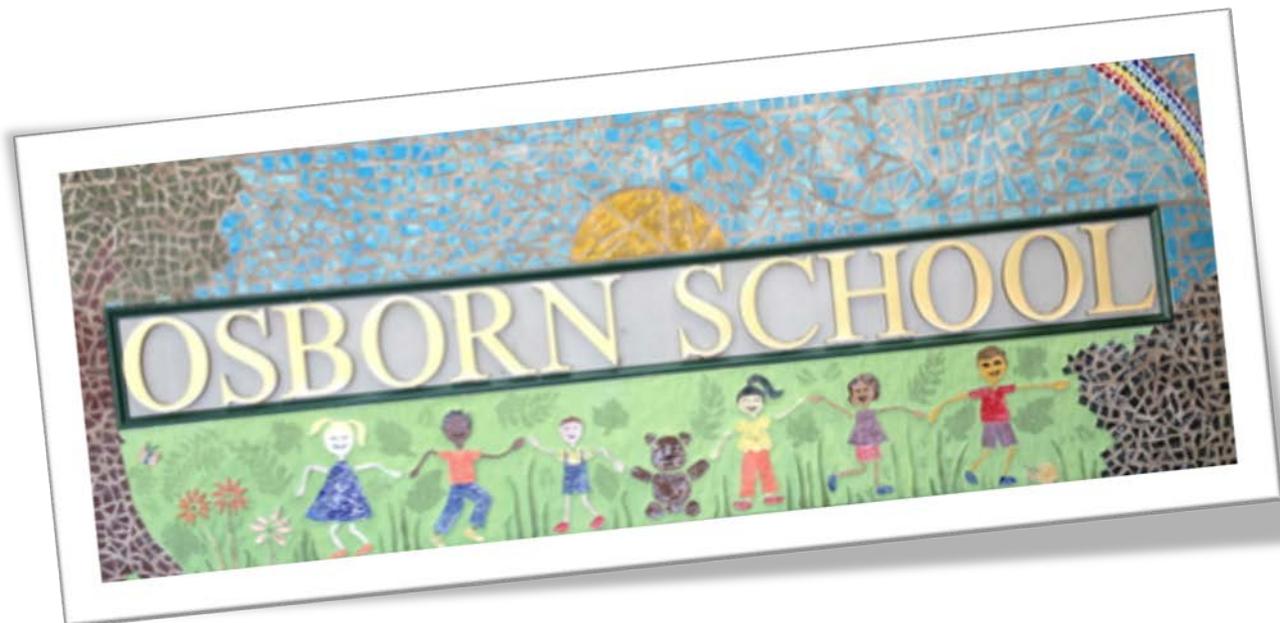


Welcome to Osborn School



Parent-Student Handbook



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1. Getting Organized for School

1.1 Finding Out Your Child's Teacher

A letter will be sent home in late August / early September which will name your child's teacher.

1.2 School Supplies

School supply lists are posted on the Parent Resources section of the Osborn website every June. The PTO has initiated a program through which students in all grades can pre-order their supplies for the following year through a designated supplier. Supplies are then distributed to the students' classrooms on the first day of school.

1.3 Summer Reading

Students entering grades 1-5 will have suggested summer reading. Suggested summer reading books are always on sale at the school Book Fair in the spring.

1.4 Clothing/Personal Belongings

Please be sure to label coats, sweatshirts, lunchboxes, and cold-weather items with your child's name. This way, they can be more easily returned or recovered from the Lost & Found. If an item is lost, please check the school Lost & Found box located near the gymnasium doors on the multi-purpose room side of the building.

1.5 The First Day of School

On the first day of school, you should bring your child to the designated line up area on the blacktop by the playground no later than 8:30am. When the bell rings at 8:35am, your child will be brought into his/her classroom by his/her teacher and/or teacher aide.

2. Communicating with Osborn

2.1 Phone

Key phone extensions are published yearly in the Osborn Directory. Some numbers to keep handy include:

- Rye City School District Main Number: 967-6100
- Osborn Main Office: Ext. 5900
- Principal's Office: Ext. 5908
- Assistant Principal's Office: Ext. 5903
- Attendance Line: Ext. 5904
- Nurse's Office: Ext. 5930
- Absence notification email: absence.osborn@ryeschools.org

2.2 E-Mail

All e-mail addresses in the Rye City School District follow the same format: Lastname.Firstname@RyeSchools.org

The principal's e-mail address would be: garcia.angela@ryeschools.org. All faculty and staff e-mail addresses are published each year in the Osborn Directory.



2.3 Contact with Teachers

If you need to speak with your child's teacher at any time, you are encouraged to send in a note with your child or send an e-mail to your child's teacher. While it can be difficult to connect with your child's teacher during the school day, he/she will welcome your interest and concern and be happy to speak and/or meet with you at a mutually convenient time. Typically at Back-to-School-Night, your child's teacher will let you know their preferred mode of communication.

2.4 Websites

The Rye City School District operates a website with a great deal of useful information about the school district. Through the District website, Osborn School and the Osborn PTO have web pages that allow faculty, staff, and the PTO to connect with Osborn families and the community. The District website is a useful tool for calendar, cafeteria, health, and Board of Education information. The school district calendar is in a printable or downloadable format where parents can customize their family calendar according to which school(s) their children attend within the Rye City School District.

The Osborn School website includes teacher pages where individual teachers can post information on class events, studies, and field trips, as well as health office information, the school handbook, and more. PTO pages include contact information for the PTO executive board and committees, information on upcoming PTO events, and ways to get involved.

- Rye City School District Website: <https://www.ryeschools.org>
- Osborn School homepage: <https://www.ryeschools.org/osbornschool>
- Osborn PTO homepage: <https://www.ryeschools.org/domain/233>

2.5 School Directory

Each year, the Osborn PTO publishes a directory with contact information for all Osborn families. The directory is only available to and used by Osborn families, faculty, and staff. Families have the option of making their home address, phone number, cell number, and e-mail address available to other families in the Osborn School. In addition, the directory includes class lists and e-mail contact information for faculty, staff, and PTO committee members. A family fee to join the PTO also includes a copy of the Osborn Directory. Additional copies are available for sale. The directory can also be purchased from the Osborn School front office.

If you have registered over the summer or start at Osborn at the beginning of the school year, make sure you submit your contact information to the Directory chairperson. This is extremely helpful for play dates and various other contacts.

2.6 Osborn Weekly

The Osborn Weekly Newsletter is sent via e-mail each week and is a great source of information regarding what's happening at Osborn. New families are added to the list regularly; however, if you find you are not receiving the Weekly, or your e-mail address has changed, please send a note to osbornweekly@yahoo.com. Several times throughout the year, Class Parents will send class-specific or grade-specific messages through e-mail.

