District Mission Statement

In the Penfield Central School District, we are all learners who work collaboratively in an environment of educational excellence, providing experiences that develop the individual and diverse talents and abilities of all our students to prepare them for successful lives as life-long scholars and contributing, responsible citizens.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to Parents, Guardians, and Students</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Restorative Practices for Behavior</td>
<td>5</td>
</tr>
<tr>
<td>Hot Topics</td>
<td>6</td>
</tr>
<tr>
<td>Dress Code</td>
<td>8</td>
</tr>
<tr>
<td>Use of Electronic Devices</td>
<td>8</td>
</tr>
<tr>
<td>Transportation: Kindergarten to Grade Five</td>
<td>10</td>
</tr>
<tr>
<td>Appendix</td>
<td>13</td>
</tr>
</tbody>
</table>
Dear Parents, Guardians, and Students,

We are excited about the start of the new school year and pleased to once again provide our Elementary Code of Behavior Expectations. This document incorporates our basic district philosophy, as it pertains to student behaviors, and presents it at a level understood by kindergarten through fifth grade students. It is our hope that this student friendly version will encourage our elementary students to read it with you and become better acquainted with PCSD’s behavior expectations.

Working with parents/guardians as community partners is very important to us. We value your input, and diligently work to ensure the success of all students. Please discuss these expectations as a family to help us provide a positive learning environment for each and every child.

If you have any questions about the Elementary Code of Behavior Expectations, please don’t hesitate to contact your child’s principal.

Sincerely,

James Peiffer
Assistant Superintendent for Curriculum and Instruction
INTRODUCTION

The Elementary Code of Behavior Expectations

The Elementary Code of Behavior Expectations shall apply to all students at all times, including:

- in school buildings
- on school grounds
- on all school vehicles
- at all school, school related, or Board-sponsored activities, including, but not limited to school field trips and school sporting events

Consequences for Disciplinary Action

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student’s actions constitute an infraction of policy. Principals, teachers and staff may use varying levels of disciplinary consequences according to the level of misconduct and interpretation of related district policy.

Consequences should have the following characteristics:

- **Relevant** = Meaningful to the student
- **Reliably Enforced** = Provided in a consistent way
- **Related** = Have direct connection to the misconduct
- **Respectful** = Helpful, but not a “put down” to the student

Consequences for elementary students will be determined by the building principal using the guideline of “developmentally appropriate.”
ELEMENTARY STUDENT RIGHTS AND EXPECTATIONS

The teachers and staff of the Penfield Central School District want our students to be successful learners. We respect your right to an education that will help you become a contributing member of our community and society.

- You have the right to learn in a safe school setting.
- It is expected that you will practice safe behavior and that you will be respectful of others in your school.
- You have the right to be respected as a unique individual. Your family, culture, language and values will be honored. You have the right to express your individual identity without fear that others will not accept you or value your choices as a student.
- Your differences as a student make you an important part of your school. It is expected that all students will not be bullied, criticized, or excluded because of their race, ethnic group, gender, weight, religion, religious practice, socio-economic status or individual beliefs.
- You have the right to speak up for others when you see that they are being treated in an unfair and/or unsafe manner.
- It is expected that you will treat others the way you would like to be treated.
- You have the right to attend school each day, unless you have reason to be legally excused.
- It is expected that daily learning experiences are geared to your specific strengths and needs.
- You have the right to dress according to your own sense of style/fashion within the district dress code standards.
- It is expected that you will present yourself in a manner of dress that is respectful and appropriate for the school setting. (See Student Dress Code)
- You have the right to choose whether or not to recite the Pledge of Allegiance.
- It is expected that you act in a respectful manner during the Pledge of Allegiance whether or not you choose to recite the pledge.
RESTORATIVE PRACTICES FOR MISBEHAVIOR

The building principal may implement restorative justice measures. These measures help the responsible student(s) to:

- Restore their relationship to the affected person(s)
- Restore their relationship to the school community
- Make progress in personally assuming responsibility for their actions
- Reduce the likelihood of repeating the behavior
- Increase empathy for and understanding of the affected student(s)

These actions may include receiving counseling, participating in 1:1 or group conflict management, making a verbal or written apology, entering a behavioral agreement, providing community service to the school, cleaning up or making up for damages. These consequences increase the student’s awareness of his or her personal responsibility and the effects of his or her actions on the other person(s). Restorative practices are used alongside other disciplinary measures.

