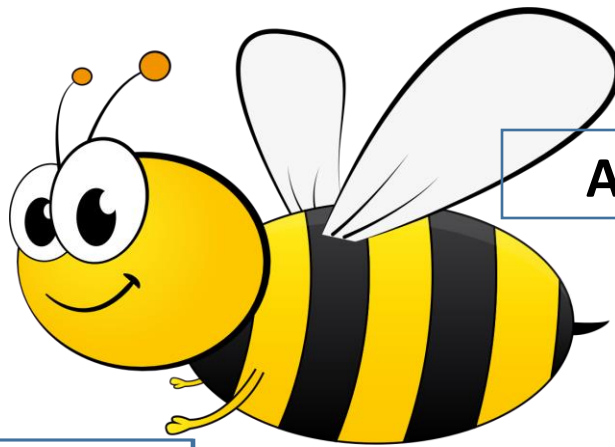


KATONAH –LEWISBORO ELEMENTARY SCHOOLS BE YOUR BEST

Prepared

Involved



Aware and Responsible

Present & Prompt

Helpful and Seek Out

Kind, Courteous & Caring

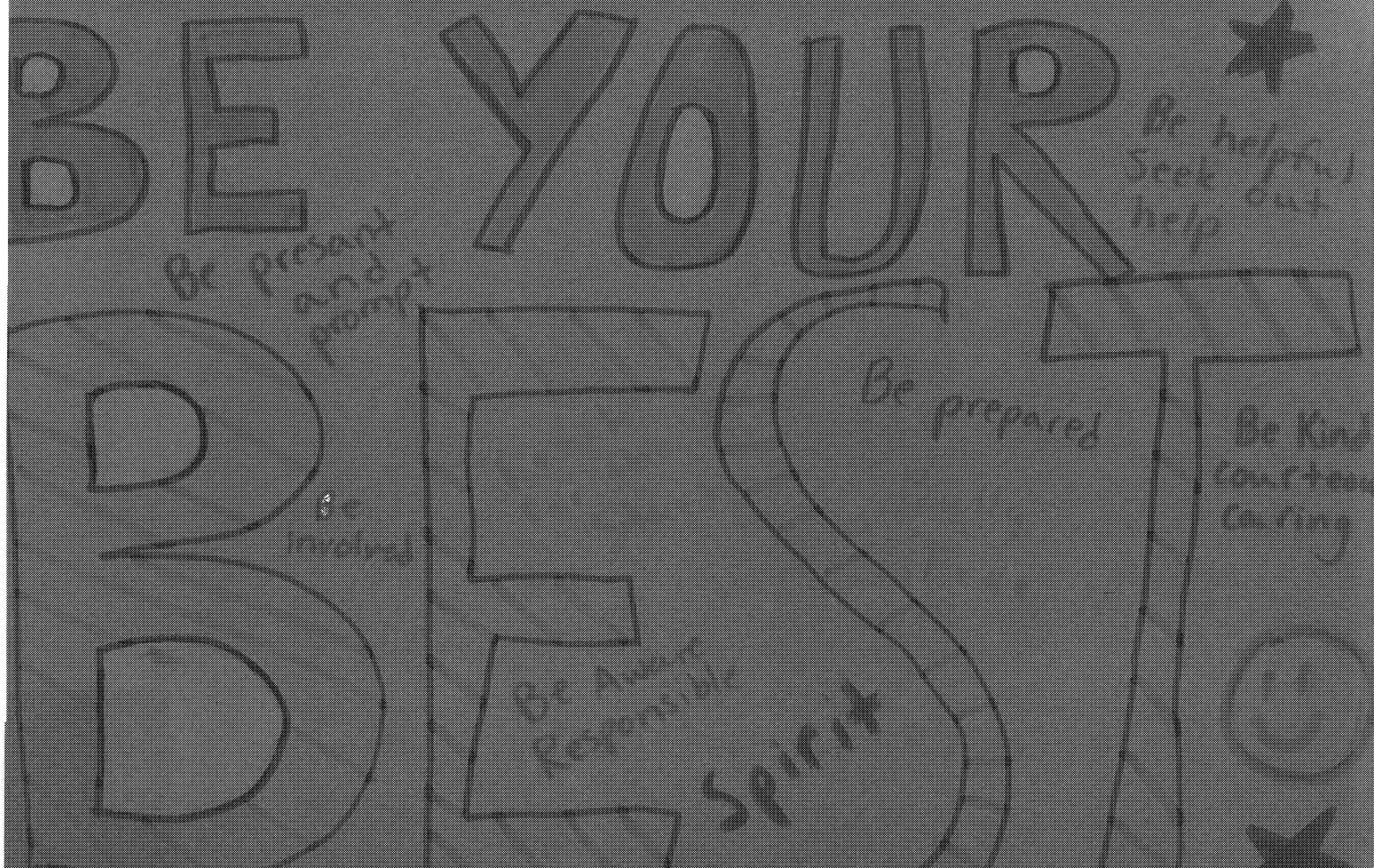
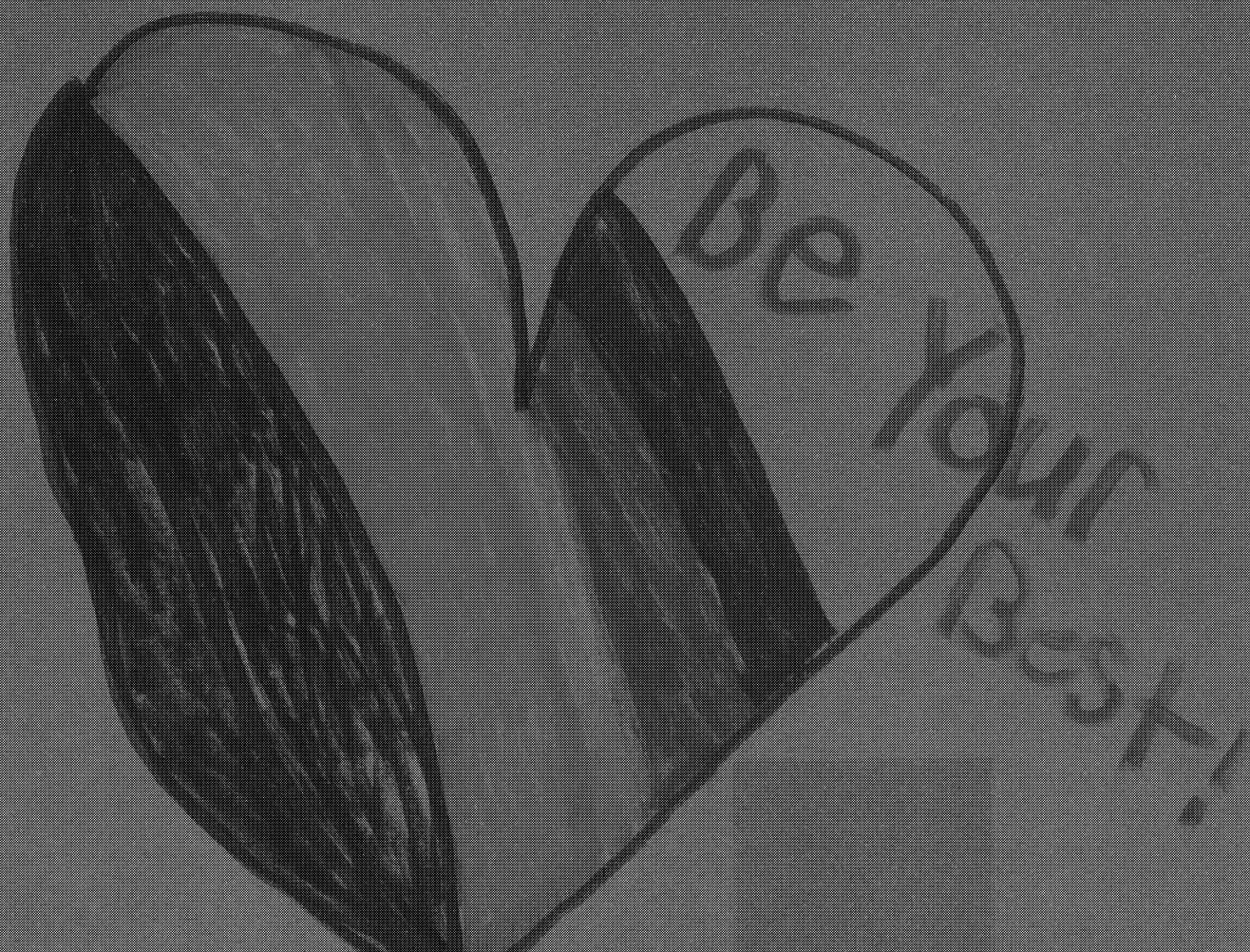
CODE OF CONDUCT 2020- 2021

