

H.C. Crittenden Middle School



RESPECT FOR ONE ANOTHER

CODE OF CONDUCT
2016-2017

H.C. CRITTENDEN MIDDLE SCHOOL CODE OF CONDUCT

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INTRODUCTION

The Byram Hills School District is committed to core values which “permeate the institution, drive the decisions, elicit strong reactions when they are violated, are the very last thing to be given up.” The H.C. Crittenden Middle School community maintains a core value, “Respect for One Another.” The school community must continually strive to translate our core value into specific, positive practices and behaviors “to make real the vision of what our children have the potential to be.” To assist in the realization of our vision, the H.C. Crittenden Middle School will establish a clearly stated Code of Conduct with our shared core value as the underlying philosophy.

The creation of the H.C. Crittenden Middle School Code of Conduct resulted from extensive discussion and involvement of parents, students and staff. The total school community will determine the essential and expected student behaviors which will foster a positive school climate in which maximum learning can take place.

Everyone wants a safe, orderly, and inviting school -- an environment where teachers can teach and students can learn. Everyone wants to know the standards, rules, and expectations of discipline. Discipline is a process that teaches and self discipline can be learned from firm, but gentle, discipline policies and procedures.

To maintain high standards of behavior in a busy school is an enormous job - a task requiring the involvement of all stakeholders with different ideas and opinions. In the summer of 1993 the H.C. Crittenden Middle School community, working together, set out to develop a specific behavior management system - a Code of Conduct. Our task is made easier by a common core value, “Respect for One Another”- a strong foundation upon which to build a school wide discipline model.

The ultimate goal of the H.C. Crittenden Code of Conduct is to foster self-control and responsibility in each child. Following these rules will create a desirable climate for learning in our school. We are all more likely to conform to these rules when we fully understand the need for them and the responsibility to follow them. When a large number of students are housed in one building it is obligatory to have a Code of Conduct.

The Code of Conduct is in accordance with the Byram Hills School District Code of Conduct adopted by the Byram Hills Central School District Board of Education on May 29, 2012,, and built upon our core value, “Respect for One Another.” “The Board acknowledges the New York State Dignity Act, effective July 2012, states that no student shall be subjected to harassment by employees or students on school property or at a school sponsored function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or at a school sponsored function”(Byram Hills School District Code of Conduct, Policy 5300).

The H.C. Crittenden Middle School Code of Conduct is divided into sections defining required general conduct, necessary conduct in specific areas, and natural consequences for misbehavior. There are normally a range of consequences that will be consistently and fairly enforced for each misconduct. The specific consequences from the options will be determined by the severity of misbehavior or the frequency of misconduct. From the range of consequences students are able to identify inevitable, predictable, and natural consequences possible for each misbehavior.

Every student has the right to learn and the right to be free from harassment or fear, and pursuant to section 100.2 of the Regulation of the Commissioner of Education the students should be aware of their rights and responsibilities:

- *Students have a right to participate in school activities unless properly suspended from participation pursuant to the school's Code of Conduct.*
- *Pursuant to Education Law 3214, students have due process rights that must be observed before a suspension from school.*
- *Students have the right to present their versions of the facts and circumstances leading to the imposition of disciplinary sanctions by appropriate staff members.*

In certain cases, it should be noted that mandatory suspension will be applied to students committing egregious offenses.

Offenses for which mandatory suspensions will be applied are:

- Selling, using or possessing alcohol, drugs, other controlled substances or drug paraphernalia on school property.*
- Selling, using or possessing dangerous materials or instruments including weapons, fireworks, lighters and matches (unless such materials are part of the instructional program) on school property.*
- Creating a hazardous situation which endangers others. This includes, but is not limited to, setting false alarms and reporting bomb scares on school property.*
- Fighting, violent behavior or activities which endanger the health and safety of students on school property.*
- Insubordination that threatens the health and safety of students or others or disrupts the educational process.*
- Smoking on school property.*
- Gambling.*

It is essential that all stakeholders responsible for maintenance of the H.C. Crittenden Code of Conduct be fully aware of the rules and guidelines in this booklet. The Code of Conduct is reviewed on the first day of school with the students by the principal.

When all stakeholders adhere to the H.C. Crittenden Middle School Code of Conduct, the benefits gained are an orderly school and an enjoyable environment for everyone.

