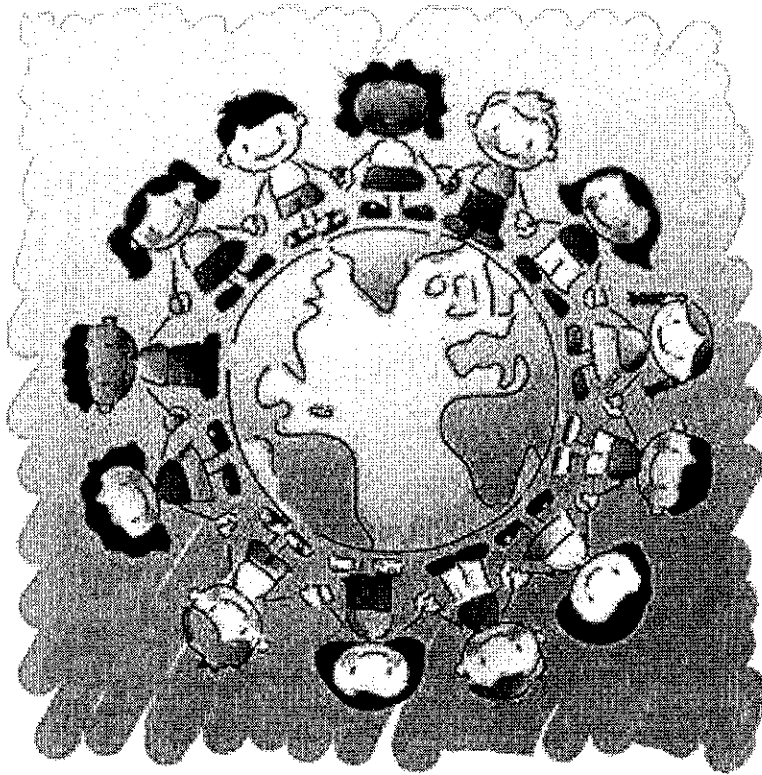


Grundy's Code of Conduct



GRUNDY AVE.ELEMENTARY SCHOOL

CODE OF CONDUCT

Statement of Philosophy and Purpose

Grundy Ave. Elementary School community is dedicated to developing children academically and preparing them to be "Leaders of their lives." (Covey, 2008) Being a leader promotes responsible behavior and respect for others. Leaders are accountable for their actions and understand the consequences of their behavior. Working together, we can develop lasting relationships based on mutual respect, caring, and support for personal and educational goals.

To be effective, the school community must establish an atmosphere of physical and emotional safety where children can learn and develop academically and emotionally. The school community needs to know and understand the rules and that they are accountable to them.

Our code of conduct defines and encourages a positive atmosphere at school by embracing the principles found in the *7 Habits of Highly Effective People*. The 7 Habits and the specific desired behaviors are clearly defined and will be fostered by role models and positive reinforcement.

As you know, an endeavor such as this requires the support of the entire learning community. Your participation is essential to the successful implementation of our Code of Conduct. Classroom teachers and support staff will be reviewing this Code of Conduct with the students of Grundy Ave. School at the beginning of each school year. Please read this booklet together with your child and discuss it at home. We will post it on our webpage for your convenience as well. If there are any questions or concerns, please do not hesitate to call the school at 631-471-1820.

We look forward to continuing the development of lasting relationships based on mutual respect, caring, and support for personal and educational goals.

~ Grundy Ave. Elementary School

A Code of Conduct for Grundy Ave. Elementary

As a member of Grundy Ave. Elementary School you will promise to:

Habit 1: Be Proactive

Be Proactive means to take responsibility for your choices and behaviors. It is the key to all the other habits.



Be Proactive

You're in charge of your life.

- Come to school ready to learn and be willing to participate.
- Behave in an orderly and safe way.
- Do what's right, not what's popular.
- Take responsibility for your actions by admitting fault.
- Get help from an adult when you don't know what to do.
- Show respect for everyone in the school community.
- Show respect for a person's actual or perceived race, ethnic group, national origin, color, weight, religion, religious practice, disability, gender, or sexual orientation.
- Use good manners and polite language.

Habit 2: Begin with the End in Mind

Begin with the End in Mind means to think about how you would like something to turn out before you get started.



Begin with the end in mind

Have a plan

- Know the rules and follow them before, during, and after school.
- Stay seated on the bus and follow all bus safety rules.
- Always walk when in the school building.
- Accept the consequences for your actions.
- Keep your school clean and litter free.

Habit 3: Put First Things First

Putting First Things First means to decide what is most important and to take care of that first.



First Things
First
Work first, then play

- Be on time for school.
- Do your homework and bring it to class.
- Go to bed early enough so that you are well rested and ready to learn.
- Concentrate on learning and always do your best.