Katonah-Lewisboro Elementary Schools

Welcome!

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Commitment Statement

My child/children and I have read and discussed the “Be Your Best” Code of Conduct as well as the District Code of Conduct for the Katonah-Lewisboro Schools. We understand the behavioral expectations that are outlined in these Codes of Conduct and realize that there will be consequences for misbehavior. Our signatures indicate our commitment to uphold the rules, values and spirit of these documents.

Date: _____

Family Last Name: _____
(Please Print)

Student(s) Signature: _____ Teacher: _____

Parent/Guardian Signature: _____

*Please sign, cutout and return
this page to your child’s classroom teacher!*

THANK YOU FOR YOUR SUPPORT!

Katonah-Lewisboro Elementary Schools
"Be Your Best"
Code of Conduct

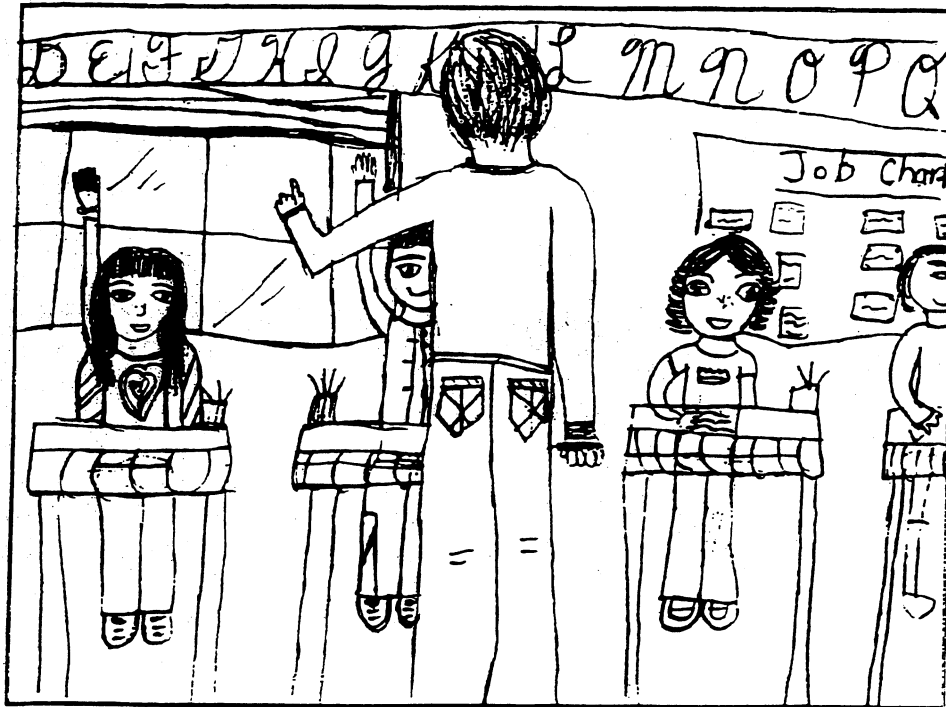
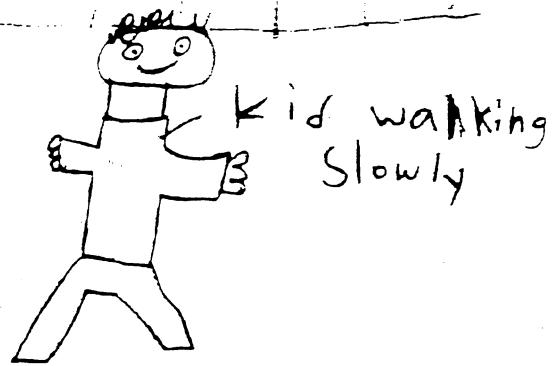
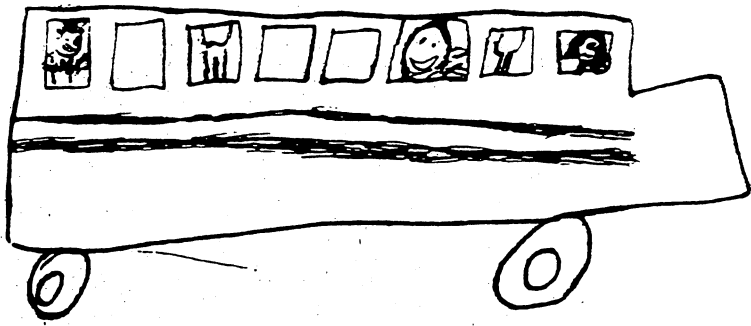
Statement of Philosophy and Purpose

Our community in Katonah-Lewisboro is dedicated to promoting responsible behavior and respect for others. We expect our students to **"Be Their Best"** at all times. All students must be accountable for their actions and understand the consequences for their behavior. Working together, we can provide a safe and nurturing environment for our children.

"Be Your Best" was developed through the collaborative efforts of teachers, staff and parents from each of our elementary schools. To be effective, a school must establish an atmosphere of physical and emotional safety where children can learn and develop academically and emotionally.

Our **"Be Your Best"** program emphasizes safety awareness and defines and encourages a positive code of conduct at school by embracing a set of core values including: respect, kindness, acceptance, responsibility and accountability. Specific desired behaviors are clearly defined and will be fostered by role models and positive reinforcement. Accountability is an important component of this program. Unacceptable behaviors and the consequences for those behaviors are also described but it is important to note that the district Code of Conduct serves as umbrella for student behavior and expectations.

In addition, it is important to note that this year's district Code of Conduct continues to include information about the **Dignity for All Students Act** and our **Bullying Policy** which is included in the Appendix of that document. In the process, it clearly defines bullying, harassment, and types of electronic bullying and/or behaviors that are prohibited and for which there are consequences. We hope that you find this information helpful and we appreciate your support in creating a safe, supportive and orderly school environment.



Be Your Best!
A Code of Conduct for the Katonah- Lewisboro Elementary Schools
And Beyond...

Be Present and Prompt!
Be Prepared!
Be Aware!
Be Your Best!
Be Helpful and Seek Out Help!
Be Kind, Courteous & Caring!
Be Involved!

As a member of the Katonah-Lewisboro School community, you will promise to do your best to:

Standard 1: Be Present and Prompt!

Arriving to school on time helps you to experience all of the learning that our teachers have planned for you!

- Be on time for school.
- If you are late, get a pass.

Standard 2: Be Prepared!