Respect = Courteous to others
Educational Achievement = Learning lifelong skills
Safety & Health = Keeping yourself healthy and protected
Total Participation = Full participation in class; being ready for class
Orderly Process = Following school expectations in a courteous and safe manner
Responsibility & Integrity = Practicing honest ways of completing school assignments (no copying, borrowing others’ work or cheating)
Every Person = Being respected for who you are – gender, race, culture, religious beliefs, disability or learning needs.

❖ *It is our desire with all discipline at the elementary level to work toward correcting behaviors through the use of proactive positive supports as well as appropriate and meaningful behavioral interventions.*
HOT TOPICS

Bullying!

DRESS CODE

How to Ride the Bus

Use of Electronic Devices
**BULLYING**

Misconduct of a more serious nature at the elementary level could warrant more severe consequences. At the elementary level, the PCSD uses discipline that works towards correcting behaviors by using positive support as well as appropriate behavioral interventions.

**Bullying** will not be tolerated. Bullying means repeated behavior or behavior that has the potential to be repeated by an individual student, an individual student within a group of students, or group of students that is intended to cause another student(s) to feel frightened, threatened, humiliated, shamed or physically hurt. Bullying includes cyberbullying or on-line communications that are inappropriate and could foreseeably disrupt the school environment.

**Action:** Schools take bullying as a serious offense. Consequences related to the misbehavior will be used.

**Harassment** is when a student(s) engages in action that injures, puts down, devalues, or disgraces other individuals.

**Action:** Schools will take appropriate action against all students who are accused of this misconduct.

**DISCRIMINATION**

Discrimination is showing bias that is based on a person’s actual or perceived race, color, weight, disability, religion, religious practice, national origin, gender or sex. Discriminatory behavior against students can occur in a number of ways:

- By another student
- By groups of students
- By employees
- On school property
- At a school function
- Or off school property that could potentially disrupt the school environment.
DRUGS, ALCOHOL AND

TOBACCO

Drugs, alcohol, and tobacco (including vaporizing cigarettes and e-liquids) are not permitted in any school. Our Delphi Counselors educate elementary school students regarding the negative aspects of experimentation with or use of these harmful substances.

Action: Students and parents/guardians will be involved as appropriate consequences are determined by school authorities.

WEAPONS

Weapons are forbidden in schools. Our district policy considers the possession of any weapon (guns, knives, sharp pointed objects that could harm another individual) to be a serious form of misbehavior.

Action: Strong consequences will be taken by school authorities and may include suspension from school and/or a superintendent’s hearing.

Consequences used in our schools can include, but are not limited to, any of the following:

- Restorative practices (counseling, mediation, etc.)
- Verbal warning
- Phone call home and student or school official tells what has happened
- Time out – In or out of the classroom
- Lunch detention
- Loss of recess
- Suspension from school
- Superintendent’s hearing
DRESS CODE

Students are expected to wear clothing that is appropriate for the school setting. Clothing worn should not be a distraction or offend others in the school. The following guidelines should be used as clothing requirements:

- Clothes and shoes will not present a safety issue.
- Clothing will not include inappropriate messages about the use of alcohol, drugs or tobacco or display vulgar language.
- Hats and caps will not be worn in the school building, unless special permission has been given by teaching staff or school authority.
- Clothing must cover back of shoulders, midriff, and cover chest, buttocks and underclothing.

