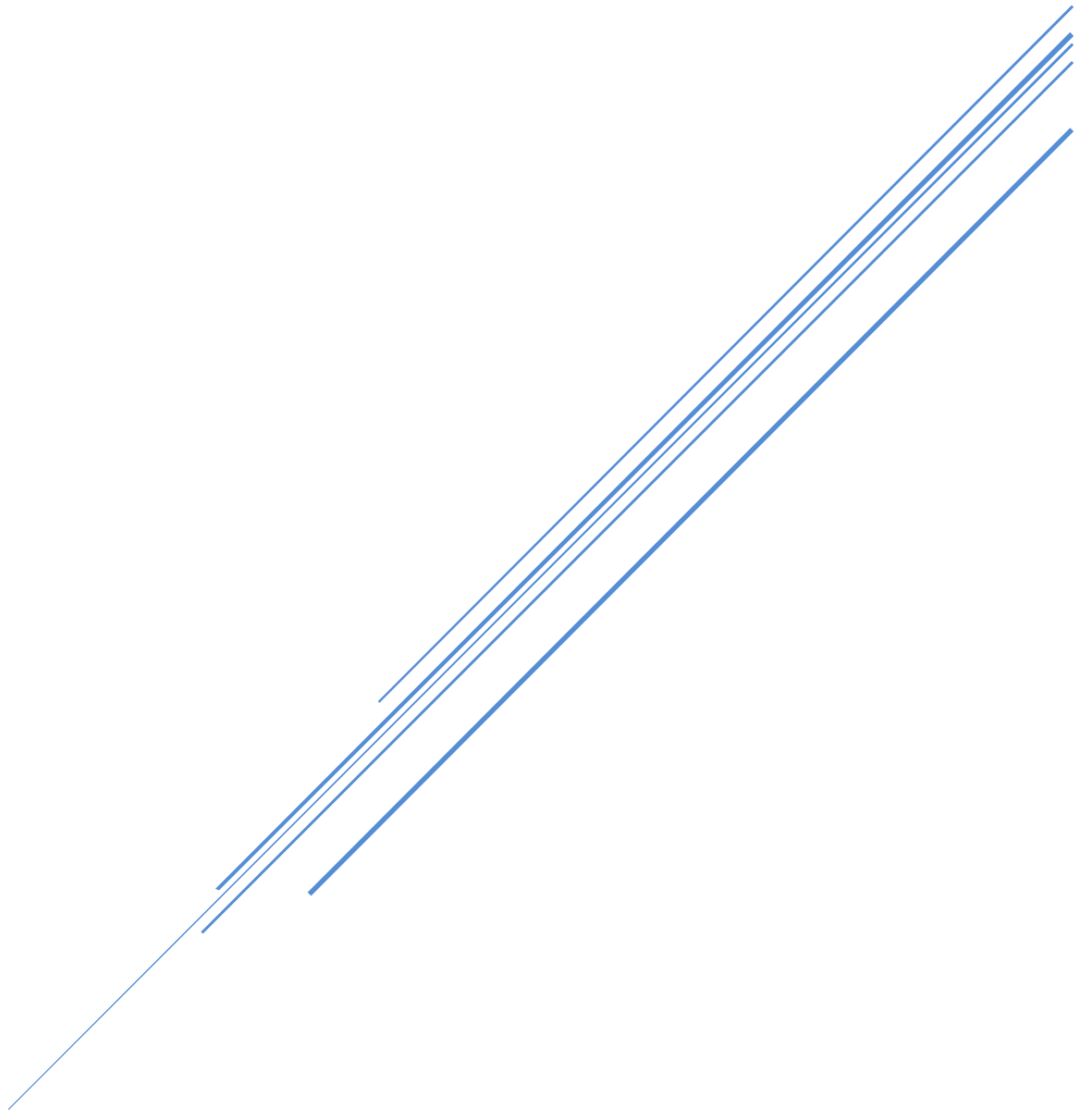


# CODE OF CONDUCT HANDBOOK

“Barker Central School will provide the experiences necessary for our students to acquire the knowledge, skills and traits to succeed intellectually, physically, socially, and emotionally in an ever changing world”.



## SCHOOL HOURS

School hours are 8:35 a.m. to 3:15 p.m. Students should arrive between 8:35 and 8:40 a.m. unless you are attending kid watch.

When you eat breakfast in school, you should be back in your room and ready for classes by 9:00 a.m.