Please review the Code of Conduct as a family and return the acknowledgment form on the first day of school.

GENERAL CONDUCT

The H.C. Crittenden Middle School provides quality instruction, guidance, and experiences to enhance the academic and social development of students. Adhering to the rules of general conduct will assist students to develop positive discipline habits for life.

ATTENDANCE AND TARDINESS

Regular attendance and promptness are essential for success in school.

Conduct

Students are expected to attend school every day unless they are ill. After an absence, a student should present a note, signed and dated by a parent, explaining the absence. Students who are absent from school are not to be on school grounds, and may not attend after school activities on the day of the absence.

Students are expected to arrive at school on time. Students should not be dropped off at school before 7:35 a.m. unless they have an appointment with a teacher for extra help. Students are to be in first period classes at 7:45 a.m. for attendance and announcements. Classes begin promptly at 7:50 a.m. If a student arrives after 7:50 a.m. he/she should report to the attendance officer with a note signed and dated by a parent explaining the tardiness. A tardy pass will be given to the student before reporting to the scheduled class. The student will not be admitted to class without a tardy pass.

Students are expected to attend all of their classes while in school.

Students are expected to be in classes within 3 minutes after the ending bell of the previous class.

Consequence

An unexplained absence will be followed up with a telephone call to the home by the attendance officer.

Unexcused tardiness will result in detention. Persistent tardiness will be referred to administration, and a parent conference will be held. Detention will be assigned for excessive tardiness. All class work missed as a result of tardiness must be completed.

Parental notification and detention for each class cut. Repeated cutting of classes will require a parent conference, detentions to make up class work, and guidance intervention.

Verbal reprimand and detention will be served for lateness without a pass. Repeated tardiness to class will result in parental conference and detentions.

CHEATING - PLAGIARISM - FORGERY

Students are expected to complete homework, class work or projects without copying or cheating. Deliberate plagiarism will not be tolerated. Students must not represent the work or ideas of others as their own.

Conduct

Students are expected to complete tests, homework, and projects honestly and independently.

Consequence

Disciplinary action by the teacher, parental notification, or possible suspension depending on circumstances.

Students are not to engage in forgery of parental signatures.

Disciplinary action by the teacher, parental notification, or possible suspension depending on circumstances.

DRESS

H. C. Crittenden Middle School students are expected to exercise sound judgment and good taste in determining what to wear to school.

Conduct

The wearing of hats in the school building is prohibited.

Consequence

Hats will be confiscated for 24 hours. Repeated offense will result in parental notification, detention, and possible suspension.

Clothing and other items which are distracting or revealing are not permitted. These may include, but are not limited to, clothing that is extremely tight or form-fitting, clothing that has inappropriate rips or tears, clothing that does not cover the midriff, and clothing that contains inappropriate sayings or graphics. Specific items that are not acceptable in a school setting include short shorts, skirts or dresses (if shorts are worn to school, it is recommended they be knee length), half or three quarter length T-shirts, mesh shirts, strapless tops, thin strapped shirts and halter tops that do not fully cover the shoulders and back, and visible display of undergarments. The wearing of such footwear as high heels and clogs is discouraged for safety reasons. Teachers and other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in a school setting.

Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing, or be asked to wear clothing provided by the school, if available, for the school day. Students who are frequently spoken to regarding attire may be assigned detention.

ELECTRONIC DEVICES

The Board of Education recognizes that there are personal electronic devices (e.g. phones, laptops and other electronic devices) that have educational applications and can be a positive means to facilitate communication and instruction. These devices shall be allowed to be used by students in grades 6-8 when they are part of a lesson and under the direction of a teacher. Recognizing that the display and/or use of such devices can cause disruption to the educational process, misuse of any electronic devices may result in a loss of privileges and possible disciplinary action.

Byram Hills provides appropriate and adequate technology to support classroom instruction. The District is

aware that not every student may have access to the same level of personal technology, and will make every reasonable effort to ensure that no student is disadvantaged by permitting the use of personal devices. The use of student-owned devices is optional.

In addition to the following provisions for the use of personal electronic devices, students will be expected to comply with the Acceptable Use Policy (4528) and all class and school rules while using personal electronic devices. The permitted use of a personal electronic device on school grounds and during school hours will be consistent with the use of District computer facilities and the District Local Area Network (LAN), with the goal of maintaining the highest standards of acceptable technology use.