USE OF ELECTRONIC DEVICES

Students are given the right to use computers or electronic devices owned by the PCSD for educational purposes. Students are expected to obey district policy when using computers or electronic devices and to observe the following:

- Only use electronic devices for cooperative and friendly interactions with other students
- Only access safe websites that are approved for student use
- Only use personal electronic devices (cell phones, iPods, etc.) with your teacher's permission

ATTENDANCE

Daily school attendance for each student is a valuable expectation for school success. The Compulsory Education Law requires regular attendance for all students from the age of 6 years through the end of the year in which they turn 16 years of age. If your child is not in school, unless legally excused, he/she cannot receive that day's instruction from the teacher. The following guidelines should help students/parents and guardians meet the requirements of this law:
• Call the school attendance line to notify the school of your child’s absence and reason for absence. This can be done 24 hours a day, 7 days a week by leaving a voicemail message.
• Request missed work by making arrangements through the school’s main office.
• Children taken out of school for vacation, when school is in session, are illegally absent.
• Children, who are late or tardy to school, after 8:55 a.m., must have a signed, written excuse. Children who arrive late should report directly to the main office to sign in.

Written permission must be provided for any student released during the school day. A request to have a student excused should be sent to school with the student the morning of the dismissal and should include the time and reason for early release.
TRANSPORTATION: KINDERGARTEN-FIFTH GRADE

Bus drivers are responsible for safely transporting students to and from school/school sponsored events and for enforcing school bus expectations. School bus safety rules have been developed by the PCSD transportation department to ensure your child’s safety when riding the school bus. Consequences will be assigned at the building level by the principal. The following are the Consequence Guidelines for Bus Misconduct:

1st Referral
Bus driver provides report to school principal. The report is then sent home to notify the parent/guardian.

2nd Referral
Same as first in addition to conference/phone call to parent guardian with a strong warning of more severe consequences if misbehavior continues.

3rd Referral
Same as second referral with possible denial of bus privileges, as deemed appropriate by building principal.

Repeated, significant misconduct may result in denial of bus privileges. In the case of a special needs student, an alternative form of transportation to/from school may be assigned.

IMPORTANT BUS INFORMATION

- Be at your bus stop on time. Buses are not allowed to wait.
- Parents or another responsible adult shall supervise children as they wait for the bus.
- Be sure your child has a plan of what they do if no adult is at your home when they return from school.
- The driver must signal before you may cross in front of the bus.
- Do not eat or drink on the bus.
- Anything you bring on the bus should be in a bag and should be labeled with your name on it.
SCHOOL BUS SAFETY RULES

Penfield school bus drivers and attendants care about your safety! Your mature and responsible bus behavior helps us protect all students on your bus.

1. Respect Your Driver and Attendant
   • Always follow their instructions - their job is to protect everyone on the bus.
   • Observe general classroom behavior on the bus - distracting your driver could cause an accident.

2. Respect Other Students
   • Treat others as you want to be treated - absolutely no name-calling, put-downs, threats, or bullying. Show courtesy and respect to all your fellow riders at all times.
   • No vulgar or inappropriate language.
   • Keep your hands to yourself.
   • Be at your bus stop at least five minutes early - it’s dangerous to arrive late at the stop, and it’s unfair to make other students late for school.

3. Respect Your Own Safety
   • Go directly to your assigned seat and stay seated at all times. School bus seats are designed to protect you if you are seated correctly, facing forward.
   • Place backpacks or other items on your lap or on the floor in front of you.
   • No eating, drinking, or chewing gum - you could choke, and food mess creates an unhealthy environment on the bus.
   • Check for traffic before exiting the bus and move directly away from the Danger Zones around the bus as soon as you get off the bus. If you must cross the street, wait for your driver’s signal, and check carefully for traffic. Please do not use a cell phone or wear headphones while boarding or exiting your bus.
   • Avoid clothing or backpacks with long, dangling straps or drawstrings. They’re dangerous - they can get tangled in the handrail or door as you exit the bus.
   • If you drop anything near or under the bus, leave it there - step back away from the bus, and ask an adult to help.
   • No smoking, tobacco products, lighters, or matches - fire on a school bus is extremely dangerous.
   • Keep your hands, feet, and head inside the bus at all times.
• Never throw anything on the bus. You could injure another student, or distract the driver and cause an accident.

