <input type="checkbox"/> accept responsibility for their actions

Student Conduct

Grades: Kindergarten - Grade 5

Violation Examples of what NOT to do:	Prevention, Remediation and Interventions (Examples)	Disciplinary Actions (Examples)
Minor Violations: <ul style="list-style-type: none"> Being rude or disrespectful by talking too loud when others are talking, not responding to others who are talking to you, arguing with others, etc.; Using electronics without a teacher's permission. 	<ul style="list-style-type: none"> Adjust hallway "traffic" Monitor unsupervised areas Class meetings Consistent contact with parent/guardian Role play Guidance support Restitution/restoration Conflict resolution or mentoring program Behavioral assessment Behavior management plan Outside treatment/therapy 	<ul style="list-style-type: none"> Verbal warning Written warning Teacher assigned consequence Discipline referral (for administrative follow up) Parent phone notification Parent conference Time out Privileges revoked Teacher removal Suspension from school
Moderate Violations: <ul style="list-style-type: none"> Saying unkind things such as repeatedly calling someone names, teasing, making fun of someone, etc., especially when someone looks or acts differently; differently; Touching others in a hurtful way – pushing, shoving, fighting – with no injuries; Spitting; Being dishonest: cheating, lying, stealing, etc. 		
Serious Violations: <ul style="list-style-type: none"> Hurting another student because of how they look by repeatedly using words that can hurt a person's feelings or physical contact that can hurt a person's body because of what is or appears to be their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. (discriminating or harassing behavior). 		

All Personal electronic devices, including cell phones and wearable technology, must be turned off and not visible at all times during the instructional day at the District's Elementary School.



Public Schools of the Tarrytowns

Student Code of Conduct Acknowledgement Page

I acknowledge having read this document. I agree to abide by the Public Schools of the Tarrytowns Code of Conduct.

Student Name*: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

** For students unable to independently read and sign Student Code of Conduct signature page, only Parent/Guardian signature necessary.*

☐ If Parent/Guardian is signing for the student, please check here.

The Dignity Coordinator for my school is: _____