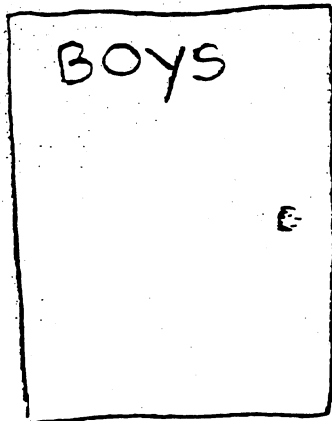
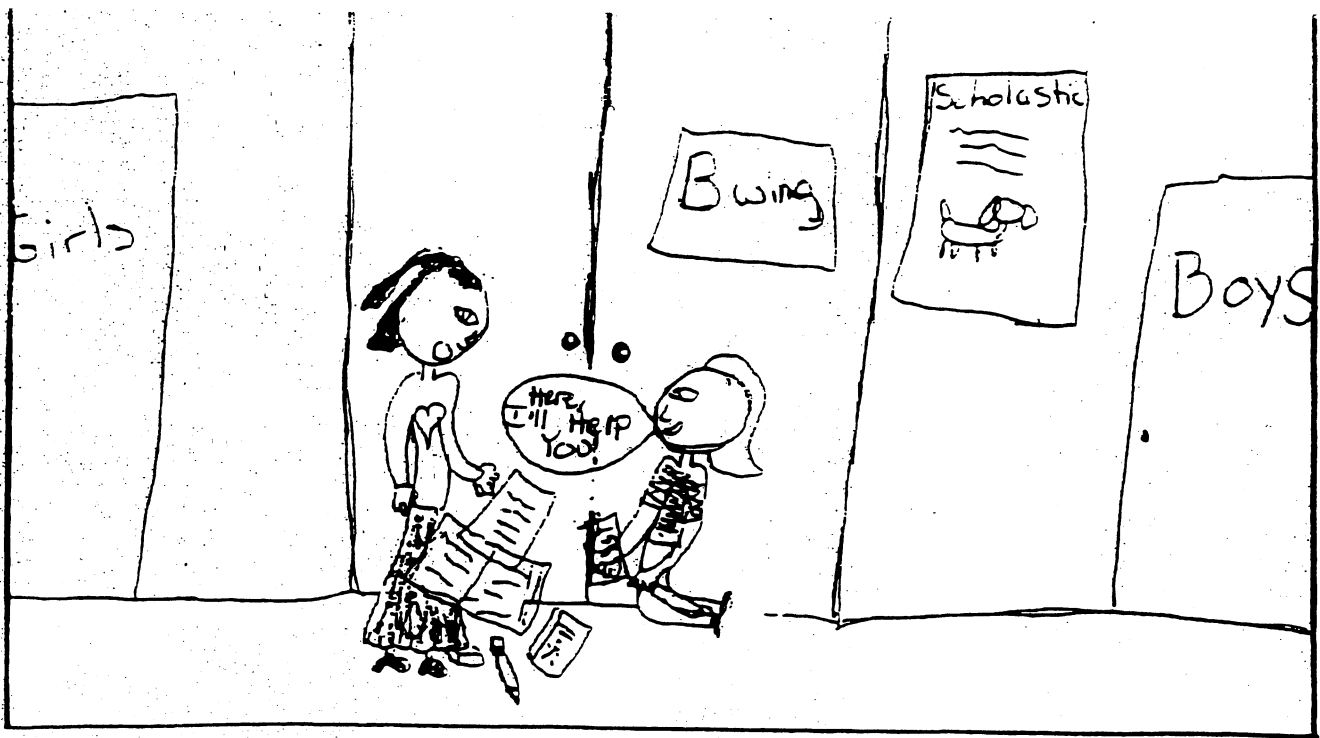
Bringing your materials to school and keeping them organized helps you to keep track of the work you need to accomplish!

- Come to school ready to learn.
- Do your homework and bring it to class.
- Bring materials and library books to school on time.
- Wear appropriate clothing and shoes. (see page 11)

Standard 3: Be Aware!

Knowing and following rules and accepting personal responsibility helps you to be a positive member of our community!

- Know the rules and follow them before, during and after school.
- Behave in an orderly and safe way.
- Stay seated on the bus and follow all bus safety rules.
- Walk in the school building.
- Treat school and other people's property like it is your own.
- Keep your school clean and litter free.

