



## ELEMENTARY CODE OF CONDUCT

Portville Elementary School has designed a Code of Conduct to ensure that every student that attends PCS has a positive experience. Within this Code of Conduct you will find the guidelines on how we intend to keep PCS a positive place for students, community members, faculty and staff. If everyone adheres to the standards we have set, then all students will meet their full potential.

### **Responsible behavior**

Use self-control in your actions and words

### **Mutual respect**

Treat yourself and others with care and consideration

### **Concern for others**

Be truthful, honest and fair in your dealings with others

### **Cooperation**

Listen and work together to make a positive contribution

### **Personal excellence**

Put forth your best effort in whatever you attempt

It is our hope that students will successfully follow the Elementary Code of Conduct. However, in the event that a consequence is necessary, it will be selected from a range of options (please refer to the list of Disciplinary Actions).

## **DISCIPLINARY ACTIONS**

- Verbal warnings given by teachers and other school personnel
- Loss of privileges
- Contact parents via telephone, mail or email
- Parent conference, face to face meeting
- Sent to principal
- Principal warning-given by the principal in writing
- Principal detention (time spent in the principal's office)
- In school suspension
- Out of school suspension
- Restitution (payment for damages)
- Superintendent hearing for suspension
- Refer to an outside agency
- Alternative Education

NOTE: Other offenses or violations will result in appropriate disciplinary action as deemed necessary by the principal. Administration may impose penalties based on the seriousness of the infraction, plus a Superintendent's informal hearing and notification of police when necessary.

## **OFFENSES**

Listed below are examples of such incidents which the faculty, staff and administration of Portville Central School consider to be offenses. The list is a guideline to the types of offenses that could have a negative impact on the educational process. Included with this list are possible actions/consequences to be taken by the classroom teacher or staff member in order to handle such misbehavior. The classroom teacher or staff member may use the consequences as a guideline. He/she is not limited to the suggested actions/consequences.

### **CATEGORY 1 OFFENSE:**

(To be used by the classroom teacher and/or staff member)

- Unprepared for class
- Class tardiness (late to class)
- Disruptive in class
- Littering on school property
- Inappropriate attire (indecent, dangerous, distracting, or portraying negative slogans)
- Cafeteria disturbance (throwing food, etc.)
- Abuse of restroom privileges

Consequences:

- Verbal warning
- Call or write parents/guardians
- Detention with teacher
- Parental conference
- Loss of privilege
- Repeat offenses are referred to Principal for further action

### **CATEGORY 2 OFFENSE:**

- Repeated Category 1 offense
- Insubordination (refusing to follow reasonable teacher/staff/principal directions)
- Vandalizing school property
- Stealing
- Providing false information to staff
- Illegal absence (with parental knowledge)
- School tardiness (late to school without written excuse)
- Use of tobacco products
- Fighting
- Internet abuse
- Truancy (absent from school w/o parent knowledge)
- Cheating/plagiarism/academic dishonesty
- Inappropriate language and/or gestures

Consequences:

- Principal detention
- Parent conference
- In school suspension
- Loss of privileges
- Suspension from class
- Refer to outside agency
- Out of school suspension
- Restitution (payment for damages)

### **CATEGORY 3 OFFENSE:**

- Attack or threaten staff
- Use or possession of alcohol or drugs
- Criminal acts (bomb threats, false alarms, assaults, major vandalism, arson, etc.)
- Use or possession of firearms/weapons
- Repeated Category 2 offense

Consequences:

- Out of school suspension
- Superintendent hearing
- Refer to outside agency
- Alternative Education
- Restitution (payment for damages)

### **Principal Detention:**

Students will spend time in the principal's office. The length of time will be chosen by the principal.

### **In-School Suspension:**

Students will be responsible for completing all assignments and tests as provided by his or her teachers.

### **Out of School Suspension:**

Parents are responsible for the supervision of the student. The student will not be permitted on school property until the day following the final day of his/her suspension. The suspension ends on the school day following the final date of his/her out of school suspension.