2.7 Rye City School District E-Newsletter

At the District level, a newsletter is sent monthly.

2.8 Community Newsletter

A community newsletter including events around Rye and at all of the RCSD schools is e-mailed out weekly.

2.9 PTO Meetings

The PTO has monthly meetings, typically the first Wednesday of the month at 9am in the Faculty Lounge. They are a great way to meet new people and catch up with what's happening at Osborn. Upcoming meetings are always announced through the Osborn Weekly, and a complete listing of



dates is on the PTO website.

2.10 Back-to-School-Night

Each year in late September or early October, Osborn School hosts a Back-to-School-Night for parents of Osborn students. Parents are invited to their child's classroom to meet the teacher, see some of the children's work, and learn about the curriculum. This is not the time to speak about individual concerns with your child's teacher.

At Back-to-School-Night, you will meet your Class Parents and be given the opportunity to sign up to help for various class activities. Please note: there is a 2:00PM Dismissal on the day Back-to-School-Night is held.

2.11 Open House

In the late fall, parents will be invited to spend the morning in their child's classroom. At this time, parents will have the opportunity to observe and participate in the morning activities.

2.12 Parent/Teacher Conferences

Progress reports are issued three times a year – in fall, spring, and at the end of the school year. Teachers schedule individual parent/teacher conferences to discuss children's progress. This is an opportunity for the parents and teacher to discuss progress as well as specific issues and concerns related to your child's learning. Please note: school is dismissed early on Teacher Conference days and delayed openings following night conferences. Please check the Osborn website calendar for specific times.

Before the conference: Find out his or her favorite subjects and activities. Ask if there are any concerns that he/she would like you to discuss with the teacher.

- **Decide in advance the questions you will want to ask.** Write them down and do your best to pin point specific areas of concern.
- **Review assignments.** Are there areas where your child is successful or others where they might need extra support?

At the conference:

- **Be on time.** The conference schedule is tight, so teachers need all parents to be on time. If something comes up, notify the teacher as soon as possible. Try to reschedule even if it must be a telephone conference.
- **Remember that conferences are brief.** A typical meeting lasts about 15 minutes. In addition, the teacher may have some items to discuss with you. If you need additional time, ask for a follow up session.
- **Keep an open mind.** These conferences are meant to help you understand your child's school performance. Be ready to discuss your child's strengths and weaknesses with the teacher.
- **Make plans.** Take notes and record tips or suggestions that are given. Working together with the teacher will help your child succeed.
- **Be reasonable.** A teacher has many students in their class. Have realistic expectations about the amount of special attention the teacher can give to your child.
- **Be positive and specific.** The more information that you can give your child's teacher, the easier it will be to develop a plan of action to address any needs or causes for concern.

After the conference:

- **Tell your child.** Meet with your child and discuss the teacher's comments. Remember to praise all the things your child is doing well and pass along the teacher's compliments. If you need to, talk about the areas that you and the teacher will be working on with your child to help him/her



improve. After the conference is an excellent time to set goals for the remainder of the school year.

- **Follow up.** Let your child's teacher know that you are following through on what was discussed and that you'd like some feedback on how things are progressing in the classroom.

The teachers of special subjects such as art and band do not routinely schedule conferences. However, feel free to contact these teachers should you have any questions or concerns. Schools and teachers truly value the interest and opinions of parents.

3. Drop-Off / Pick-Up Procedures

3.1 Playground Supervision

Playground supervision for all students begins at 8:15 am if the weather is good. Children must arrive after this time.

3.2 Drop-Off Procedure

The line-up bell rings at 8:35 am, students enter the school by 8:40 am and classroom instruction begins immediately. We recommend for ease of transitions that all students be at school by 8:30 am, as it is difficult for a young child to walk into a class late and by him/herself after the school day has begun. When the lineup bell rings, your child will line up with his/her class and walk into his/her classroom with the aide.

By allowing your child to walk in with the group, you are helping to maintain the flow of the morning routine and you are also helping your child to assume responsibility by taking care of his/her jacket, backpack, and folder independently. In addition, we have found that when there are parents in the hallway or the classroom in the early morning, not only is it a safety concern, but also our morning routine and procedures are disrupted.

Students need written permission from their teachers to go to the classroom before the bell rings.

3.3 Inclement Weather

In the event of rain or extreme temperatures grades 3-5 line up in the Multipurpose Room and grades K-2 line up in the Gymnasium. You will hear parents refer to this as a "drive-by" drop-off.

3.4 Arriving Late to School

Any child who arrives after 8:50 am will be marked tardy. You may not escort your child to class if he/she is late. If your child has a morning appointment, please let the school know he/she will be late by calling the attendance line at 967-6100 ext. 5904.

3.5 Pick-Up Procedure

All caregivers must park and walk up to the school to retrieve their children. Prior to closing the driveways we will allow 35 drivers to take vacant parking spots (24 in the front, 11 in the back), but will not reopen the parking lot. We will reinstate the former practice wherein children will be dismissed to the playground should a parent request it. This will now require a signed dismissal form giving parent's permission. We are hopeful this will reduce some of the pressing need for parking. The grade levels will be spread out so that they will stand near different school doors, which provide us much-needed space and the ability to keep the plan the same (just move inside the doorway) in case of inclement weather. If you choose to pick up your child at a designated spot that is not on the campus, please make sure it is safe, low traffic location. Families are required to make a plan if they have to pick up from both locations. Parents can choose to pick up in either the front or back parking lot.



Please refer to the map with pick-up locations and the dismissal form

3.6 Arriving Late to Pick Up Your Child

When you arrive more than five minutes after your child's dismissal, if your child is in grade K-2, your child will be waiting for you on the bench in the front lobby. Please call the office if possible, so your child knows you are on the way.

3.7 Picking Your Child Up Early

When your child needs to leave school before regular dismissal, please send a hand written note (no emails) to your child's teacher that morning. When you arrive at school, go to the front desk and sign your child out; the office will alert the teacher of your arrival. While it may not always be possible, please try to schedule appointments after the school day. If an unexpected circumstance arises, please notify the main office.

3.8 Absences

Please report your child's absence on the absence email (absence.osborn@ryeschools.org) or the attendance line at 967-6100 ext. 5904. If your child is out sick, your child has a contagious illness, such as strep throat, please leave a message for the school nurse. When your child returns to school after being absent he/she *needs to bring a note to the teacher* stating when and why they were absent. Homework and class work can be picked up after 3 pm or sent home with a neighbor, friend or sibling. Please e-mail homework requests to the teacher or leave a request on the attendance line.

4. Security, Parking, Traffic, and Safety

For the safety of all children, the school doors are locked at all times. Entrance to the school is through the main doors only.