## PARKING LOT SAFETY

Please ask your parents to use the parking lot between the hours of 7:30 – 9:00 a.m. and 2:00 – 3:20 p.m. to leave the bus loop open.

## EARLY DISMISSALS/LATE ARRIVALS

**NO** student, under any circumstances, is to leave school or school grounds without being officially excused. The only people in school authorized to officially excuse students are the school principals and the school nurse.

If you must be excused early, a written excuse from your parent is required on the morning of the early dismissal stating the time you are leaving. A Sign-Out Book will be maintained in the school office in which your parent will record the time you leave school. If you return to school on the following day, it will not be necessary to sign in. Your parents will meet you in the school office when leaving school early to keep appointments, or at dismissal time. If you arrive late, your parents can sign you in at the main office. Parents should not escort students to class as this is disruptive to instruction.

## TARDINESS

You are expected to be in school on time each day. If you are not able to be in school on time, please come to school as soon as possible. A written excuse from your parent explaining the tardiness must be sent in when you arrive late. \* Please report to the office immediately if you come in late.

## TEXTBOOKS

1. You are provided with all textbooks free of charge.
2. You are expected to take care of your textbook and keep it in good condition.
3. If your textbook is lost or damaged, you are required to pay a replacement cost.

## SCHOOL SUPPLIES

Pratt Elementary School furnishes you with workbooks, textbooks, and most supplies at no fee charged to your parents. You are asked to bring some school supplies. A list of supplies needed for each grade will be included in the 4<sup>th</sup> quarter student report card and posted in the **August BANNER and on the website**. Please bring these items to school in September.

## PHYSICAL EDUCATION

You are expected to wear sneakers for physical education classes. All clothing should be clearly labeled with your name. Swimsuits (one piece for girls) are required for grades 3-6. Doctor's notes are required if you cannot participate in PE. Notes should indicate when you can return as well.

## UPDATING SCHOOL RECORDS

It is extremely important that emergency phone numbers be on file with the school, where parents or a guardian may be reached at all times.

If a student becomes ill or is involved in an accident on school property during school hours, it should be reported to the nurse's office immediately. If it is determined that the student is to leave school, the school nurse will contact the parent or guardian and sign the student out.

## EMERGENCY SCHOOL CLOSING

You should be instructed by your parents on what to do in the event of an early dismissal due to an emergency such as weather, etc. You should know if you are to go to a neighbor, go home or to a babysitter. An "All Call" will be made to your home with a message for your parents. Please listen to news announcements on radio stations WBEN-AM 930, WLVL-AM 1340, WKBW-AM 1500, WYRK-FM 106.5, WGRZ-TV Channel 2, WBEN-TV Channel 4, and WKBW-TV Channel 7.

## DROP OFF AND PICK UPS

Parents are welcome to wait in the main office or foyer when dropping off or picking up their children. It is very disruptive to getting our school routines started when parents walk their child down the hallways to their classroom. It is best to say your good byes before entering the building or in the main foyer.

## LUNCH PROGRAM

You may purchase a school lunch for \$2.10 and breakfast for \$1.50. Reduced lunch and breakfast, for those who qualify, is 25 cents. Milk may be bought separately for 50 cents. These prices are subject to change. Menus are sent home with you once a month. Your parents should help you with your selections. Please write your name on your lunch bag or box. This will help if it is lost. Students may consume food and beverages in the cafeteria during lunch periods. Eating and drinking is not allowed in school hallways or classrooms, unless approved by classroom teachers.

Barker has a computerized meal program which allows your parents to send in money to be placed on your account. The money can be sent in monthly or weekly. A letter will be sent home reminding your parents if your account balance is low.

## HEALTH

When you have been out ill, or are tardy, a written excuse is required the first day you return to school.

The nurse's primary responsibility is to take care of illnesses and injuries that occur during school hours. You should not come to school when you are ill or injured.

The school district has a medication policy to which we strictly adhere. The major points of this policy include:

1. No student should carry medication (Including over-the-counter) to school. A parent must bring it in.
2. Any medication (including over-the-counter) that needs to be administered during school hours must be in a labeled prescription bottle or original container and brought into school by a parent.
3. The Nurse must have written permission from a doctor and parent before a medication can be given.

Each year children have state-mandated screenings; vision, hearing, height and weight. Kindergartners are screened for color blindness. Parents will be notified in writing of any abnormal screening results. New York State Education Law also mandates complete physical exams for all students in grades 2, 4, 7, 10 and new entrants to the school district.