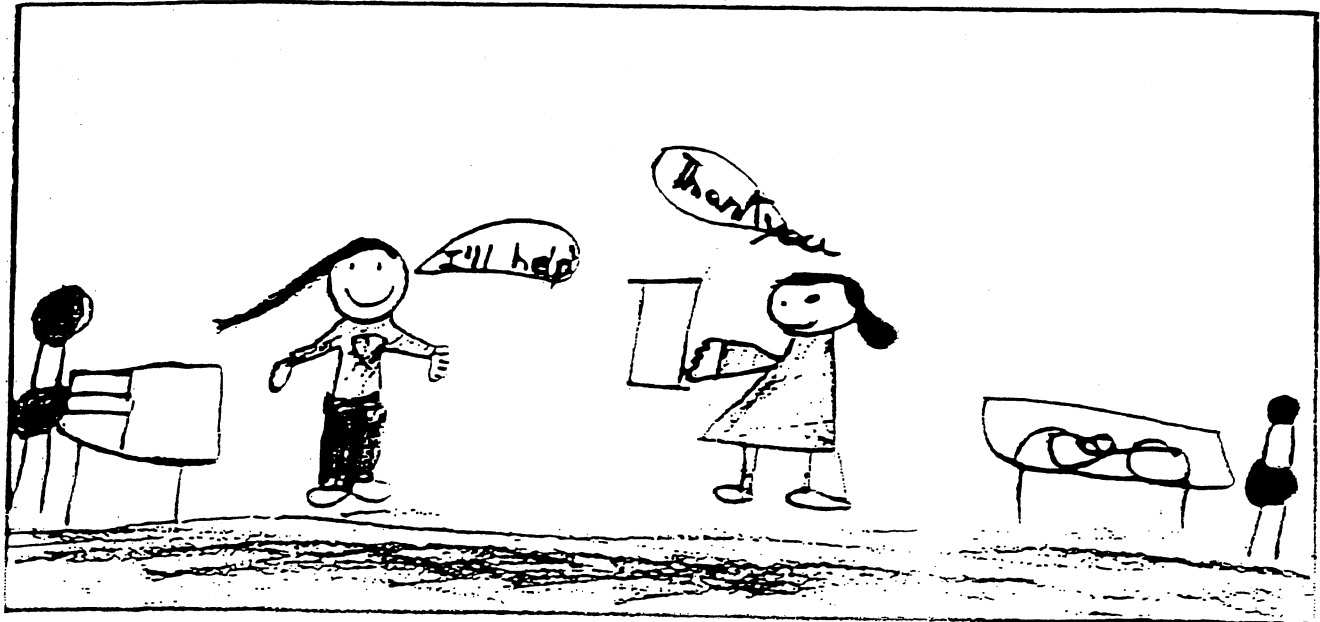


"A boy needs help. He is throwing up."
"In the boys bathroom."



"Where?"

"Okay, I'll come quickly."



Standard 4: Be Our Best!

Giving 100% effort helps you to achieve your personal best!

- Do what's right, not what's popular.
- Be responsible for your own actions.
- Follow through on what you say and do.
- Concentrate on learning and always do your best.
- Listen to and follow instructions.
- Obey school rules even when no one is watching.
- Admit when you have done something wrong.
- Accept the consequences of your actions.

Standard 5: Be Helpful and Seek Out Help!

Seeking help when you need it & helping others makes you a better person!

- Be a good friend.
- Help others when they need help. Don't be a bystander!
- Get help from an adult when you don't know what to do.
- Ask questions when you don't understand something.
- Listen to others, even when you don't agree.

Standard 6: Be Kind, Courteous and Caring!

Treating others, our school community and global community with respect helps you to earn respect!

- Show respect for everyone in the school community: yourself, other students, teachers, staff, monitors, bus drivers, custodians and guests.
- Consider the feelings of others and avoid hurting them with your words or actions.
- Work and play together without fighting, teasing or name-calling.
- Use good manners and polite language.
- 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.

Standard 7: Be Involved!

Participating actively in your classes and activities helps you to really be a part of our school community!

- Participate in class discussions.
- 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.

Expected Behaviors

In addition to the “Be Your Best” rules and values, you should follow the rules that your teachers have established in their classrooms. However, there are many times during the course of the day when you are not under the direct supervision of your classroom teacher. The expectations/rules in the next section of the Code of Conduct apply to those situations such as the dining hall/cafeteria, the playground, common areas, and the bus, where the classroom teachers may not be present.

COMMON AREAS (Hallways, Wings, Restrooms)

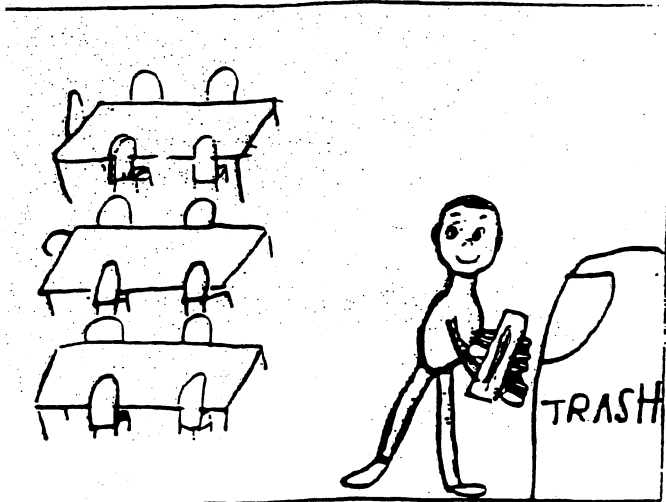
Expected Behavior:

1. Walk quietly in hallways at all times. Go directly to where you were sent.
2. If you need to speak, do so in a quiet voice.
3. Obey all school staff and treat everyone respectfully.
4. Treat all materials and supplies carefully. Remember that other students need to use them too.
5. Clean up supplies and/or return them in the same condition in which you received them.
6. Be considerate when using the restrooms. Use the bathrooms properly and keep them litter free.