4. Respect School Property
• Do not litter, mark up or damage seats, or play with emergency equipment - you and your parent(s)/guardian(s) are financially responsible for any damage you cause to the bus.

**IMPORTANT**: If anyone makes you feel threatened, bullied, or unsafe on the bus or at the bus stop, or if you know another student is being threatened or harassed, always tell your driver, attendant, parent/guardian, or another adult as soon as possible.
## Problem Solving Contact List / Parents should start at Step 1.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student progress,</td>
<td>Classroom/Content area teacher</td>
<td>K-5: Building Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>related concerns</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum/Instructional</td>
<td>Classroom/Content area teacher</td>
<td>K-5: Building Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Behavior</td>
<td>Classroom/Content area teacher</td>
<td>K-5: Building Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>ATHLETICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
<td>Athletic Director</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td><strong>BOARD POLICIES</strong></td>
<td>Administrator closest to source of complaint i.e.; principal, director, departmental supervisor</td>
<td>District Clerk</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>BULLYING</strong></td>
<td>Nearest Adult Staff Member</td>
<td>School Counselor</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td><strong>EXTRA-CURRICULAR ACTIVITIES</strong></td>
<td>Club Advisor</td>
<td>Principal</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td><strong>HEALTH/WELLNESS RELATED ACTIVITIES</strong></td>
<td>School Nurse for individual student concerns; Head Nurse for district level or policy concerns</td>
<td>Head Nurse for district level or policy concerns</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td><strong>SAFETY/SECURITY</strong></td>
<td>Principal</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>SPECIAL EDUCATION</strong></td>
<td>Classroom teacher or Special Education teacher</td>
<td>Principal or Special Education Administrator</td>
<td>Director of Special Education</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td><strong>TRANSPORTATION</strong></td>
<td>Bus driver</td>
<td>Principal</td>
<td>Director of Transportation</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td><strong>BUILDING USE</strong></td>
<td>Main office management assistant</td>
<td>Building Principal</td>
<td>Assistant Superintendent</td>
<td></td>
</tr>
<tr>
<td>Non-athletic facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING USE</strong></td>
<td>Building Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOOD SERVICE</strong></td>
<td>School head cook</td>
<td>Director of Food Services</td>
<td>Assistant Superintendent</td>
<td></td>
</tr>
<tr>
<td><strong>FREE/REDUCED LUNCH PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEFINITIONS

The following definitions provide an explanation of the terms most frequently used in this manual:

**Board:** Board of Education

**Detailed Procedures:** The document that supplements this Student Conduct Manual, including detailed procedures related to the items described in this document.

**Disruptive Behavior:** An act that is substantially disruptive to the educational process, such that managing the disruption interrupts the educational process, and/or an insubordinate action that interferes with or diminishes the authority of school personnel.

**In-School Suspension (ISS):** In-School Suspension can also be referred to as “Intensive Study Services” and is the temporary removal of a student from the classroom(s) to a designated area in the school building where that student will receive a substantially equivalent, alternative education.

**Out of School Suspension (OSS):** The removal of a student from the school building for one or more days. The principal may impose OSS for serious infractions of the rules of conduct for periods not to exceed five school days. The superintendent may impose OSS for serious infractions of the rules of conduct for periods that can exceed five school days by way of a Superintendent’s Hearing. The District will offer alternative instruction to students who are within the compulsory attendance age (i.e., until the last day of the school year [July 1-June 30] in which they reach the age of 16).

**Parent/Guardian/Caregiver:** A family member or members and/or the person(s) identified in parental relationship as defined by Educational Law, Section 3212 – generally, the primary caregiver(s) of our students.