4.1 Visiting the School

All visitors must sign in and out of the school at the front desk located at the entrance to the school. Visitors must wear a nametag at all times while in the school. Nametags are provided at the front desk. Parents cannot visit classrooms during the course of the instructional day unless they are volunteering or attending a scheduled function. If you have an appointment with a teacher before, during, or after school hours, you must sign in and wear your nametag during your visit. The teacher will leave your name at the front desk. Forgotten lunches and homework are to be dropped off with the security guard at the front desk, who in turn will have the item(s) delivered to your child. Please be supportive of the aides and faculty enforcing these rules.

4.2 Parking

There are designated "visitor" parking spaces in the front and back parking lots. Please do not park in the "Fire" lanes or in any of the numbered spaces, which are teacher parking spots. Please do not block any parked cars.

Parking is also permitted along Osborn Road; however, please be considerate of the residents and do not use their driveways as turnarounds. The street is very narrow and residents often have a difficult time with



Osborn School traffic. When you park on Osborn Road, be sure to open your driver side door slowly and pull in your side mirrors.

4.3 Navigating the Parking Lot

The parking lot is a busy place at drop-off and pick-up times. Please make sure to cross in the parking lot crosswalks whenever possible.

4.4 Student Procedures

We also ask that parents remind their children of the following:

- Wait on the sidewalk until car or parent / caregiver arrives
- Do not cross into the parking lot or between cars
- Cross Boston Post Road with crossing guard at the stop-light at Oakland Beach Avenue
- Do not cross Boston Post Road at Sonn Drive
- Do not get into cars on Boston Post Road

4.5 Bicycles and Scooters

Any student biking or riding a scooter to school must wear a helmet. There is a bike rack where children can lock up their bicycles and scooters for the day. Please remember that bicycles and scooters should be walked on school grounds between 8:15 am-3:30 pm.

4.6 Walking to School

When the weather is nice, we encourage children to walk to school with their parents or caregiver. Please be sure to follow the safety guidelines.

4.7 Dog Policy

RCSD policy is that dogs (unless a guide dog) are not permitted on school property. If you walk your child(ren) to school with your dog, please do not bring the dog on campus or tie them to the lamp post. This is for the safety of all of our students.

5. Emergency Preparedness & School Closings

5.1 Emergency Drills

Osborn School has fire and various emergency drills each year. Directions for exiting the building are posted near the door in each classroom. Students should always follow their teacher's directions. If there is a drill and a student is in the hallway or bathroom, he/she should leave the building by the nearest door and then walk around the outside of the building to find his/her class. If there is a drill at pick-up time, all parents and/or caregivers should move away from the front of the building (e.g. to the playground area). The practiced drills include: Shelter In-Place, Lock Down, Lock Out, and the Evacuation to the Osborn.

5.2 Emergency Notification System

If school must be closed early because of emergency situations or inclement weather during the school day, the district's automated emergency notification system will be used to place a telephone call to every school family within minutes using the telephone numbers provided by each family on the current district-wide information survey. It is extremely important that each Osborn family promptly notify the district if their telephone numbers change. If outdated and/or incorrect telephone numbers are in the system, families will not receive the automated emergency notification message. It is each family's responsibility to make sure that their current contact information is accurately communicated to the district. In addition, this information will also be posted on the districts website.

5.3 Weather-Related Closing and Delays



The emergency notification system will be activated for school closings or delays due to the weather. Information regarding delays or closings for RCSD is available from the following sources:

- The district website will post delay or closing information at www.ryeschools.org
- In addition, www.news12.com or Channel 12 will list school closings and/or delays
- Area radio stations will broadcast delay & closing data between 6:30 am and 9:00 am. Check WVOX 1450AM, WINS 1010AM, WGCH 1490AM, WFAS 1230AM/104FM, or WABC 770AM.
- Cable TV 72 will broadcast delayed opening/closing news as soon as it is possible to do so

Three “snow/emergency days” are built into the school calendar. Please look at the District Calendar online to view these dates.

6. Health Office Policies

6.1 Contacting the Health Office

The Health Office is open daily from 8:15 am -3:15 pm. If the school nurse can help you in any way, please call 967-6100 ext. 5930.

6.2 Immunizations

Proof of New York State required immunizations must be on file in the Health Office *before* a child enters school. New students (also kindergarten) and grades 2 and 4 must provide a copy of a physical exam by October 15 or within 30 days of entering school.

6.3 Medical Care in School

Medical care is available throughout the school day. A child may receive medications while at school (daily or for shorter periods of time) if they are received in their original container and are accompanied by a medication administration form completed by you and your child’s doctor. Forms are available in the Health Office or may be downloaded from the Health Services section of the Osborn website on the “forms” page. If your child gets sick while he/she is in school, the teacher will send him/her to the school nurse. The nurse will call the parent or emergency contact if the child needs to go home. If your child feels sick during lunch or recess, he/she should let the aide on duty know; the child will then be sent to the school nurse.

6.4 Fever

If your child has a temperature over 100F, please keep your child home until they are fever-free for 24 hours (without the help of medication).

6.5 Tree Nut/Peanut Policy

All students are requested not to bring any peanut/tree nut products to Osborn. *No nut products may be eaten in the classroom.* Should your child bring peanut or nut products in his/her lunchbox, please label the item(s) and include a note so that the teacher can alert the aides at lunch. Your child will need to sit at the designated “peanut/tree nut products” table and can have a friend sit with him/her. Please see regulation 5423-R for additional information. ***Life-Threatening Allergies and Anaphylaxis Management Regulation 5423-R***

6.6 Latex Products

No latex products are allowed anywhere in Osborn - this includes balloons and gloves.

6.7 Head Lice

Head lice are common amongst school-aged children. If there is an issue in your child’s class, a backpack mail notice will be sent home. Please communicate with the school nurse if you have any questions.

6.8 Gym/Recess Participation



If your child is unable to participate in PE or recess, please alert the Health Office and Physical Education teacher with a note or e-mail.

6.9 Extra Clothing

It does happen on occasion that a child will need a change of clothes during the school day. Extra clothes are available in the Health Office.

7. Student Services

7.1 School Psychologist

Osborn School has a psychologist on staff who is available to provide support for students, parents, and teachers regarding non-academic issues. The psychologist may be able to provide insight and answers to questions about behavioral, emotional, and social problems in the classroom as well as some guidance for any family issues that negatively impact your child's performance at school. The psychologist is also an active participant in the student screening and evaluation process, managing support services, and consulting with administrators on organizational issues.

7.2 Rye Youth Council Advocate

A Rye Youth Council Advocate works with 3rd and 4th grade students for a series of sessions throughout the school year.