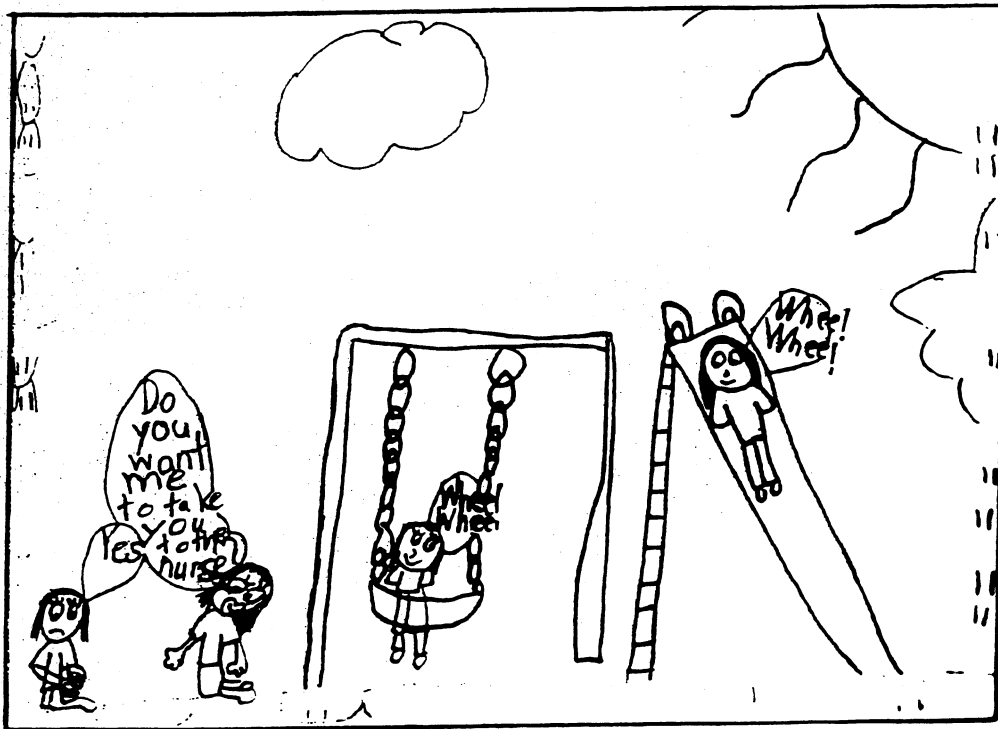
CAFETERIA/DINING HALL, Expected Behavior:

1. Walk into the cafeteria/dining hall and be seated in a calm and orderly way.
2. If you are buying lunch, walk to the lunch line and wait patiently for your turn.
3. Treat the monitors and kitchen staff respectfully.
4. Stop talking and pay attention to the monitors when signaled.
5. Talk in a low voice and use good table manners.
6. Always get permission from a lunch monitor if you need to leave the dining area.
7. Clean up after yourself when it is time to leave.
8. Line up in an orderly way without "cutting" into the line when it's time to leave.



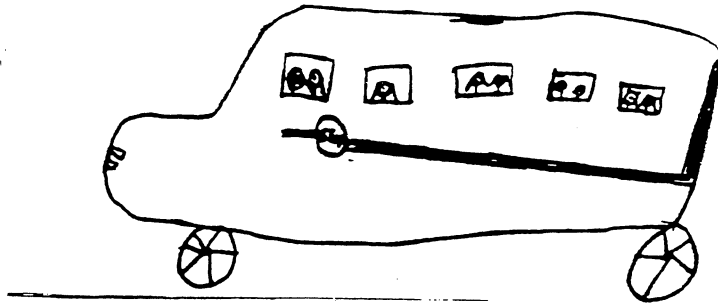
RECESS, Expected Behavior:

1. Listen to the monitors and treat them respectfully.
2. Play safely. Rough play will not be tolerated.
3. Always play fairly and be a good sport, even if you have lost at a game.
4. Be considerate of the rights and feelings of others. Bullying (including teasing, excluding others or hitting others) will not be tolerated.
5. Use appropriate language.
6. Invite students who are not playing to join your game.
7. Line up promptly when recess is over without “cutting” into the line.



“You can be Quarterback”