**Staff:** All hourly and contract employees of the District.

**Superintendent:** The chief executive officer of schools, or the superintendent’s designee.
**Superintendent’s Hearing:** A hearing by which the superintendent or a Board of Education approved Hearing Officer may suspend a student for longer than five school days. Students who disagree with the superintendent’s decision may appeal to the Board of Education, which will make a decision based on the record of the superintendent’s hearing.

**Support Staff:** School psychologists, school social workers, school counselors, school nurses, occupational therapists, physical therapists, speech therapists, teaching assistants and teaching aides are all support staff.

**Teacher Removal:** The act of a teacher removing from the classroom a student who engages in a disruptive or violent act in accordance with both the statutory requirements of the District’s Code of Conduct. In such cases, the student will be escorted to the designated area and be provided educational programming and activities. Teachers will also immediately report and refer instances of a violent act to the school principal or superintendent for violation of the Student Code of Conduct. The administration must then comply with the reporting requirements. **NOTE:** Removal from the classroom is not the same as suspension from school.

**Violent Act:** An action that significantly damages any property, involves possession or use of a weapon or dangerous implement, and/or involves a display or threat made with or without what appears to be a weapon or dangerous implement capable of causing physical injury or death.

**Violent Behavior:** Any behavior that endangers the safety, morals, health, or welfare of others.
<table>
<thead>
<tr>
<th>Name/Location</th>
<th>Main Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cobbles Elementary School</td>
<td>585-249-6500</td>
</tr>
<tr>
<td>Dr. Stephen Kenny, Principal</td>
<td></td>
</tr>
<tr>
<td>140 Gebhardt Road</td>
<td></td>
</tr>
<tr>
<td>Penfield, NY 14526</td>
<td></td>
</tr>
<tr>
<td>Harris Hill Elementary School</td>
<td>585-249-6600</td>
</tr>
<tr>
<td>Mr. Marc Nelson, Principal</td>
<td></td>
</tr>
<tr>
<td>2126 Penfield Road</td>
<td></td>
</tr>
<tr>
<td>Penfield, NY 14526</td>
<td></td>
</tr>
<tr>
<td>Indian Landing Elementary School</td>
<td>585-249-6900</td>
</tr>
<tr>
<td>Mrs. Marcie Ware, Principal</td>
<td></td>
</tr>
<tr>
<td>702 N. Landing Road</td>
<td></td>
</tr>
<tr>
<td>Rochester, NY 14625</td>
<td></td>
</tr>
<tr>
<td>Scribner Road Elementary School</td>
<td>585-249-6400</td>
</tr>
<tr>
<td>Mr. Scott Hirschler, Principal</td>
<td></td>
</tr>
<tr>
<td>1750 Scribner Road</td>
<td></td>
</tr>
<tr>
<td>Penfield, NY 14526</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT OFFICE
PO Box 900
Penfield, New York 14526
Website: www.penfield.edu

SUPERINTENDENT OF SCHOOLS
Dr. Thomas K. Putnam

Barbara Gregory, Assistant Superintendent for Human Resources
James Peiffer, Assistant Superintendent for Curriculum and Instruction
Mark Sansouci, Deputy Superintendent for Business and Finance

ELEMENTARY PRINCIPALS
Dr. Stephen Kenny, Principal, Cobbles Elementary School
Marcie Ware, Principal, Indian Landing Elementary School
Scott Hirschler, Principal, Scribner Road Elementary School
Marc Nelson, Principal, Harris Hill Elementary School

BOARD OF EDUCATION 2017-18
Mrs. Catherine Dean, President
Mr. Mark Elledge, Vice-President
Mrs. Barbara Babiarz
Mrs. Lisa Benati-Chidsey
Mrs. Carole Nasra
Mr. Jon Ottney
Mr. John Piper
District Clerk
Sharon Urckfitz