7.3 Academic Intervention Services

Osborn School offers a variety of programs to meet the needs of students based upon the continuum of services designated by the laws of New York State. Tier 2 (grades 2 and 3) and Academic Intervention Services, also referred to as AIS (grades 4 and 5) provide additional instruction in math and/or English language arts to assist students in meeting state standards. The services are supplemental to the instruction provided in the regular education classroom.

7.4 English As a New Language (ENL)

Osborn's ENL (English As a New Language) program help students with limited English proficiency to acquire the English skills necessary to be successful in school. English language instruction is provided in the ENL classroom by a certified ENL teacher. These classes are approximately 45 minutes in length, from three to four times a week. ENL students are carefully placed into a group taking into consideration the students' age, maturity, grade level, and exposure to English to maximize instructional time.

In the ENL classes, students develop their listening, speaking, reading, and writing skills by studying different topics and themes. Younger students learn all about families, the weather, foods, animals, and other interesting topics. Older ENL students focus on science and social studies lessons to help them learn both English and subject matter. All students have fun learning about their new school, community, and culture.

7.5 Special Education Services

Students are considered disabled under the law when the Committee on Special Education or Committee on Preschool Special Education (CPSE) determines a child's learning difficulties are the result of a disability that adversely affects their educational progress and academic performance. A possible disability is discerned through a multi-disciplinary evaluation, conducted by a range of specialists including a psychologist, a special educator, as well as other specialists when appropriate.

Eligibility for special education services is determined by the CSE or the CPSE. Children who are classified are placed in the least restrictive support program based upon their individual needs. All families with students receiving special education services are automatically part of Rye's All Inclusive



Special Education (RAISE) organization. RAISE provides families with another source of information and support in managing your special education child in the school system.

8. The School Day

8.1 Homework

Homework helps to develop a child's sense of responsibility. It also helps him/her to become organized, and to develop good work habits as well as improved skills. At Osborn, homework is usually assigned Monday through Thursday. We ask that all students put their best effort into their homework. General guidelines for the amount of time needed to complete homework are as follows:

Grade	Homework Guidelines
Kindergarten	No regularly assigned homework
1 st Grade	15-20 minutes
2 nd Grade	20-30 minutes
3 rd Grade	30-45 minutes
4 th Grade	45-60 minutes
5 th Grade	45-60 minutes

Students are responsible for knowing the assignment and bringing home all materials needed to complete the assignment. In addition, students should read or be read to for 20-30 minutes every night. If there is difficulty with an assignment or the amount of time involved, please notify the teacher.

8.2 Specials

"Specials" are classes that the entire class attends together outside of their own classroom such as physical education (P.E.), library (Kindergarten only), computer lab, art, and music. At the beginning of the year, your child's teacher will give you the "specials" schedule for the year. It is very important to remember the "specials" days to ensure that your child is prepared.

8.3 Physical Education (P.E.)

On P.E. days, sneakers and comfortable clothing must be worn.

8.4 Library

Osborn's Media Center provides students with opportunities to select from a large variety of books and it serves as the Librarian's instructional teaching environment for all Osborn students. Children in Kindergarten may borrow one library book each week. Children in 1st – 5th grades may borrow two books and any materials necessary for class work. Library books should be treated with respect and be kept in a special place at home so they are not lost or misplaced. You must pay the replacement cost of a lost library book.

8.5 Foreign Language

Through the Foreign Language in Elementary Schools (FLES) program, students in grades 1-5 will receive Spanish language instruction in the classroom while grade level content is reinforced.

8.6 Music

All students participate in music instruction at Osborn as part of the regular school-day curriculum. In addition, 4th and 5th grade students have the opportunity to participate before school in band, orchestra, or Melody Makers chorus group (outlined below). These groups participate in collective performances for the Osborn parent community twice a year - once at holiday time and again during the spring. The groups may also participate in other performances as scheduled.



8.7 Instrumental Music and Band

Students in 4th and 5th grade are encouraged to learn to play a musical instrument. Small group lessons are given once a week. The band and orchestra practice once each week before school at 7:45 am. If your child is interested in playing a musical instrument, you will get information from the music teacher at the end of 3rd grade.

8.8 Melody Makers

Students in 4th and 5th grade are encouraged to join Osborn School's vocal music group called Melody Makers. This group meets for rehearsal once a week at 8 am.

9. Snack, Lunch, and Recess

9.1 Snack

Children are provided the opportunity to have a snack during the school day. The classroom teacher will determine the time of snack and provide information regarding snacks to the family. No nut products may be eaten in the classroom. It's recommended that parents choose a snack from the list of healthy snacks posted on the Parent Resources section of the school website. It is also helpful to send your child with a reusable water bottle, particularly when the weather is hot.

9.2 Birthdays and Holidays

Children may celebrate their birthdays in school. Please check with your child's teacher regarding the class policy on birthday snacks. We ask that children do not hand out private birthday party invitations in school unless the entire class is invited.

9.3 Lunch

Children have 30 minutes for lunch each day. They may bring lunch from home or buy lunch in the cafeteria. Two grade levels will be in the cafeteria eating at the same time. School aides supervise the children in the cafeteria and on the playground. When your child is ready to buy lunch, please review the lunch menu at home and help them choose what day(s) they would like to buy. The monthly lunch menu is posted on the Osborn and RCSD websites.

- The use of a pre-paid "lunch account" is encouraged and can be purchased through the Food Service Department section of the District website; it also helps keep the lines in the cafeteria shorter and gives the children more time to eat
- Cafeteria account information is mailed out over the summer from the Food Service staff of the Rye City School District

9.4 Recess

Weather permitting, all children have outdoor recess. Children are permitted in the snow when wearing appropriate outerwear. In inclement and subfreezing weather, there is indoor recess. See *Code of Conduct* section for Playground Rules.

10. After School Activities

10.1 After School Clubs

The Osborn PTO offers three sessions of after school clubs for students in kindergarten through 5th grade. Activities such as jewelry making, music, and sports are included in the offerings. A small tuition fee is charged, payable to the PTO. All information on the clubs, including club curriculum, dates, and times is posted on the PTO section of the Osborn website, under After-School Clubs.

10.2 Intramural Sports



Intramural sports are offered free of charge for 3rd, 4th, and 5th graders. Notices will be sent home about this program. If your child is not staying for an after school activity for which they are signed up, please send a note or an e-mail to your child's teacher.

10.3 Play dates

Play dates are a very popular and fun after school social activity. A play date is also an opportunity for children and parents to become better acquainted outside of the school setting. A play date should be arranged before the school day between both sets of parents. Do not email the teacher since they may night check the email during the day. On the morning of the play date, the child going to a friend's house must bring a note to his/her teacher indicating:

- Date of the play date
- Permission for your child to go home with the other parent
- Name of the child with whom your child is going home
- Name of parent or caregiver who will be picking up your child
- Your signature

10.4 Kids' S.P.A.C.E.

Kids' S.P.A.C.E. is a not-for-profit community organization that provides before and after school childcare at Osborn School and at the Rye YMCA. Kids' S.P.A.C.E. is open during the school year, September through June, from 7am-6pm. You can sign up for a regular schedule or call on an as needed basis. Please go to <http://www.kidsspaceofrye.org> for more information. Participating students are dismissed to the multipurpose room at the end of the school day for their activities.