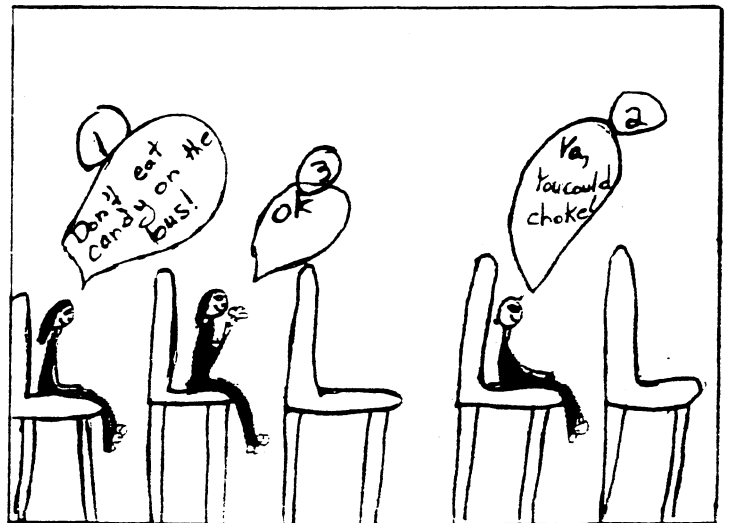
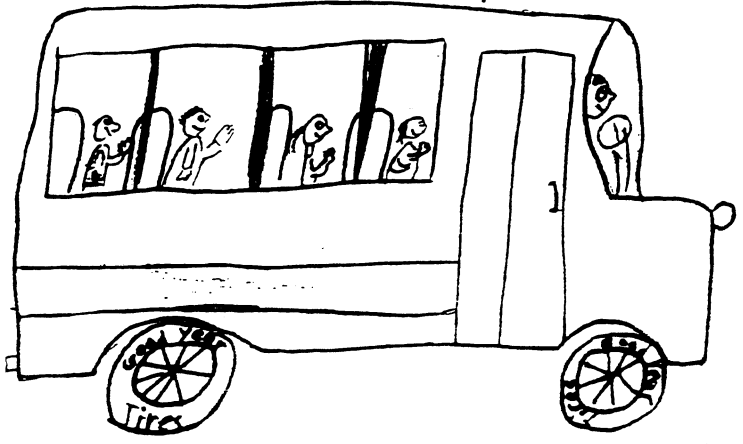
On the bus the children are being quiet



BUS, Expected Behavior:

1. Listen to the driver and treat him/her respectfully.
2. Always follow the instructions of the driver. Walk carefully to or away from the bus.
3. If you have to cross the road, wait for the driver to signal you and then walk in front of the bus.
4. Remain seated at all times.
5. Keep your feet out of the aisle and place book bags on the floor under your seat.
6. Make room so other students can be seated.
7. Speak in a quiet voice to the students who are seated near you.
8. Use appropriate language.
9. Be considerate of the rights and feelings of others. Teasing, bullying and other unsafe behaviors will not be tolerated.
10. Eating food, candy or gum on the bus is not allowed.
11. Playing with bus windows or emergency exit levers is not allowed.

People sitting in their seats properly and quietly.



BEFORE/AFTER SCHOOL ACTIVITIES & EVENTS:

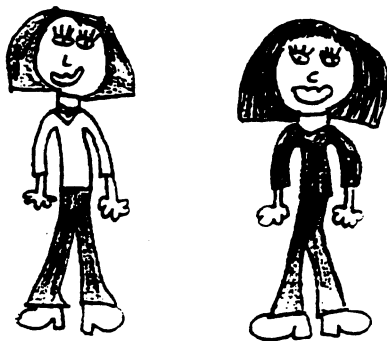
We expect you to “Be Your Best” by abiding by the Code of Conduct at all before and after school activities and events. You are expected to remain in designated event areas and under the supervision of the adult who accompanied you. There will be consequences for unsafe, destructive and disrespectful behavior, which may include suspension from future after school activities and events.



APPROPRIATE CLOTHING:

Parents should see that their children are appropriately dressed. Weather conditions and school energy conservation practices should be considered. Beach attire and inappropriate T-shirt logos are **not** acceptable. Hats and caps should not be worn in school unless special permission has been granted. School activities and specials should also be considered when choosing appropriate clothing.

Sneakers with laces or velcro are required for participation in physical education classes. Clogs, open-toe sandals, hiking boots, ankle length dresses and skirts, jewelry, as well as anything hanging from clothing are not considered appropriate for physical education class or the playground. Children wearing unsafe clothing may not be allowed to participate in physical education class and/or recess. Paint and glue are often used in art class, so washable clothing or a smock may be preferable.