Your parents can call and speak with the nurse if you have a medical condition, or if there are questions regarding health concerns.

Barker Central School is a drug free zone. Illegal drugs/alcohol, and all smoking are not allowed.

## SCHOOL BUS TRANSPORTATION

Barker Central School contracts with the Ridge Road Express Co. for bus service. You should wait for the bus at the side of the road (standing off the pavement) at least five minutes before your bus is to arrive. Students are dismissed at 3:15 p.m. daily. Safeguarding the lives of those riding buses to and from school during the regular school day, or in relation to any activities sponsored by the school, is the responsibility of all passengers. The good conduct and behavior of students is absolutely necessary. In this regard, students are asked to read carefully the following rules and regulations:

1. Be on time at your bus stop.
2. Be courteous while waiting for the bus.
3. Be courteous on the bus.
4. Wait until the bus comes to a complete stop before getting on or off the bus. Cross the road at least 10 feet in front of the bus.
5. Remain in your seating facing forward while the bus is moving.
6. Remain in your seat when assigned by the driver.
7. Eating or drinking on the bus is not permitted.
8. Treat the bus driver and the bus with respect.
9. The following are not permitted: glass objects, sharp objects, weapons.

Bus safety rules must be observed at all times. Students who receive written conduct reports from their driver will face disciplinary actions from the principal. Referrals may result in loss of bus riding privileges.

## REPORT CARDS

Report cards will be mailed to your parents in November, January, April, and June.

## PARENT/TEACHER CONFERENCES

Parent conferences are scheduled in the Fall. Parents may schedule individual conferences with teachers at any time during the school by calling the Elementary Office.

## PTSO

Pratt Elementary has an active PTSO. Your parents will be notified about meeting dates and upcoming events through notices sent from school. We hope your parents can join us!

## TELEPHONES/ELECTRONIC DEVICES

With permission from your teacher, telephones in the classroom may be used for students to call home when necessary. It is strongly encouraged students not bring cell phones to school.

## VISITORS

For your protection, visitors to **school must report to the elementary office.** Classroom visitations need to be approved in advance by the principal and the classroom teacher. There is a sign-in book in the office for your parents to sign in when visiting and they will receive an ID badge to wear while in the building.

## FIRE DRILLS

In compliance with the law, fire drills will be held in order to provide instruction for evacuation of the building. Signs are posted in each room denoting direction of the appropriate exit. During the fire drill:

1. All windows and doors in rooms should be closed upon leaving the room.
2. Teachers will maintain order and keep students quiet during the entire drill and/or evacuation.
3. Student should move out quickly and orderly to the appropriate exit using all doors.
4. Students should move away from the building a minimum of 100 feet. Students are to remain under the supervision of the teachers until the "All clear" signal is sounded.

## HOMEWORK

To improve the quality of your instruction, as well as raise our standards, we will need help from home.

Teachers will require homework on a regular basis. We don't expect parents to do the homework, but we do expect your parents to provide you with a suitable place to work, a time limit, and check that the assignments are completed. Homework should not be new work, but rather a review and practice of what has already gone on in the classroom. We expect homework to be done neatly, correctly and be turned in on time.

## GAMES, TOYS, ETC.

Barker Central School does not provide insurance to cover loss of student property, belongings, games and toys that are brought to school. Do not bring expensive items to school. **No CD players, DS systems, IPODS, Game Boys, Sport cards, Pokémon cards etc. are allowed in school.** **We do not want anything to happen to your possessions. School is not responsible for lost, stolen, or misplaced items.**

Toy guns and knives are not allowed in school and should be left home. This includes water pistols.

## BIRTHDAY TREATS

When sending in treats for birthdays or special holidays, please be sure that they are store bought and commercially wrapped. You may want to check with the classroom teacher to inquire about allergies. Some snacks can be purchased from our food service department. Please call for details.

## VACATION HOMEWORK GUIDELINES

We encourage and support family vacations, however, we recommend that they be taken, whenever possible, when school is not in session.

It is often difficult for teachers to prepare long-range assignments involving specific lessons because the pace of learning for a class and for individual students is not easy to predict. Furthermore, it is not practical to assign practice work in areas where you will miss the periods of direct instruction that introduce and explain new material.

Unintended gaps in learning may occur if students are not here to learn.

