



Watervliet Elementary School



CODE OF CONDUCT 2017-2018





WES SCHOOL PLEDGE

**I promise to be respectful
I promise to be responsible
I promise to be safe
I promise to be honest
I promise to be peaceful
I promise to be a problem solver**

**I make these promises because I am
committed to learn all I can, to try
my best, and be all I am.**



WES Administration:

Principal: Mrs. Loida Lewinter
Assistant Principal: Mr. David Wareing

Student Support Services:

Guidance Counselor: Ms. Kelly Bariteau
School Social Worker: Mrs. Alison Santiago
School Psychologist: Mrs. Daniele Tetrault
School Nurse: Mrs. Suzanne Vogel

Main Office Administrative Assistants:

Mrs. Chrissy Daniels

Contact us @ 518-629-3400

Please visit the district website:
www.watervlietcityschools.org for the extended
versions of school district policies referred to in this
handbook.

WATERVLIET ELEMENTARY SCHOOL



Watervliet Elementary School is committed to building and sustaining a positive school climate for all students in order to support their education so that all students can reach their full potential. Watervliet Elementary School's progressive discipline approach ensures that measures are in place that consequence inappropriate behaviors while simultaneously providing support for students to change those behaviors.

Watervliet Elementary School also institutes a number of programs, practices, and policies that take a very proactive approach to developing students who are respectful and responsible such as: Constitution Day, Character Education, Kids of Character Monthly Celebrations, The Morning Meeting, Student Council, Peaceful School Bus, PBIS Boosters, School Store based on Positive Behavior, Great Body Shop, Heritage Awareness activities, district's Code of Conduct, and the Dignity for All Students Act (that includes monitoring of bullying and cyber bullying).

The WES expectations for all students are to: be respectful, be responsible, be safe, and be honest. These expectations are the framework for our student pledge and our rules of conduct. With this in mind, each student has the rights and responsibilities to conduct themselves within the District's expectations outlined in the 2016 -2017 Code of Conduct and the Dignity For All Students Act.

Consequences can range from a parent phone call home to a suspension depending upon the infraction. To change a student's behavior WES works cooperatively with the student and parent to help the student develop positive behaviors, relationship-building and conflict resolution strategies. For your reference, you will find a general listing of our school-wide rules along with basic infractions and possible consequences.

SCHOOL-WIDE, BUS AND CAFETERIA RULES OF CONDUCT

SCHOOL-WIDE RULES



- ★ Follow directions when they are given
- ★ Keep hands, feet, and objects to yourself
- ★ Use appropriate voice level and appropriate language at all times
- ★ Travel through the halls in a safe manner
- ★ Allow learning to occur in the classroom

BUS RULES

- ★ Follow directions when they are given
- ★ Keep hands, feet, and objects to yourself
- ★ Use appropriate voice level and appropriate language at all times
- ★ Stay seated at all times, except when boarding or leaving the bus, or when asked to move by the bus driver
- ★ Food and beverages cannot be consumed on the bus

CAFETERIA RULES

- ★ Follow directions when they are given

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Listed below is a brief summary of infractions and possible consequences. It is not intended to be all inclusive

Basic Infractions: Misbehavior on the part of the student which impedes classroom procedures or interferes with the orderly operation of school.

- ★ Non-compliance with classroom discipline plans
- ★ Verbal threats or harassment
- ★ Talking out during instruction
- ★ Lack of materials, supplies, work
- ★ Dishonesty
- ★ Teasing
- ★ Language
- ★ Hands on another student
- ★ Inappropriate bus behavior
- ★ Inappropriate and/or unsafe behavior

- ★ The use of electronic devices (including, but not limited to cell phones, electronic games, Ipods, smart watches) at inappropriate times during the school day.

Possible Consequences: Warnings, writing assignments, loss of privileges (bus, dining in the café), locker search, classroom detention, office detention, in-school suspension, parent call/conference, student support service, out of school suspension.

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SEVERE INFRACTIONS: Frequent or serious misbehavior that disrupts the learning climate of the school and requires the intervention of administration. Some examples include, but are not limited to:

- ★ Chronic continuation of basic infractions
- ★ Lack of respect toward school and/or personal properties
- ★ Repeated disruptive behavior
- ★ Theft
- ★ Harassment
- ★ Vandalism
- ★ Obscene language or gestures in a threatening manner
- ★ Fighting
- ★ Deliberate actions that endanger the safety of self or others
- ★ Possession of a weapon (guns, knives, box cutters, etc.)
- ★ Threats of violent behavior including intentional threats of harm.

Possible Actions:

- ★ Teacher contacts parent and refers students to administrator

Possible Consequences: Referral to office, parent/teacher conference, loss of privileges (bus, dining in café), behavior management plan, exclusion from non-instructional activities, classroom detention, office detention, in-school suspension, out of school suspension, Superintendent's Hearing. A disciplinary referral is written. The administrator meets with the student for the appropriate disciplinary action. The parent receives a copy of the disciplinary report.