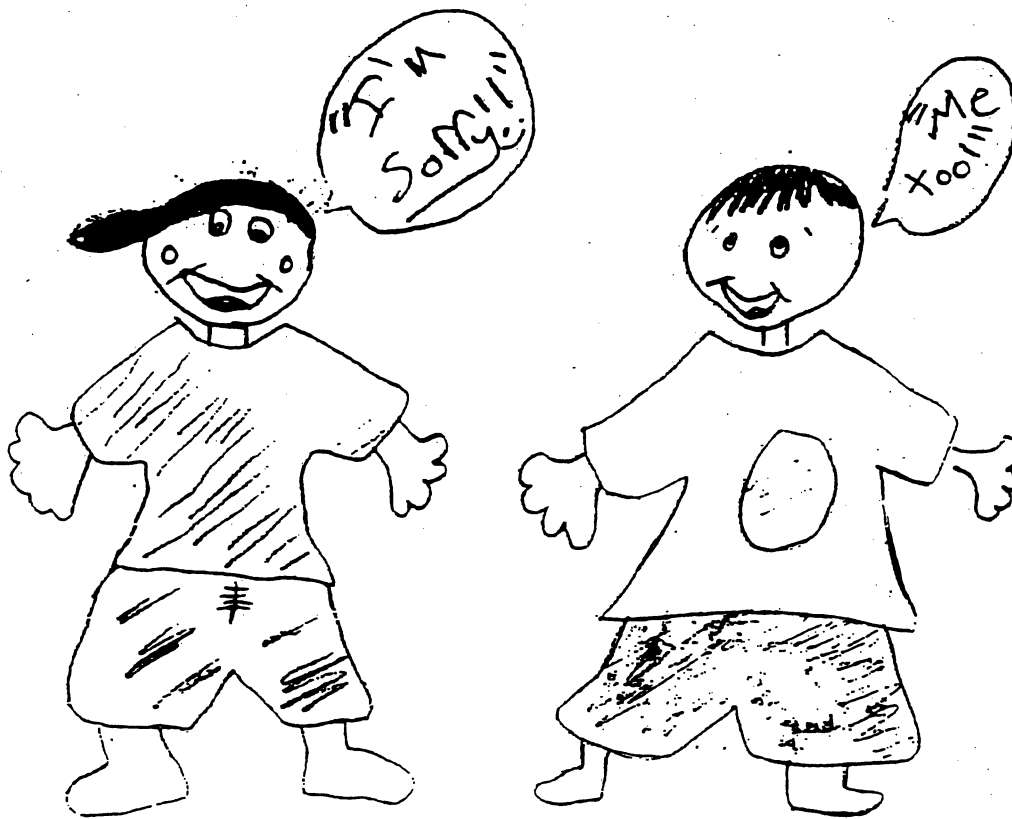


A Note to Parents

What Happens When You are Not Your Best?

Katonah-Lewisboro Elementary School students are expected to “Be Their Best” by behaving properly. Students must understand that their behavior affects others. Misbehavior will result in consequences. The District Code of Conduct, as well as this Be Your Best Code of Conduct, provides clear guidelines for what the expected “good” behaviors are in the various situations that comprise a school day. They also provide guidelines for dealing with misbehavior.

The intention is that student discipline be progressive, meaning that subsequent misbehaviors will receive more serious consequences. However, depending on the seriousness and nature of the misbehavior, a consequence that is more appropriate may be administered. 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, but please refer to the District Code of Conduct for a more comprehensive review.



Consequences For Misbehavior

1st Misbehavior: Verbal Warning

2nd Misbehavior: Time Out

During lunch this may mean sitting apart from other students. If the student has deliberately made a mess, he/she will be responsible for cleaning it up.

At recess the student will have to sit on a bench, apart from other students.

On the bus, the student will sit near the driver for the remainder of the trip.

3rd Misbehavior: Additional Time Out Letter of Apology (description follows)

The student will be asked to write a Letter of Apology for his /her behavior. The student will be required to deliver the Letter of Apology to whoever was affected by the student's misbehavior. If school property is damaged, defaced, or destroyed the student may be held responsible for fixing or replacing it.

A third misbehavior on the bus will also merit a Bus Note, which is generated by the bus driver. If a student receives three bus notes they will be required to sit near the bus driver in an assigned seat for a period of time to be determined.

4th Misbehavior: Administrator's Attention

The student will be called to the office. The school administrator will determine the consequence. The administrator will contact the student's parents to inform them of the incident, consequence administered and any remedies required. The administrator may request a parent/child conference to detail the problem and explain expected behaviors.

A fourth misbehavior on the bus will also merit a second bus note, which is generated by the bus driver. A possible consequence for a fourth misbehavior on the bus is that the student suspended from the bus for a period of time. If a student receives three bus notes they will receive a bus suspension.

Ongoing or Repeated Misbehavior: Administrator's Attention

Among the possible consequences for ongoing misbehaviors is exclusion from an activity, dismissal from school for the remainder of the day, or suspension from school for a period of time.

While a third misbehavior will automatically merit a Letter of Apology, a student may be asked to or choose to write a Letter of Apology for a first or second misbehavior, depending on the seriousness or nature of the misbehavior. The person who has observed the misbehavior will give the student and classroom teacher a letter that describes the misbehavior. The letter also includes an outline of one way to write the letter of apology.

The Letter of Apology is designed to reinforce the notion that everyone is accountable for his/her own actions. It should clearly state what the misbehavior was, why it was wrong and an apology for the misbehavior. Parents should discuss the misbehavior with their child and try to help the child to find a resolution to the problem. The Letter of Apology must be initialed by a parent and returned to school the next day. The Letter of Apology will be delivered to all involved persons, and a record will be kept of it. If the Letter of Apology is not returned to school, the parent or guardian will be called.

Request for a Letter of Apology:

Date: _____

Dear _____,

Today you forgot to "Be Your Best."

Please write a Letter of Apology. Your letter must have at least three sentences in it that explain:

- 1) What your misbehavior was.
- 2) Why it was wrong.
- 3) That you are sorry and will not do it again.

The letter should be written in your neatest handwriting.

(Kindergarten and 1st graders may draw a picture and have a parent help them write the letter.)

Please have your parent(s) initial the Letter of Apology and bring it to school tomorrow. Please give the letter to your classroom teacher. You must also deliver the letter to the people who were affected by your behavior.

Your Letter of Apology should be delivered to:

cc: _____ (Classroom teacher) _____ (Parent's Initials)

Sample Letter of Apology:

Date: _____

Dear _____,

Today I forgot to be my best when I _____

It was wrong to do that because _____

I am sorry and I will not do it again because _____

Sincerely,

_____ (Student name)

Parent Initials: _____

(Student may use space below to draw a picture or attach one)