11. Code of Conduct

11.1 Rye City School District Mission Statement

The mission of the Rye City School District, in partnership with the community, is to ensure that our students become life-long learners and self-reliant, socially responsible, and respectful citizens by creating a personalized educational environment that challenges and inspires all students to reach their highest potential.

11.2 Osborn School Code of Conduct

The Osborn School Community, in an effort to support the District's goal, believes that a respectful and peaceful school environment is essential. Appropriate student behavior, one of the many factors important to the success of the learning process, must be clearly defined. The Osborn School Excellence Team, principal, assistant principal, teachers, and students have prepared the following *Code of Conduct* information to ensure that all faculty, parents, and students understand their responsibilities relative to student behavior. In addition it has been developed to ensure the safety of all students. It provides a framework that encourages mutual respect, socially responsible school citizens, and an environment that is conducive to learning. **(Appendix D - Attached)**

The following information is an abridged version of *the Rye City School District's Code of Conduct*. It is relevant to Osborn school students and their families. Copies of the *Rye City School District Code of Conduct* are available on the District website and at the District office. It is important that all parents are familiar with the *Code of Conduct* as there are specific consequences for students who are disrespectful, disruptive, or break school rules.



12. Dress Code

The responsibility for student dress, personal cleanliness, and general appearance rests with the individual students and their parents. However, students are not allowed to wear hats or clothing that carry offensive messages, are unsafe, inappropriate, or in any way interfere with learning.

More specifically, students may not wear the following items:

- Hats in the school building or classroom (unless worn for religious or medical reasons)
- Clothing such as tube tops, halter tops, cropped tops, or tops with spaghetti straps
- Shorts or skirts shorter than 4" above the knee
- Footwear that is a safety hazard such as "flip-flops", platform shoes, high-heeled shoes, or "Heelys"
- Footwear must be worn at all times.

The principal, the teachers, and other designated personnel have the authority to require a student to change his/her attire should it be deemed inappropriate.

13. Computer Use Policy

The students at Osborn School are fortunate to have many computers available for their use. Our computer technology is very expensive and must be used with care. The use of computers is a privilege. Proper computer behavior is expected of all students. Parents must also sign off on three permission slips in order for students to use the technology. These include the District's Acceptable Use Policy, Google Apps for Education, and Photograph consent forms. In addition, all students are responsible for knowing the following computer rules:

13.1 Care of Computer

- Gently tap keys
- Have clean hands
- No food/drinks in computer area

13.2 Use of Computers

- Log on using your name only
- Respect privacy of others working on computers
- Log out of the computer when finished
- Student must adhere to District-wide Acceptable Use Policy & Google Apps Consent form
- Have clean hands when utilizing equipment
- No food/drinks in computer area

14. School Rules

All school rules should be followed everywhere in the school, including hallways, bathrooms, the cafeteria, the auditorium, and on the playground. Repeated failure to respect the rules will lead to loss of privileges.

14.1 General School Rules

- Follow the teachers', substitutes', or teacher aides' instructions
- Students are to remain on school grounds at all times
- Gum chewing is not permitted
- Students should line up and enter the building quietly



- Hats cannot be worn in the building
- Toy weapons are not permitted in the building

14.2 Auditorium

- Food/drink is not allowed in the auditorium
- Keep feet off the seats
- Enter the auditorium quietly and sit quietly while waiting for an assembly to begin
- Dismissal occurs row-by-row starting from the front of the auditorium

14.3 Halls

- Walk quietly on the right side of the halls
- Wait patiently at the drinking fountain
- Observe but do not touch student work and exhibits

14.4 Bathrooms

- Respect the privacy of other individuals in the bathroom
- Open bathroom doors slowly so no one gets bumped
- Keep the bathroom neat
- Dispose of bathroom materials properly
- Wash your hands properly
- Return to your classrooms immediately

14.5 Gymnasium

- Sneakers must be worn
- Adult supervision is required at all times
- All safety rules must be followed
- No food or drink is allowed

14.6 Cafeteria

- Always respect yourself, the lunch staff, the aides, and the cafeteria
- Follow directions the first time given
- Always use an inside voice; remember to say please and thank you
- Raise your hand if you need something or need to be excused
- Keep your hands, feet, and objects to yourself
- Clean up your eating area and throw away garbage when you are finished
- Do not throw food
- Always walk into the cafeteria in an orderly manner
- You must sit at a nut/nut product table if consuming foods identified as nuts or nut products

15. Playground and Recess Rules

15.1 Respect Each Other

- Everyone is to be included on playground and play areas
- Bullying is not permitted at any time
- Do not hit, push, or kick others
- Name-calling or the use of rude language is not permitted



- Do not throw objects (examples: rocks, sticks, ice, or snowballs)

15.2 Respect Adults

- Follow directions given by aides, teachers, and YMCA personnel
- Any problems or injuries should be reported to the aides or adults on duty
- Ask permission of an aide to be allowed inside the school building

15.3 Avoid Dangerous Situations

- Stay within playground boundaries
- Follow the rules for proper use of equipment
- Stay away from parked or moving cars
- Do not climb fences or walls
- Do not climb trees, swing from tree limbs, or actively play with sticks
- Tackle football or any tackling-type activities are not permitted
- Do not use roller-blades, scooters, or skateboards in the building
- Do not ride bicycles on school grounds during school hours
- Bicycle helmets are required by law
- Stay away from icy areas

15.4 Games

- Playing baseball and lacrosse are not allowed during school hours
- Bicycles, scooters, skateboards, and rollerblades may not be used on school grounds between 8:15 am-3:30 pm

15.5 Rules for Using Playground Equipment

- Do not throw pebbles (pea gravel) or wood chips
- Do not play tag games on the “Toys”
- Go down the single slides one at a time; partners are allowed on the wide slides
- Climbing up the slides is not allowed
- When using the tire swing, you should:
 - Have no more than three children on at one time
 - Sit up straight with feet in the center hole (no standing)
 - Hold on firmly
 - Stop, when asked
 - Go in one direction on the rings and horizontal ladder (from inside to outside)
 - Do not walk under the rings or horizontal ladder when they are being used
 - Do not jump off any high platforms

16. Behavior and Consequences

There are consequences for students who are disrespectful or break our school rules, as follows:

- Reflection time - student spends time reading *Osborn Code of Conduct*
- Student spends 15 minutes to reflect and may be asked to complete a student reflection form
- Student meets with assistant principal
- Student is assigned a community service task
- Parental phone call or conference
- Student and parent meet with principal



- Student and parent meet with school psychologist
- Student may be required to participate in peer mediation
- Student may be suspended or have in-school suspension

17. iCARE Values Dos and Don'ts and Osborn High Five

iCARE is the school's Character Education program. Through the use of key words, Osborn students and their families are encouraged to engage in a variety of activities and to use the values highlighted to choose good behaviors.