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VISITORS TO THE SCHOOL

In order to facilitate a single point of access security feature in the building, from 8:05 a.m. to 3:00 p.m. on school days all the building's doors will be secured except for the main entrance on the parking lot side. Visitors, guests, and others wishing to gain access to the building must follow the security access procedure listed below.

All visitors entering the school building shall report to the greeter's desk, sign in to the visitors log and show positive identification, e.g. drivers' license. At that time, the greeter shall issue the visitor "a visitor's badge". The visitor shall provide their drivers license, keys or an item of equivalent value in exchange for the badge. The visitor is required to display the identification in a prominent fashion on their person at all times while on campus. At the conclusion of the visitors business they shall return to the greeter's desk to sign out on the visitors log, return their badge and receive their collateral property. It is the duty of the greeter to inventory visitor badges at the end of each school day and note any discrepancies to the building administrator. Visitors who do not comply with the district's requirement for identification shall be asked to leave school grounds.

The entire BOE policy can be found on the district website :

www.watervlietcityschools.org/

DIGNITY FOR ALL STUDENTS

The intent of the amended Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from harassment, bullying (including cyber bullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate.

Students and/or parents should bring concerns to the attention of the classroom teacher, a counselor, or an administrator. For students wishing not to be identified, students can submit concerns to the "Bully Box" located in the Attendance Office.



**THANK YOU FOR WORKING WITH US AS PARTNERS IN YOUR
CHILD'S SAFETY!**

New Policy Changes

Dress Code:

The Board of Education requires students to attend school in attire that meets health and safety standards and does not interfere with the learning process of other students. The Board also requires students to wear appropriate protective gear in certain classes (e.g., home and careers, technology, physical education).

Unless otherwise required for medical or religious purposes, the Board bans: all inappropriate attire including clothing or accessories which disrupt the educational process. This includes, but is not limited to, attire bearing any expression which can be considered obscene, promoting violent behavior, promoting tobacco, alcohol, or other drug use.

Also prohibited:

*wearing of hats, bandanas, hoods and any other disruptive head gear anywhere in the building.

*revealing attire: showing underwear, midriff/stomach, buttocks or cleavage. (i.e. tube tops, net tops, halter tops, plunging necklines, and sheer/see through garment)

*any skirts/shorts that are revealing in nature

*gang paraphernalia

*sunglasses

Also note:

*At the discretion of the administration, students may wear coats (outerwear) inside school buildings during the school day

*Students must wear footwear at all times. Footwear that is a safety hazard will not be allowed.

The Superintendent of Schools and other designated administrative personnel, as well as faculty and staff, have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines. Any student who refuses to do so shall be subject to discipline, according to the school discipline code. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, according to the school discipline code.

Electronics/Acceptable Use Policy:

Students may use personal devices to access the District Network. These devices include, but are not limited to, laptop computers, smart phones, tablet computers, iPads, netbooks, and mp3 players. All activities conducted on the District Network using a personal device, including messages, emails, communications, information and Internet access, are subject to monitoring, inspection, copying, review, access and storing by the district. There is no expectation of privacy, regardless of whether a personal or district-issued device is used to access the District Network. The district will not be liable for any damages, expenses or costs associated with the student's use of the personal device to access the District Network or in the event a student's personal device is lost or damaged.

The District reserves the right to limit and/or terminate Internet access, District Network access or other technology use privileges in the event it determines that a user has violated any district policy or regulation or any state or federal law. The following have been deemed inappropriate uses of technology by the district:

Cyberbullying: Refer to Policy #7552 and Policy #3410 (Code of Conduct).

If it is determined that students used or accessed the District Network, including Internet access to engage in cyberbullying, the user will be subject to discipline consistent with the Code of Conduct (#3410). It should also be noted that "cyberbullying is a misdemeanor punishable by a \$1,000 fine and /or up to one year in jail.

Accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit material.

- III Using the District Network for illegal activity, including copyright infringement, or for uses that violate the district's Code of Conduct or other policies.
- IV Vandalizing the account or data of another user.
- V. Gaining unauthorized access to another account, confidential records or District Network operations, including using another person's account name with or without permission.
- VI. Sharing personal user ID or password
- VII. Using any method or means to bypass the Internet filtering system.
- VIII Disrupting or damaging equipment, software or the operations of the District Network, including creating or installing a computer virus or other damaging program.
- IX. Using district technology for personal or financial gain.
- X. Installing or using personal software on an individual computer or the District Network.
- XI. Downloading software without permission
- XII E-mail broadcasting or "spamming"
- XIII Misrepresenting yourself by using a false/fictitious identity in any electronic communication.
- XIV. Posing any material or information that may result in a disruption of normal school operations, including transmitting offensive or harassing messages, insults or attacking others or using obscene language.

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