Byram Hills School District, Student Policy 5695

Conduct

Students are responsible for securing their own electronic devices. Electronic devices are not allowed to be used during the school day unless permitted by teacher for educational purposes. During any school activity, electronic devices are subject to the discretion of any faculty, staff or school administrator. When electronic devices are not in use under a teacher’s supervision, they are not permitted to be used in common areas (hallways, lavatory and cafeteria).

Consequence

Temporary confiscation, parental retrieval of electronic devices, disciplinary action by the teacher, parental notification, or possible suspension of privileges depending on circumstances.

FIELD TRIPS

The H. C. Crittenden Middle School Code of Conduct determines the behavior of students while on field trips.

Conduct

The middle school sponsors several worthwhile educational field trips involving entire classes throughout the year. Students and parents are expected to read and sign the behavior codes for specific trips, and students are responsible for proper conduct and behavior.

Consequence

Violation of the Code of Conduct while on a field trip may result in disciplinary action, including the possibility of being sent home with a chaperone at the parents’ expense and possible suspension from school.

If a student has cumulative behavior incidents during a school year, the student may be excluded from participation in any or all field trips.

FIGHTING AND EXCESSIVELY ROUGH PLAY

Fighting, violent behavior or activities which endanger the health and safety of students or others are prohibited.

Conduct

Students are not expected to fight or engage in any rough behaviors that can endanger the safety of others.

Consequence

Parental notification, detention, or possible suspension.

HARASSMENT AND BULLYING

“Harassment” and “bullying” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that’s (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental,

emotional and/or physical well-being; including conduct, threats, intimidations or abuse that reasonably causes or would reasonably be expected to cause emotional harm; (b) reasonably causes or would be expected to cause physical injury to a student or to cause a student fear for his or her physical safety; or (c) occurs on school property, at a school function or off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Conduct

Harassment, bullying and/or discrimination may include a single severe incident or multiple incidents that are pervasive in nature, and that creates a hostile environment. Acts of harassment and bullying shall include, but not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and nonverbal actions.

Consequence

Parental notification, apology, detention, or possible suspension.

ILLEGAL SUBSTANCES AND DANGEROUS ITEMS

Conduct

Students are expected to come to school without illegal substances including alcohol and drugs.

Students are expected to come to school without tobacco.

Students are expected to come to school without dangerous materials such as weapons, fireworks, matches or lighters.

Students are expected to come to school without nuisance materials that detract from the school environment such as stink bombs, water pistols, disappearing ink, gag toys, etc.

Consequence

Confiscation, parent notification, immediate suspension from school, and notification of appropriate law enforcement agencies.

Confiscation, parental notification, and possible suspension from school.

Confiscation, parent notification, suspension from school and notification of appropriate law enforcement agencies.

Confiscation, parent notification, detention and possible suspension from school.

HALLWAYS

Controlled voices and walking in hallways are essential for safety and efficient passage to and from classes, as well as before or after school.

Conduct

Students are expected to speak quietly and to walk in the hallways keeping to the right to avoid congestion.

Consequence

Verbal reprimand or detention depending on severity of incident.

No student is permitted to walk through the hallways without a pass while classes are in session. During lunchtime students must have a pass for specific areas other than the intramural and recess areas.

Detention for each infraction.

LANGUAGE

H. C. Crittenden Middle School students are expected to communicate in a respectful manner.

Conduct

Consequence

Students are expected to use appropriate and respectful language. Abusive or obscene language or gestures are prohibited including threats, cursing, and slurs.

Verbal reprimand and / or apology. Repeated offenses will result in parental notification, detention, and possible suspension. Major or serious obscene language or disrespect will result in parental notification and suspension.

SKATEBOARDS AND ROLLERBLADES

Conduct

Consequence

Students should not bring skateboards or rollerblades to school or ride a skateboard or use rollerblades on school property.

Confiscation, parental notification, and parental retrieval of items.

SPECTATOR CONDUCT

Spectators are an important part of athletic competition, extracurricular activities, and other school functions. Spectators should conform to accepted standards of good sportsmanship and conduct at all times. Respect and consideration should be shown toward officials, coaches, players, advisers, performers, chaperones and fellow spectators.