DOs	DON'Ts
<p>17.1 Responsibility Do:</p> <ul style="list-style-type: none"> • Help pack and unpack your backpack each night • Tell an adult if you witness another child being bullied 	<p>17.1 Responsibility Don't</p> <ul style="list-style-type: none"> • Contribute to gossip or rumor...words alone can hurt more than fists • Forget your younger schoolmates...include them in your playground games • Just sit and watch...if you see someone being mistreated say or do something about it
<p>17.2 Respect Do:</p> <ul style="list-style-type: none"> • Accept and value each other's uniqueness. We are all special • Listen. Really hear what a person is saying to you 	<p>17.2 Respect Don't</p> <ul style="list-style-type: none"> • Shy away from new people or experiences because they are different • Ignore -- when someone speaks to you, listen; when someone is hurt, help them
<p>17.3 Appreciation Do:</p> <ul style="list-style-type: none"> • Show your thanks for our teachers and our school staff • Help to keep Osborn School clean so all can enjoy it • Thank a fellow student for a kind gesture or act 	<p>17.3 Appreciation Don't:</p> <ul style="list-style-type: none"> • Litter or destroy school property • Take or destroy other people's belongings
<p>17.4 Kindness/Caring Do:</p> <ul style="list-style-type: none"> • Care for others • Care for your school community • Care about the work you do 	<p>17.4 Kindness/Caring Don't:</p> <ul style="list-style-type: none"> • Say hurtful things • Handle school materials poorly • Neglect school property
<p>17.5 Honor/Honesty Do:</p> <ul style="list-style-type: none"> • Finish your work with honor and take pride in your work • Honor your parents and teachers 	<p>17.5 Honor/Honesty Don't:</p> <ul style="list-style-type: none"> • Do your work carelessly • Dishonor your teachers or parents



DOs	DON'Ts
<ul style="list-style-type: none"> • Honor holidays and country 	
<p>17.6 Trust Do:</p> <ul style="list-style-type: none"> • Keep confidences, stand by your friends, and tell the truth • Be sincere and honest about your feelings, keep your promises, and be loyal • Be dependable and on time • Do what is right 	<p>17.6 Trust Don't:</p> <ul style="list-style-type: none"> • Be selfish, argue, or exclude others or act self-involved • Show disrespect for those older and wiser than you • Stray from the task at hand, interrupt, or be rude

18. Parent Teacher Organization (PTO)

18.1 Mission

The Osborn PTO is an organization of involved parents and teachers who strive to improve the overall quality of our children's educational experience. The PTO's fundraising efforts go to support many programs that enrich our children's experience in the classroom and on the playground, as well as through field trips, cultural events, and after-school clubs.

18.2 Membership

All Osborn families are welcome to join the PTO. Parents can do this in the fall of each year by completing the PTO Membership form and paying a fee by Back-to-School-Night. The PTO strives for 100% participation from families.

Active membership includes:

- One school directory per family; additional copies available for a fee
- Support for PTO Cultural Enrichment programs during the school year
- Complimentary yearbook for 5th graders

18.3 Meetings

The PTO meets every month; parents are encouraged to attend the meetings to learn about what is happening at the school, where we are vis-à-vis our fund raising goals, and of course, to meet other parents. The meeting schedule is on the PTO section of the Osborn website.

18.4 Committee Descriptions

Osborn has lots of great ways for parents to get involved. Joining a committee and being involved is also a terrific way for new parents to meet other Osborn parents. From volunteering at the Book Fair or our Carnival and Silent Auction, to helping out with the Environmental, Wellness, or Cultural Enrichment committees, there is something for everyone. A complete listing of Osborn PTO committees is below. Committee contact information is posted on the PTO section of the Osborn website. Also, you can always e-mail one of the PTO Co-Presidents for more information.

Executive Board

The Executive Board works closely with the principal, administration, and volunteers in the school to coordinate PTO Programs. Represents parent views to the principal, administration, and Board of Education. They provide communication to parents in respect of goings-on in the school and school district. They also oversee the finances of the PTO. The Executive Board includes seven positions: two Co-Presidents, three Vice-Presidents (Philanthropy, Cultural Enrichment, and Communications), and two Co-Treasurers.

After-School Clubs



After-School Clubs are offered in the fall, winter, and spring. Everything from soccer, to jewelry making, to music may be offered as an after-school club. The clubs are designed to be for specific age groups and meet once a week for the season. The Committee chooses the clubs and staff. In addition, after each session the committee collects feedback on all of the clubs. These clubs are funded, organized, and sometimes taught by parents. Parents pay a fee per child per club to help defray expenses. There are three busy times a year prior to the start and end of each session.

Book Fair

The Osborn PTO usually holds two Book Fairs, one in December and one in April/May. The Book Fair brings thousands of books for readers of all ages and interests to the Osborn library for several days. Volunteers are needed to help set up the day prior to the fair, as well as work a shift at the fair which may involve helping children and parents complete their orders, creating nameplates for donated books, and assisting with ordering. Volunteers are also needed to help box up the unsold books at the end of the fair. The PTO receives a percentage of each sale. There are two busy times for this committee surrounding these events.

Box Tops for Education

Encourages the collection of box tops from participating products and submits them through the year to raise money for our school. Usually motivates the kids via a few contests during the year. Time commitment is throughout the year but not a big one.

iCARE

ICARE is a character education program developed by the Osborn faculty and parents. The program is designed to help our children internalize a set of values in order to better make decisions and take action. By using stories, songs, discussion, art, and a variety of group activity projects, Osborn students define, learn, and celebrate these qualities.

Caring

This committee arranges for assistance to any Osborn family experiencing a crisis, such as a medical condition that impairs a family member, a death in the family, a fire, or any significant hardship. The involvement can be anonymous if the family wishes for it to be. Examples of services offered include providing meals, running errands, and providing transportation. Time commitment varies throughout the year as needed.

Carnival

The fall Carnival, along with Osborn's Silent Auction (held on the same day) is Osborn's largest fundraisers. The Carnival enhances camaraderie throughout the school and is a wonderful fun-filled day of games, crafts, activities, food, and raffles. Since the Carnival is held in October, the first 6-8 weeks of school are quite busy. There are many ways to get involved including running the event with a group of friends, co-chairing a committee, volunteering for a shift, baking, or joining a committee. It's a great way to meet new people and get to know the school.