Habit 4: Think Win-Win

Think Win-Win is the belief that everyone can win. It's not me or you-it is both of us.



Think
Win Win
Everyone can win

- Treat school and other people's property like it is your own.
- Wear appropriate clothing and shoes.
- Help others when they need help. Don't be a bystander!

Habit 5: Seek First to Understand, then to be Understood

Seek First to Understand, then to be Understood means that it is better to listen first and talk second.



Seek first to
understand, then
be understood
Listen before you talk

- Consider the feelings of others and avoid hurting them with your words or actions.
- Be a good friend. We are a bully- and harassment-free school!
- Ask questions when you don't understand something.
- Listen to others, even when you don't agree.
- Be respectful.

Habit 6: Synergize

Synergize is when two or more people work together to create a better solution that either would have thought of alone.



- Work cooperatively with other students, teachers and staff.
- Help out at school, at home and in the community.
- Take part in school and community activities.
- Create a calm, quiet atmosphere.
- Be a good sport by including others in games and playing fairly.
- Be aware that each of us is special in our own way.
- Be part of the solution, not the problem.

Habit 7: Sharpen the Saw

Sharpen the Saw means to have balance in your life.



- Eat a healthy breakfast and lunch.
- Read for pleasure.
- Develop strong friendships and enjoy each other's company.
- Get your body moving every day.



EXPECTED BEHAVIORS

The expectations in the next section of the Code of Conduct apply to the behaviors expected in the classroom, the cafeteria, the bus, the hallways, restrooms, and field trips.

HALLWAY

Expected Behavior:

1. Keep your hands to yourself.
2. Walk, do not run or jump.
3. Go directly to where you were sent.
4. Keep the hallway clean.
5. Take pride in Grundy Ave.

BATHROOM

Expected Behavior:

1. Be considerate when using the restrooms. Keep the bathroom clean.
2. It is your responsibility to take care of all the items in the bathroom. This includes the sink, paper dispenser, floors, partitions, etc.
3. Use the bathrooms properly and keep them litter free.
4. Use your inside voice.
5. Respect others' privacy.

RECESS

Expected Behavior:

1. Respect the property of others.
2. Always play fairly and be a good sport.
3. Use appropriate language.
4. Invite students who are not playing to join your game.
5. Enter the building quietly.
6. Students wearing shoes with rubber soles and straps will be permitted to use the playground equipment.
7. Be considerate of other classes that are working.

CAFETERIA

Expected Behavior:

L-Listen when a teacher is speaking













U-Use your seven habits

N-Nicely speak with your friends

C-Clean up after yourself

H-Help the line move quickly

BUS

-  While at the bus stop, wait quietly in a safe place away from the road. Do not run and play while waiting for the bus.
-  Always cross the street in front of the bus. Never go behind the bus.
-  Respect the "Danger Zone" surrounding the bus. The "Danger Zone" is the 10-foot wide area on all sides of the bus. Always remain 10 feet (five giant steps) away from the bus to be out of the "Danger Zone" and where the driver can see you.
-  When entering the bus, go directly to a seat. Remain seated and facing forward for the entire ride. Do not stand or reach over the seat in front or back of you.
-  Remember to use inside voices so you are able to hear the bus driver at all times,
-  Keep the aisle clear at all times. Feet should be directly in front of you, on the floor, and book bags should be kept on your lap.
-  Never play with the emergency exits. If there is an emergency, listen to the driver and follow instructions.
-  Never put hands or head out the window.
-  If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and may begin moving the bus.
-  If you drop something near the bus, do not pick it up. Instead, tell the bus driver/teacher so that they can assist you.
-  During arrival and dismissal, always walk to and from your bus.
-  During arrival and dismissal, always stay away from the yellow safety line on the sidewalk near the curb and do not run.

STUDENT DRESS CODE

Sachem Board of Education Policy for Dress Code; 5300:

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate, and not disruptive or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times. For your child's safety, please refrain them from wearing flip-flops to school. No wheels or heels.
5. Not include the wearing of hats in the classroom except for medical or religious purposes.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, 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.

BEFORE AND AFTER SCHOOL ACTIVITIES AND EVENTS

The Grundy Ave. Code of conduct applies to all **before and after school activities and events**. Under no circumstances should anyone go into their classroom without permission or supervision.

A Note to Parents

What Happens When Children Make Bad Choices?

Grundy Ave. Elementary School students are expected to behave properly. Students must understand that their behavior affects others. The Code of Conduct provides clear guidelines for what the expected appropriate behaviors are in the various situations that comprise a school day. It also provides guidelines for dealing with misbehavior.