Conduct

Consequence

At assemblies students are expected to sit in assigned seats and demonstrate courteous, appropriate behavior. Whistling, shouting, and stamping of feet are inappropriate. A designated signal will be used to notify students that the program will begin and all talking must cease.

Removal from assembly and parental notification. Repeated offenses will result in detention and/or denial of participation in future assembly programs.

At athletic events students are expected to demonstrate courteous and appropriate conduct. Posted rules and regulations must be obeyed.

Removal from event, parental notification, and if offenses are repeated, denial of participation.

At socials students are to follow the Code of conduct drawn up by the Student Council.

Removal from event, parental notification, and depending on severity of offense, denial of participation in future events.

THEFT - GAMBLING – EXTORTION

The harassment or coercion of any person at H. C. Crittenden Middle School is prohibited.

Conduct

Consequence

The use of threats and intimidation to extort money or favors from any individuals is prohibited.

Parental notification, detention, possible suspension and possible notification of appropriate law enforcement agencies.

Theft of any personal property will not be tolerated.

Parental notification, detention, possible suspension and possible notification of appropriate law enforcement agencies.

Gambling will not be tolerated.

Parental notification, detention, mandatory suspension and possible notification of appropriate law enforcement agencies.

RESPECT

Respect for fellow students and all school employees is a core value that should permeate the entire school. Students are expected to demonstrate respect for people and property. Students will show respect by:

- being honest, courteous, and polite.
- accepting the rights of others to their own opinion.
- settling differences peacefully.
- displaying good sportsmanship.
- participating in the maintenance and cleanliness of the school.
- honoring the property of others.

RESPECT FOR SCHOOL PERSONNEL

Conduct

Consequence

Students are expected to demonstrate respect towards all school personnel at all times.

Parental notification, apology, detention and possible suspension.

Rudeness, insolence and insubordination directed toward school employees will not be tolerated.

RESPECT FOR SCHOOL PROPERTY

Students are to respect school property and develop feelings of pride in our community institutions.

Conduct

Consequence

Students are expected to care for their own property, school property entrusted to them, and the property of others, including but not limited to

Parental notification, detention, restitution, and possible suspension.

textbooks, science equipment, supplies, projects, Chromebooks, etc.

Defacement of school property or vandalism will not be tolerated.

Parental notification, restitution, and possible suspension.

Littering in school will not be tolerated.

Verbal reprimand, mandatory school service and possible detention

Gum chewing is prohibited in school at all times to keep school property clean.

Verbal reprimand, mandatory school service and possible detention for repeated infraction.

Furniture throughout the school should be respected as furniture in the home. Avoid placing waste paper and refuse into desks. Never write on, scratch, or mar desks or other school furniture.

Parental notification, restitution, detention, or possible suspension.

CODE OF CONDUCT FOR SPECIFIC AREAS AND TIMES

During the school day at specific times and in specific places, it is necessary to have clearly defined rules and regulations because large groups of students are living and working together.

Appropriate conduct based upon respect and consideration will result in a pleasant environment in these areas. Infraction of the rules will result in a verbal reprimand, parental notification, detention, or possible suspension depending on the incident.

BUS CONDUCT

Students are expected to follow the H. C. Crittenden Code of Conduct on the buses. Students are to ride only their regular buses unless granted office permission to do otherwise. The driver has a tremendous responsibility for the safety of student passengers. Students should follow bus safety rules and not distract the driver. Misbehavior on buses or at bus stops may result in suspension of bus privileges.

DINING HALL CONDUCT

The following rules for dining hall conduct will promote a safe, orderly and pleasant environment for students to enjoy their noontime meals.

- *Students are to report to the dining hall, walking in an orderly fashion.*
- *Students purchasing lunch should form a single file line as directed by dining hall aides. Cutting in line is not permitted. Entry into the serving area will be guided by an aide. Students are required to wait quietly in line.*
- *Students bringing lunch from home may purchase milk in a designated area.*
- *Stealing from the dining hall service will be considered grounds for suspension from school.*
- *Food may not be taken from the dining hall.*
- *Dining hall aides and servers are to be respected and obeyed by students at all times.*
- *Students are to sit and eat at tables of their choice. This privilege carries the student responsibilities of remaining seated and behaving in an appropriate manner.*

- Talking should be conducted at a normal conversational level. Loud talking, yelling or shouting is not permitted.
- Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter; offenders may be suspended from school during lunch periods.
- Students are responsible for cleaning their own dining areas.
- Students may leave the dining hall for the recess areas or gymnasium with the aide's permission. Students going to the nurse, the library, the computer centers, or a teacher must obtain a pass and submit it to the aide.
- Students who continually violate dining hall rules may have lunch privileges suspended.