Carver Center

Several times a year, Osborn holds food drives for the Carver Center in Port Chester. The Committee publicizes the drive and encourages all families to participate by bringing in cans and other non-perishables to outfit Carver's food pantry. Committee members will help pick up the food from Osborn and deliver it to the Carver Center. They also work with the Carver Center prior to each drive to determine what items are most in need.

Circus Arts

If your child is a 4th grader this year, he or she will be enjoying the full week Circus Arts program as a part of the Physical Education curriculum. The students spend a week honing these entertaining and physically challenging circus skills led by members of the National Circus Project. The unit culminates in a spectacular performance by our own 4th Grade Circus Performers. Circus Arts typically takes place in February. Time commitment is at time of event. Grade 4 parent needed for this; will be shadowed by grade 3 parent to take over the following year



Class Parent Coordinator

The committee collects applications of those who would like to be Class Parents and selects via lottery Class Parents for each classroom at Osborn. The committee also provides guidance to the new Class Parents at a meeting in September and gets everyone up and running. Requires some ongoing communication with Class Parents throughout the year, primarily through e-mail (e.g. to recruit volunteers for Carnival, Famous Artists, etc.). Class Parents for specific grades are selected in the fall. These individuals help to organize class parties, enlist other parents to help in the classroom and with PTO functions, and communicate via e-mail with other parents when necessary to solicit other assistance in the classroom as requested by the teacher. See 18.5 for specific responsibilities.

Class Pictures/Photo Day

Class pictures are taken each year in September/October. This committee oversees volunteers to help organize the kids on the day photos are taken, distribute photos via backpack mail, and help out on retake day.

Cultural Enrichment

The Cultural Enrichment Committee brings programs into the school with the goal of enhancing the overall learning experience of the students. Events provided represent a wide variety of subject matter including (but not limited to): math, history, social studies, the arts, music, dance, natural history, and science. They can be grade-specific programs or programs brought in as all-school assemblies.

Directory

Each year, the PTO publishes an Osborn Directory. It contains class lists, the school calendar, PTO and District information, as well as an alphabetical listing of contact information for all Osborn families who wish to be included. The committee chair pulls together updated family information over the summer, for production at the beginning of the school year and distribution at Back-to-School-Night.

Environmental

The Environmental Committee launches initiatives that encourage us to be environmentally sensitive and do our best to reduce, reuse, and recycle both by educating the children and improving the schools environmental footprint. The committee also helps organize activities for Earth Day.

Famous Artists

This committee brings the work of famous artists into the classrooms using parent volunteers as trained docents. You do not need to have an art or art history background. The Rye Arts Center provides training for parent volunteers and provides materials for the presentations. This is a wonderful program that does not require very much time. Commitment includes a training session at The Rye Arts Center and a classroom session, which you schedule at your convenience during the respective timeframes.

Father / Daughter Dance

Every year in February the 3rd, 4th, and 5th grade girls invite their fathers to the Daddy-Daughter dance. Help with communication and coordination of the event, including finding someone to take photos. Grade 3-5 parent needed for this.

Field Day Coordinator

Each year in May or June, the physical education teachers arrange field days for each grade level. Students are placed on color "teams" (not by homeroom section) and participate in a variety of planned activities in the gym and outdoors. Activities are carefully selected to ensure that a comfortable level of participation exists for all students. Field day is not intended to be an athletic competition. Parents are welcome to come and watch and encourage all the students. Parents are needed to coordinate volunteers from each class to help supervise activities and serve lunch and popsicles.

Fifth Grade Liaisons

Parent of one 5th grade girl and one 5th grade boy needed for this position. The liaisons will help coordinate 5th grade trips, the 5th grade play (make sure there are people for costumes, make-up, supervision, after party), as well as help plan the graduation ceremony, among other activities.



Fourth Grade Liaisons

Parent of one 4th grade girl and one 4th grade boy needed for this position. Primary responsibilities include communication for and coordination of 4th grade field trips.

Gardening

Help with the plantings and some maintenance around the school building and in the inner courtyard.

Gift Cards

Coordinates the ordering, purchase, and distribution of gift cards from major retailers twice a year. A portion of the proceeds goes to the school.

Heard in Rye

“Heard in Rye” is a community-wide sponsored speaker series bringing experts and authors to Rye parents to address topical parenting issues. The parent representative coordinates with the Heard in Rye Committee. Speakers are usually picked for the following school year. This is a very manageable time commitment for any volunteer.

Holiday Angels

The Osborn School Holiday Angels program benefits underprivileged students in the Bronx. Osborn students and families experience the joy of giving to those less fortunate each holiday season. It's also a great opportunity to help teach our children about compassion and caring. The Committee connects the students from our partner school to families at Osborn. Busy in December.

Hospitality

Ensures that PTO events (e.g. PTO meetings and Back-to-School night) have refreshments and snacks. In addition, two major efforts of this committee are preparing for the holiday teacher / staff appreciation luncheon and for the luncheon in May during Teacher Appreciation week. This includes ordering food and decorating. Also works closely with Japanese PTO. Time commitment around time of events.

Japanese Liaison

Liaison between Japanese PTO and Osborn PTO.

Media Center

Parent volunteers are needed to help with the many tasks of running the Osborn library, primarily re-shelving books and / or re-covering books. Volunteers meet on Tuesdays and Thursdays from 8:30-10am. Donate as much or as little time as you can - it's a great way to meet new people and see what the kids like to read. The committee chair volunteers regularly and also recruits volunteers to help.

Mother / Son Volleyball

Each year in the spring, the 3rd, 4th and 5th grade boys join their moms for a fun evening of volleyball. Help with publicity, money collection, and set-up. Also find someone to take photos. Grade 3-5 parent needed.

Osborn Weekly

Osborn's PTO newsletter is called The Osborn Weekly and is sent out via e-mail. It aims to keep parents up-to-date on PTO and school events. The person who manages the weekly is also responsible for producing the Rye Community Newsletter in partnership with Midland and Milton schools.

PTO Membership

Works on Back-to-School Night to welcome parents to the school, collects PTO membership dues, and sells directories. Busy at beginning of school year.



Publicity

This committee will help get the word out to the rest of the Rye community on all the great things that are taking place at Osborn throughout the year. Coordinate with the local papers on newsworthy events. In addition, this person will be the liaison with Dr. Shine's office to ensure that for the bi-weekly Board of Ed meetings, there are highlights included of what's happening at Osborn. Limited time commitment throughout the year.

Spirit Wear / Gym Uniforms

This committee organizes the production, ordering, and distribution of T-shirts, shorts, sweatshirts, gym clothing, and other Osborn logo wear, available at various times throughout the year for purchase. Time commitment varies throughout the year.

