

CODE OF CONDUCT

PURPOSE

The purpose of this handbook is to have a written set of guidelines for students, parents, administrators and the Board of Education which clearly outlines those student expectations, behaviors, consequences, and responsibilities which will direct and guide our students. This should help students achieve the ultimate goals of self-discipline, respect for others, and internalization of the value in following rules.

In the Wyckoff Schools, we believe that a systematic approach must be in place to foster the development of a positive attitude and healthy self-image. A comprehensive self-esteem program is implemented in grades K - 5. In addition, cooperative learning is embraced at all grade levels as a tool for promoting positive interactions. Behavioral incentive programs are offered at each school that support and reinforce these concepts.

The Board of Education prohibits acts of harassment, intimidation, or bullying against any pupil. To develop and maintain positive peer relationships, there is a developmental guidance program in place that includes training in Conflict Resolution and Peer Facilitator activities. These programs teach students the necessary skills that will provide them with the tools needed for successful peer interaction.

In an effort to have students assume responsibility for their own learning, a systematic approach to work/study skills is implemented in grades K-5.

PHILOSOPHY

For learning to take place, a school climate must exist that promotes a commitment to maintain and sustain high educational standards and the development of appropriate attitudes and behaviors. Specific student behaviors and attitudes have a direct, positive effect upon the overall school environment.

STUDENT RESPONSIBILITIES

ALL SCHOOL AREAS

- **Follow directions.**
- **Keep hallways clean and quiet.**
- **Walk on the right side of the hallway.**
- **Cooperate in keeping our school free from vandalism.**
- **Be courteous to all adults and peers.**
- **Use appropriate / acceptable language.**

INSTRUCTIONAL AREAS

- **Follow all classroom rules, which are posted in each class.**
- **Be respectful to teachers, peers and self.**
- **Raise hand when wishing to speak.**
- **Take proper care of all school materials, equipment and property.**

BEFORE/AFTER SCHOOL

- **Listen to Safety Patrol monitors.**
- **Arrive no earlier than 15 minutes prior to beginning of school, when supervision is scheduled.**
- **Re-enter school up until 4:00 P.M. to pick up forgotten items.**
- **Observe proper safety procedures: walking, no ball playing, no bike riding on school property (no recess-type activities).**

LAVATORY

- **Receive permission from supervising adult to use lavatory.**
- **Keep lavatory area clean and free of vandalism.**
- **Observe good health habits.**
- **Notify adult if there is a problem.**
- **Return to class as soon as possible.**
- **Use quiet voices.**

LUNCHROOM

- **Respect teachers supervising lunchroom.**
- **Remain seated at all times.**
- **Line up for lunch quietly and orderly.**
- **Receive permission to leave table or lunchroom when necessary.**
- **Observe proper table manners.**
- **Keep table and floor areas clean.**
- **Place all trash in large plastic containers.**

RECESS

- **Line up quietly and orderly (running creates safety problems).**
- **Be polite, respectful and considerate to supervising adults and peers.**
- **Remain in play areas designated for their specific grade level.**
- **Follow all safety rules.**
- **Have everything needed before going to recess.**
- **Return all equipment to designated area.**

INDOOR RECESS

- **Be polite, respectful and considerate to supervising adults and peers.**
- **Remain in classroom at all times unless you have received permission to leave.**
- **Follow all safety rules and posted classroom rules.**
- **Be involved in a quiet, structured activity, i.e., playing a game, reading a book, creative writing, or other teacher prepared/provided activity.**

ASSEMBLY PROGRAMS

- **Enter the gym quietly, in an orderly fashion and remain seated.**
- **Appreciation of programs should be positive – mainly confined to clapping of hands.**
- **Raise hand to be excused if necessary.**
- **Leave the gym quietly and in an orderly fashion by grade level.**

FIELD TRIPS

- **Follow all safety rules established by both the bus driver and classroom teachers.**
- **Remain in designated seat.**
- **Keep noise at a level where it does not interfere with the safe operation of the bus.**
- **Listen carefully to the directions of all supervising adults.**
- **Be respectful in the place you are visiting.**

PROCEDURES FOR HANDLING INAPPROPRIATE STUDENT BEHAVIOR

To assure effective reinforcement of positive student attitude, behavior and responsibility, parent and school cooperation is essential. Parents are expected to provide support in matters of discipline and should consider a call from the school serious. Usually teacher or administrator contact will be made only after prior attempts to correct the inappropriate conduct have been unsuccessful.

When an infraction occurs, the problem will be discussed with the student by the teacher and/or principal in a positive atmosphere that enables the student to explain his or her side of the situation. Whenever possible, the discussion will be held in private. An effort will be made to counsel the student as to alternate strategies/behaviors that could have been used in this situation.

If a decision is made to remove specific privileges, efforts will be made to be fair, appropriate and consistent.

The following is the procedure for handling most infractions.

In certain cases some of these procedures may be skipped:

- 1. Verbal warning, specifying the inappropriate behavior, and reminder of procedure,
 - **Example: “Matthew, please stop running through the hallways. In the future please walk while in school.”****

- 1. Counseled, reminder of procedure and future consequence,
 - **Example: “Matthew, please stop running through the hallways. In the future please walk while in school. Next time, you will have to stay after school for 15 minutes.”****

- 3. Consequence administered and/or loss of privileges**

- 4. Notify parent**

- 5. Notify the principal**

STUDENT GRIEVANCE PROCEDURE

It is understood that the Wyckoff staff will make every effort to administer the policies regarding student discipline in a just and fair manner. All facts will be thoroughly researched before being presented for a decision. In the event disciplinary action is taken, which a student feels is

unwarranted, the following appeal procedure may be followed:

***Step 1* - A student may request, within five days of being informed of the action, to meet with his/her teacher(s) during his/her conference period to review the situation.**

***Step 2* – If the concern is not resolved at Step 1, the student (within five school days) may request a meeting with the principal to review the facts and the disciplinary action taken.**

***Step 3* – If the concern is not resolved at Step 2, the student (within five school days) may request a meeting to be attended by his/her parents and the principal to review the facts and the disciplinary action taken.**

***Step 4* – If the concern is not resolved at Step 3, the student within five school days of the principal's decision may contact the superintendent to present his/her grievance. The grievance will be processed according to Board of Education policy.**

RECOGNIZING OUTSTANDING STUDENT BEHAVIOR

Students who exhibit outstanding, consistent, and positive behavior shall receive recognition. The understanding is that following a proper code of behavior will become its own reward in the future. Our staff believes that recognition of appropriate behavior reinforces a more positive attitude

toward responsible behavior. The following list represents general examples of recognition that might be utilized:

- **Verbal praise, stickers, certificates, prizes, etc.**
- **Phone call or note home to parent/guardian.**
- **Various awards throughout the year presented at school assemblies.**