LUNCH RECESS CONDUCT

Failure to comply with these rules will result in disciplinary action.

The following rules have been established to ensure the safety and security of all individuals:

- Students must remain in designated areas at all times. The woods and the rainbow bridge are strictly off limits. Students must stay off chain link fences and the lawn area in front of the building.
- Those students who are to meet with a teacher during recess must have a written, dated pass from that teacher. This pass must be presented to any teacher or aide requesting it.
- Students may not re-enter the building without permission from an aide.
- If a child is hurt while outside, he or she is to inform an aide. As necessary, the aide will assist or direct the student to the nurse's office.
- Excessively rough play, such as wrestling, or arm/wrist wrestling, pushing or tripping is not permitted.
- The throwing of rocks, acorns, snow, ice or other objects is strictly prohibited.
- Ball playing will be in designated areas only. Only soft playground balls may be used.
- Recess equipment provided by the school is to be used properly and safely. Students are reminded to share the various equipment. Please be sure to return the equipment at the end of the recess period.
- When the signal is given, students are to line up immediately and re-enter the building through the cafeteria. Students are to exit and enter the building only through the cafeteria.
- Students must respect and obey teachers and aides **AT ALL TIMES.**

EMERGENCY EXIT PROCEDURES

School emergencies are handled best when students understand the serious meaning of a fire drill.

Surviving an actual disaster is often the difference between a well-rehearsed student and an unpracticed one. Panic is avoided when students cooperate when following the proper fire drill procedures.

A few rules will help:

- When the alarm sounds, stop working immediately and move toward the assigned exit in an orderly fashion.
- In each room there is a notice indicating which exit to use to vacate the building. Your teachers will acquaint you with these directions during the first few days of school.
- If an exit customarily used has been blocked, proceed to the nearest usable exit, listen for instructions from your teacher, and walk quietly in a single, orderly line to the designated location.

ABSOLUTE SILENCE IS NECESSARY

- When outside, proceed until the group is away from the building. A teacher will take attendance. Permission to go back into the building will be given by the teacher in charge.

- Follow the directions of your teacher **AT ALL TIMES**.

HEALTH OFFICE

No food or drinks are allowed in the Health Office unless necessary for medical purposes.

No students are to go to the Health Office without a pass except in the case of severe injury or illness.

Students are not to go to the Health Office between classes.

Students are not to go to the Health Office toward the end of a period unless absolutely necessary. They should wait and get a pass from their next period teacher so that teachers know where they are.

TECHNOLOGY

Devices

The Byram Hills School District provides each student at H. C. Crittenden with a Chromebook for use throughout the school day. These devices are meant to facilitate communication and instruction and should be used under the direction of a teacher. Students are expected to care for their assigned Chromebook and report any issues immediately to the Technology Department through the 2016-17 Chromebook Incident Report found on the HCC homepage.

In addition, the use of student-owned devices, such as smartphones and personal laptops, is allowed at HCC (Byram Hills School District, Student Policy 5695). These devices shall only be used by students with the permission of a teacher. Recognizing that the display and/or use of such devices can cause disruption to the educational process, misuse of any electronic devices may result in a loss of privileges and possible disciplinary action.

The following provisions for the use of electronic devices are expected:

- Students will comply with the Acceptable Use Policy (4528) and the Students and Personal Electronic Devices Policy (5695), as well as all class and school rules while using electronic devices.
- The permitted use of a personal electronic device on school grounds and during school hours will be consistent with the use of District devices and the District Local Area Network (LAN), with the goal of maintaining the highest standards of acceptable technology use.

Internet

Students will have access to the District's wifi while in the building. All devices must be logged into the BHSD Secure Network in maintaining CIPA (Children's Internet Protection Act) requirements. Violations may result in a loss of access as well as other disciplinary or legal action.