However, if your parents are not able to plan trips at other times during the school year, we offer the following guidelines:

Teachers may not be able to give specific lesson assignments for subjects prior to the trip. However, they may note general areas that they plan to teach during the student's absence. For example; Civil War, Chapter Ten, or Spelling – Unit Eight.

Teachers may also suggest general assignments which may be related such as; draw a map of the region; keep a journal of your experience; compute the miles between cities, etc.

Teachers will review the key concepts and skills that were covered while you were absent, but will not be able to reteach each lesson the way it was originally taught.

All work, including tests deemed important by the teacher, will be made up in a reasonable length of time.

## **ELEMENTARY SCHOOL STUDENT PROCEDURES**

### **1. ENTERING AND LEAVING SCHOOL**

- a. Do not block doorways.
- b. Leave immediately at dismissal time.  
Do not wander through the building.
- c. Do not arrive at school earlier than 8:35 a.m. There will not be supervision in your classroom before that time.
- d. No pushing, shoving, fighting, etc. upon Entering or leaving the building.
- e. Do not come back into the building once you are dismissed.
- f. Stay on sidewalks when entering or leaving the school.
- g. Bicycles must be parked in bike racks and locked.
- h. No snowballs should be thrown on School property or on the way to or from school.

### **2. HALLWAYS**

- a. Walk at all times and keep to the right hand side of the hall and stairways.
- b. Do not touch any bulletin board displays in the hall.
- c. Please keep quiet in the halls.
- d. Keep your hands and body off the wall.

### **3. RESTROOMS**

- a. No bathroom during special classes, assemblies, or cafeteria unless it is an emergency.
- b. Flush toilet after use.
- c. Wash hands with soap and water.
- d. Throw paper towels in the basket.
- e. Do not take pens, pencils, crayons, etc. to the lavatory.

### **4. ASSEMBLIES**

- a. Seating is assigned for each grade level.
- b. Sit back in your seat.
- c. Keep hands and feet to yourself.
- d. Unruly students and classes will be asked to leave the assembly.
- e. No restroom during assemblies unless it is an emergency.
- f. No booing, hissing, loud clapping, etc.
- g. Be polite and pay attention.

### **5. PLAYGROUND**

- a. Before going outside, use the restroom if necessary.
- b. Stay within eyesight of your teacher.
- c. Use equipment safely and avoid rough play.
- d. Keep your hands to yourself.

### **6. GENERAL**

- a. Address all school personnel by Mr., Mrs., or Ms.
- b. Dress appropriately for school.
- c. At no time should you leave the classroom without the permission of the classroom teacher.
- d. Use good manners and proper language at all times.
- e. No fighting, pushing, shoving or name-calling.
- f. Obey classroom rules.

### **CONSEQUENCES WHEN SCHOOL RULES ARE BROKEN**

(Listed in order of priority)

1. Warning from your teacher.
2. A classroom privilege as selected by the teacher can be revoked.
3. The teacher contacts your parents.
4. You will be sent to Mr. Hoar, the Principal.
5. If there is a severe breach of discipline as judged by the teacher, you will immediately be sent to the Principal without first going through steps 1-3 as listed above.
6. The Principal will determine the course of action or consequence due to the circumstance.

## LOST AND FOUND

Articles that are turned into the office are placed in a box kept in the cafetorium. Students are able to check this box if they have lost something.

### SCHOOL RULES

1. Show respect.
2. Behave appropriately everywhere.
3. Follow directions.
4. Do your best.
5. Be responsible.

### CAFETORIUM RULES

1. Good manners at all times
2. Keep hands and feet to yourself
3. Do not leave your seat without permission
4. Inside voices only
5. Do not throw food or paper
6. No sharing of money or food
7. No running, pushing or shoving
8. Be quiet in line to be served
9. Raise your hand for monitors
10. Pick up all your garbage
11. Do not talk when lights are out
12. Please ask for a Styrofoam tray when taking lunch to your classroom

## Bullying, Harassment, Discrimination

All students are different.

Be nice to all students no matter how different they are from you.

Students are not allowed to tease, put down, push, shove, kick, call names, or be mean to others:

If they are big or small

If they are short or tall

If they go to a different church

If they celebrate the holidays differently

If they are a boy or girl

If they have skin color If

they talk differently

If they are quiet or talkative

If they wear different clothes

If they come from a different place

If their parents or grandparents come from a different place

If they have trouble learning

If they have trouble hearing, seeing, or moving around

Or for any other reason