All children make mistakes, from time to time, which is part of the process of growing up. We look at poor choices about behavior as learning opportunities. Children will have the chance to reflect upon what they did and think about better ways of handling similar situations in the future.

Our intention is that student discipline be progressive, meaning that subsequent misbehaviors will receive more serious consequences. However, we will make decisions based on each individual circumstance and the seriousness and nature of the misbehavior. Furthermore, regardless of the frequency of the misbehavior, if school property is damaged or destroyed, the student may be held responsible for fixing or replacing it.

Generally, when students misbehave, the following guidelines will be followed.

Minor Infraction: That which occasionally interferes with a child's academic and/or social growth such as excessive talking, lack of cooperation, rudeness and actions that are disruptive in nature to the staff, students or school community.

Consequences: Any of the following may be used: verbal warning, loss of privileges, parent notification, principal intervention, letter of apology, Talk it Out procedures, and reflection forms.

Major Infraction: That which is disruptive to the orderly procedure of the school such as defiance or refusal to comply with reasonable requests from school personnel: fighting, verbal abuse, or statements and actions intended to intimidate or injure another person, engaging in any willful act which disrupts the normal operation of the school community.

Consequences: After due process has been afforded, the student may lose privileges such as recess, after school activities, field trips or be temporarily removed from the class or the bus. If needed, a principal's conference with parents will be held. Results may require in or out of school detention/suspension. If school property is damaged, defaced or destroyed, the student may be held responsible for fixing or replacing it.

Vandalism: Acts of vandalism are considered crimes and will be prosecuted to the fullest extent of the law.

Bus Conduct Reports and Consequences:

Misbehavior on the bus may merit a Bus Conduct Report, which is generated by the bus driver.

1st Report: Child meets with school official; warning is issued, suggestions for improved and appropriate behavior are discussed; parent may be notified.

2nd Report: Child meets with school official; suggestions for improved and appropriate behavior are discussed; probation or suspension from bus may be warranted; parent notified via phone call or letter.

3rd Report: Child meets with school official; suspension from bus for one or more days; parent will be notified.

**THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL
(INCLUDING BEFORE AND AFTER CARE)**

***If any of these items are brought to school, they will be confiscated and returned to the parent/guardian.**

- Weapons of any kind (including toys), drugs or alcohol
- I-pods, handheld video games, or any other electronic devices
(These devices may be allowed in before or after care. Please contact your child's group care leader for more information.)
- Hair spray, nail polish, make-up
- Liquid Paper or White Out
- Heelies, or other inappropriate footwear
- Clothing and accessories that interfere with the health, safety and academics of our children should not be worn to school.

CELL PHONES

If a parent or guardian chooses to have his or her child carry a cell phone for safety purposes then the following conditions must be met:

1. Parent or guardian must send a note to school explaining the circumstances.
2. Cell phone must be turned off during school hours including bus time and left in the child's book bag or other concealed location.

If these requirements are not followed the cell phone will be confiscated and retained in the main office for pick-up by a parent or guardian only.

HEALTH AND SAFETY CONCERNS

- Animals on school grounds are strictly not permitted. Some children have a fear of animals and others may be allergic. Animal droppings are unsanitary and interfere with outdoor PE classes and recess activities for our school community.
- As there is no supervision, students should not enter Grundy Ave. prior to 8:30, unless they are required to be in earlier for club activities, extra-help, etc.
- Children are not permitted back into the school building after dismissal to pick up any items left in school.
- It is illegal and dangerous to pass a stopped bus when the large red lights located on the bus are flashing. Flashing lights mean the bus is picking up or discharging students.
- School Speed Limit is 10 miles per hour.
- Park in marked stalls only and please follow the approved traffic safety pattern. Do not park on the right hand side of the front driveway.
- Hallway monitors are present during school hours (8:30-3:30). All entrance doors are locked. Please enter the building through the main entrance. The hallway monitor will buzz you in. You will be required to present identification for the safety of our school.
- Allergies, diabetes, etc.: Please inform the school nurse, teacher and main office of any allergy or health concerns that are present. Please draft a letter outlining your child's medical state and expected response conditions.
- Lateness/Absences: Please call the school on the day your child is absent. If you arrive at Grundy Ave. School after 8:45, please escort your child into the school building to sign them in as they are considered late.

Please print or return this sheet to your child's teacher by October 2nd.

Commitment Statement

My child _____ and I have read and discussed
(please print child's name)
Grundy's Code of Conduct. We are both aware of the rules that are to be
followed. Our signatures indicate our commitment to uphold the rules, values and
spirit of this Code of Conduct.

K - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

1st Grade - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

2nd Grade - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

3rd Grade - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

4th Grade - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

5th Grade - Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____