Conduct

Students are responsible for securing their district issued Chromebook, as well as their own electronic devices. Electronic devices are not allowed to be used during the school day unless permitted by teacher for educational purposes. During any school activity, electronic devices are subject to the discretion of any faculty, staff or school administrator. When electronic devices are not in use under a teacher's supervision, they are not permitted to be used in common areas (hallways, lavatory and cafeteria). District issued Chromebooks are not to be placed in lockers or locker rooms.

Consequence

Temporary confiscation and/or parental retrieval of personal electronic devices, disciplinary action by the teacher, parental notification, or possible suspension of privileges depending on circumstances.

LOCKERS

Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property. The following regulations should guide student use of hall lockers:

- Students are expected to keep lockers clean and organized at all times.
- Students should keep their lockers locked at all times.
- Students should not disclose their locker combination to other students.
- The only times that students are permitted to go to their lockers without permission from a teacher are directly before and after lunch periods, or at the beginning and end of the school day.
- Students should not write on lockers or place stickers on or inside lockers.
- Students should never force, kick, slam or damage lockers in any way. If there is a problem with a locker, the student should notify the office. Under no circumstances should students tamper with or open a locker other than their own. Students should not leave money or other valuables such as jewelry in their lockers.

OFFICE BEHAVIOR

The offices of the school are places where visitors receive their first impression of H. C. Crittenden Middle School. These are places where our core value, **Respect for One Another**, is to be shown to all staff and visitors who are conducting business there.

Students are expected to exhibit good manners and courtesy at all times when visiting any office whether running an errand, or waiting to meet with staff.

Good office manners include the following behavior:

- patience in waiting your turn
- sitting quietly
- not socializing with other students

RESPONSIBILITIES OF STAKEHOLDERS

It is the ultimate goal of H.C. Crittenden Middle School to provide an environment that is conducive to learning. This will be achieved by a staff that provides guidance, a friendly atmosphere, and is committed to a philosophy regarding the rights, procedures and responsibilities the students. All staff have an obligation to set fair and reasonable standards of behavior for students, and to take the necessary steps to maintain these standards.

The H. C. Crittenden Code of Conduct consists of reasonable rules based upon respect to produce a positive learning environment. These rules will be systematically emphasized and consistently enforced. All stakeholders are responsible for good discipline.

RESPONSIBILITIES OF STUDENTS

To achieve academic and social success, the students of the H. C. Crittenden Middle School should familiarize themselves with the following responsibilities:

- *Be respectful of others at all times.*
- *Accept full responsibility for your behavior and actions.*
- *Use good judgment when stating opinions or giving ideas.*
- *Obey the rules and regulations without expecting special consideration.*
- *Be honest in dealing with others.*
- *Be prepared for class, seek help when needed and be responsible for making up all missed work and tests during absence or tardiness.*
- *Avoid missing school for unimportant and avoidable reasons.*
- *Respect school property and exert influence on others to do the same.*
- *Use the power to vote wisely.*
- *Make the best use of time and contribute willingly to group activities.*

RESPONSIBILITIES OF PARENTS

- *Become familiar with and support the implementation of the H. C. Crittenden Code of Conduct enthusiastically.*
- *Be objective and supportive of the school's decision when rules and consequences affect your child.*
- *Accept responsibility for your child's behavior and learning.*
- *Encourage respect for school property.*
- *Encourage and model respect for all school personnel.*
- *Schedule all medical appointments and other appointments after school hours when possible.*
- *Encourage attendance at school.*
- *Make all arrangements for after school activities before the child leaves for school.*

RESPONSIBILITIES OF ADMINISTRATORS

- *Communicate the H. C. Crittenden Middle School Code of Conduct to students, staff, parents and the community.*
- *Support all stakeholders in the proper implementation of the Code of Conduct.*
- *Enforce the consequences as determined by the Code of Conduct.*
- *Be role models for all stakeholders and promote dignity and respect at all times.*
- *Set aside designated days for supervised administrative detention.*

RESPONSIBILITIES OF STAFF

- *Uphold our core value, **Respect for One Another***
- *Treat each other and students with dignity.*
- *Act as a role model for students by practicing courtesy, promptness, and professionalism in dealing with students, colleagues and parents*
- *Accept responsibility for upholding the Code of Conduct*
- *Monitor behavior in classrooms, hallways, or group meeting areas*
- *Apply the appropriate consequence for infractions*
- *Support each other in upholding the Code of Conduct*