School Supplies

Each grade has specific school supplies that are required for each student. This committee oversees the orders and distribution of school supplies for the 2nd, 3rd, 4th, and 5th grades. The supplies are ordered in the spring and then distributed on the first day of school. Busy season in the spring with the sales and then again right before the start of school with the distribution of the supplies.

Silent Auction

The Silent Auction, in conjunction with the Carnival, is the largest fundraiser for Osborn school. The Silent Auction co-chairs will work with a team to accomplish the following: secure donations, create the auction journal, decorate the auction room, manage checkout, write thank-you notes, etc. Another large piece is managing the Osborn perks -- items decorated by each grade. This committee needs lots of volunteers to be successful! Busy from end of summer until a few weeks after Carnival.

Visiting Authors Liaison

The Visiting Author program is exciting for Osborn students as they develop their love of books and literature. The chair of the Visiting Author Committee is responsible for organizing and coordinating author visits for Osborn students as well as running the accompanying book sale program. There are several author visits each year at Osborn. Time commitment fairly modest and centers around each author visit.

Welcoming

Help welcome new families into our community and make the transition as smooth as possible. Committee chairs will create and distribute welcome materials to new families and will also be responsible for running a new family coffee at the start of the school year. Volunteers are needed to be buddies. Buddies call new families over the summer and assist with answering questions. Time commitment is mainly in the beginning of the school year getting the new families acclimated, then as needed with new mid-year arrivals. Coordinate with school office and Class Parents of students entering mid-year as needed.

Wellness

This committee's mission is to facilitate the Rye City School District's goal of providing wellness education and growth opportunities for students and their families. The committee offers events, programs, and suggestions/guidelines that promote a healthy school environment while nurturing the well-being and success of the "whole student". Volunteers also needed to help serve healthy snacks at various times during the year. Work with the teachers and administration as needed throughout the year.

Wrapping Paper

This committee publicizes and coordinates the distribution of a sales kit with samples of many gift wrap and gift items for friends, neighbors, and relatives to order. Once the orders are received back at the school, the committee distributes the orders to all of the children. The Osborn PTO receives a portion of the sales. Busy when materials are distributed via backpack mail and again when shipment arrives from the vendor later in the fall.



Yearbook

Helps create the school yearbook -- be involved in everything from layout, to photography, to ordering and distributing the yearbooks.

18.5 Class Parents

Each year parents have an opportunity to volunteer to be a class parent in their child's classroom. The class parent responsibilities vary with each grade but do include the following important duties:

- Attending monthly PTO meetings and keeping their class informed of important dates and information
- Collecting class dues on "Back-to-School-Night" and administering these funds throughout the year
- Organizing and collecting funds for class Teacher and Teacher Aide gifts (Holiday and End of Year)
- Organizing class parties with the teacher's guidance
- Taking candid photos throughout the year for the yearbook
- Arranging for chaperones for class trips with the teacher's guidance
- Helping recruit volunteers for field day in June
- Encouraging parents to sign-up for Carnival / Silent Auction shifts and/or getting involved in the event in some other way

Please consider these responsibilities before applying for the class parent position.

Any parent interested in serving as a class parent must complete the application form at the beginning of the school year. Completed forms should be returned to the "Class Parent" box in the main hallway at the entrance to Osborn School as soon as possible and no later than 3:00pm on the Tuesday prior to the first PTO meeting.

Two Class Parents will be selected for each class and names will randomly be drawn in the presence of a PTO Board member at the first PTO meeting of the school year. The selected parents will be published the evening of the meeting. Class parent responsibilities will be discussed in more detail at the Class Parent Meeting (to be scheduled soon after the first PTO meeting of the year).

In an attempt to achieve fairness and unless there are insufficient volunteers:

- No parent who served as a Class Parent during the prior school year will be eligible for this position during the current school year for the same child
- Parents may serve in the Class Parent capacity for only one class within a given school year

18.6 Class Trip Chaperones

Parent chaperones are often requested to help supervise small groups of students while on field trips. Chaperones should be a parent of a student on the trip.

Chaperone responsibilities include:

- Keeping student group together and monitoring students in assigned group at all times
- Following basic safety practices
- Bringing mobile telephone and a list of mobile telephone numbers for teachers and other chaperones
- Following teacher instructions for participating in all components of the trip
- Providing restroom access to the group as needed
- Assisting group members with purchase of food and/or souvenirs
- Returning to the bus or other designated area at the assigned time with entire group

The following guidelines apply for choosing parent field trip chaperones as related to paid trips involving bus transportation and/or events with a limited number of tickets:

- If a parent wishes to volunteer as a chaperone during the school year, they must complete a "Chaperone Request" form and return it to their child's teacher prior to Back-to-School-Night.

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- A lottery will occur and each parent volunteer will receive a number. Field trip chaperones will be assigned based on the required number of chaperones needed for the specific trip, and the number assigned to each volunteer.
 - For example, if a trip to the museum requires 6 volunteers, then parents originally numbered 1-6 will be the assigned volunteers for the trip.
 - If an assigned volunteer is not available for that trip, they will forfeit their turn as chaperone and will be placed at the end of the volunteer list. The replacement chaperone will then become the next numbered parent (i.e., #7). This will continue throughout the duration of the year working from the original numbers assigned.
 - Parents of students entering the district after Back-to-School-Night may complete a Chaperone Request form and will be placed at the end of the chaperone list and assigned a corresponding number.
 - A parent selected as a chaperone for a specific trip may not enter into an agreement with another parent to switch chaperone assignments unless approved by the classroom teacher.

Students with life-threatening allergies or serious medical situations will have their specific needs met in accordance with the NY Statewide School Health Services guidelines.



Rye City Schools

Elementary School Handbook

Expected Behavior

- Walk quietly in the hallway with your hands and feet to yourself
- Use proper school language and gestures
- Respect people's dignity, body and belongings
- Only enter the school building during school hours
- Respect the school environment
- Use technology responsibly
- Wear clothing that is safe, not revealing, and does not interfere with the learning process
- Follow the directions of the adults in the building
- Tell the truth, even when it is difficult
- Submit your own work with pride
- Bring supplies to school that are required for learning (toys or weapons are not permitted)
- Demonstrate friendship by including all, and using supportive language and behavior

Bullying, harassment and intimidation will be taken seriously and handled with the utmost care.

Consequences to Unacceptable Behavior

If the Code of Conduct is not followed students should expect consequences based on their age, severity of offense and frequency of occurrence. Possible consequences may include:

- Conversation with an aide, teacher and/or administrator
- Oral warning
- Reflection time
- Meeting between students
- Loss of recess
- Call home
- Meeting with parent
- Suspension
- Community service
- Assigned seating