

## Longwood School District's Primary (K-4) Code of Conduct (Summary Version)

At Longwood all children have the right to feel safe and supported when they come to school. Responsible behavior is expected from all. Responsible behavior includes; listening to each other, remembering that hands are for helping, caring about the feelings of others and being responsible for what we say and do. Students are expected to have good behavior everywhere; on school property, at school functions, and while on the school bus. This means being a good citizen, using manners (saying please and thank you), using kind words, treating others the way you want to be treated, accepting every one for who they are, and telling the truth.

**Student Rights and Responsibilities:** Longwood will make sure we do everything we can to make all of our students safe. Our students have to do everything they can to make our schools safe so that we can all learn. Students are expected to conduct themselves in an appropriate manner, and to learn to accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students' responsibilities are to attend school, behave appropriately, and do their very best in their school work. Inappropriate behavior is not permitted and students are expected to dress appropriately as outlined in the *Code of Conduct* and District policy.

**Essential Partners:** Parents/Guardians, Teachers, Social Workers, School Counselors, School Psychologists, Principals, Assistant Principals, The Dignity Act Coordinators, school personnel, and the Board of Education are important team members and all have a role in actively supporting the *Code of Conduct*. Parents/Guardians are encouraged to participate in their child's education. The essential partners are responsible for maintaining a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

Principals and Longwood School District Administrators are responsible for making sure the school is a safe, supportive, place, ensuring there is active teaching and learning. It is their job to enforce the *Code of Conduct*. All situations that are seen as not following the *Code of Conduct* will be resolved promptly and fairly. Other school personnel serve as positive role models and reinforce the *Code of Conduct*. The Board of Education supports the learning process through following the *Code of Conduct*, and its rules. This is one way we all work together to achieve our goals.

The Dignity Act Coordinators: 1. encourage a safe and supportive school environment for all students regardless of actual or perceive race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. 2. Work with the building and district personnel, and parents in the shared decision teams and wellness committees. 3. Help teachers find better ways to teach students civility in classroom instruction and classroom management. 4. Helping with bullying prevention. 5. Be responsible for monitoring and reporting on the how well the district's anti bullying, harassment & discrimination policy are working. 6. Help make sure situations that do not allow for a safe and supportive school environment are addressed as required by The Dignity for All Students Act. 7. Address personal biases (opinions) that may prevent equal treatment of all students and staff.

**Discipline Procedures:** The *Code of Conduct* states students and staff members are responsible for reporting the breaking of rules to appropriate school personnel. Building principals will contact the police when necessary. The *Code of Conduct* gives guidelines for consequences for misbehavior. A disruptive student is defined as a student who disrupts the educational process of other students' learning. These consequences will be fair, firm and consistent in order to improve future conduct. There will always be an opportunity of each student to speak with a Principal about the incident to give his/her side and for all the information to be considered. This is what is called due process. Due process includes special consideration for any student with special needs. Overall, all students are considered in creating a safe, supportive and productive learning environment. Corporal punishment (hitting) of any student by any employee is strictly prohibited by the *Code of Conduct* and District policy.

**Conduct outside of school:** Students may not engage in misconduct outside of school that endangers the health and safety of students or staff within the school. Examples of such misconduct include, but are not limited to: 1. Cyber bullying 2. Threatening and harassing students or school personnel over the phone or the internet. 3. Using the internet, social media, or electronic devices to convey threats, derogatory comments or post inappropriate pictures or videos of students or school personnel.

**Visitors/Public Conduct:** Visitors to the school grounds must report to the sign-in station upon arrival at the school where they will be required to sign a visitor's register and receive a visitor's pass. All persons on school property or attending a school event shall conduct themselves in a respectful and orderly manner in accordance with the provisions outlined in the *Code of Conduct* and in the District policy.