RESPONSIBILITIES TO PREVENT CYBERBULLYING

Responsibilities of Students

- *Be respectful of others while using the Internet and online communication sites*

- *Be active participants in school-based cyberbullying awareness programs*
- *Inform an adult (parent, counselor, administrator, teacher, etc.) of any inappropriate online communication pertaining to yourself or others*
- *Be supportive of peers who are victims of cyberbullying*

Responsibilities of Parents

- *Cyberbullying research strongly encourages parents to take the following proactive steps at home:*
 - *Keep computer in a common area in the home where monitoring of use is easily accessible*
 - *Smartphones, laptops, and other electronic devices should be kept outside of child's bedroom at night*
 - *Know your child's online passwords*
 - *Monitor child's Internet and phone activity as well as frequency of use*
 - *Acceptance of administrative consequences for a child's participation in cyberbullying*

Responsibilities of Administrators

- *Assess instances of cyberbullying*
- *Enforce appropriate discipline and consequences as determined by the Code of Conduct*
- *Direct staff as needed to monitor students who have engaged in cyberbullying and/or who have been victimized by such activity*
- *Support PTSA in cyberbullying educational parent programs*
- *Provide educational directives to teachers and staff to support programs that are implemented throughout the year*
- *Maintain documentation of cyberbullying instances*

Responsibilities of Staff

- *Participate in designing appropriate educational programs to address cyberbullying behavior*
- *Report student concerns surrounding cyberbullying to counselors, parents, and administrators*
- *Monitor social interactions among students both in and outside of the classroom*
- *Provide support to victims of cyberbullying*
- *Maintain documentation of cyberbullying instances*

Responsibilities of Community

- *Aid in investigation and possible consequences in cyberbullying cases*
- *Work collaboratively with school personnel on cyberbullying programs*
- *Work with PTSA to provide an educational component for parents*

DEFINITIONS

SUSPENSION - *Students who are suspended from school are in the custody of their parents and are prohibited from school grounds, all sports, and after school activities on the day (s) of the suspension. Students who are suspended from school are responsible for all academic work missed. The work should be completed during the day(s) of the suspension and submitted to the appropriate teachers upon return. When returning to school from a suspension, a meeting will take place that includes the student, parent and administrator. At this time, the infraction and strategy for remediation will be discussed. Additional meetings/sessions will be held between guidance counselor and student upon his/her return to school.*

CUMULATIVE BEHAVIOR INCIDENTS - Students exhibiting consistently poor behavior which has resulted in multiple, documented infractions of the H. C. Crittenden Middle School Code of Conduct, may be prohibited from participation in sports, extracurricular activities and school trips.

DETENTION - Students will be required to serve detention during lunch or after school for the following reasons:

1. Breaking rules where detention is listed as a consequence in the Code of Conduct handbook
2. Continually not upholding academic responsibilities, for example, homework, assignments, etc.
3. Any other infraction of the rules that does not support our core value and interferes with the safety and learning of other students.

Parents and students will be given twenty-four hour notice prior to detention in order to make arrangements.

Detention is from 2:30 - 3:50 p.m. Lunch time detention with a teacher begins after the first 15 minutes of lunch.

DIGNITY FOR ALL STUDENTS ACT - New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The premises and tenants of The Dignity Act are incorporated in the Byram Hills and H.C. Crittenden Codes of Conduct. Ms. Kim Lapple, assistant principal of H.C. Crittenden Middle School is designated as the Dignity Act Coordinator.

CYBERBULLYING – Harassment or bullying through any form of electronic communication. In order to be actionable under this Policy, cyberbullying that occurs off campus must create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

H. C. CRITTENDEN MIDDLE SCHOOL

STUDENT / PARENT CODE OF CONDUCT ACKNOWLEDGMENT FORM

We have read and discussed the ramifications of the Code of Conduct outlined in this manual.

Student Name (Please Print)

Date

Student Signature

Date

Parent signature

Date

This signed form must be returned to your child's language arts teacher on the first day of school.

Note:

Please feel free to contribute suggestions for the improvement of this manual at any time during the school year.