

# The Little Book of School Rules



## Cottage Lane Elementary School

South Orangetown Central School District

All CLE students have the right to a safe, respectful environment. We must remember to be kind, respectful, honest and to show empathy for others. We should embrace diversity and not judge others based on their race, color, weight, national origin, ethnic group, religion, disability, gender or sexual orientation.



# Behavior in the Lunchroom....



1. Walk into the dining hall.
2. Sit while you eat.
3. Use indoor voices.
4. Clean up when you are finished.
5. Please recycle.
6. Respect adults in charge.

# Behavior in the Bathroom...



1. Remember to flush.
2. Wash your hands.
3. Respect others' privacy.
4. Respect the physical space.

# Behavior in the Hallway...



1. Walk; do not run.
2. Walk on the right side of the hall.
3. Keep your hands to yourself.
4. Silently wave and smile to your friends in other classes. Talking may disrupt quiet classrooms.
5. Please be respectful of any student or teacher work displayed on the walls.

# Behavior Towards Other Students....

1. Treat other students with kindness and fairness.
2. Be respectful of others differences.
3. Keep our hands to ourselves.



# Behavior on the School Bus...



*Taking the school bus is a privilege. It is important that all children follow these rules.*

1. Walk on the bus.
2. Find an empty seat.
3. Put seat belt on and stay seated.
4. Use a quiet voice.
5. Be kind and caring.
6. Listen to the bus driver.
7. Keep your hands to yourself

\*\*\*Students who have difficulty demonstrating expected bus behavior will receive a written bus report. Three bus conduct reports could result in a loss of bus privileges, as determined by administration.

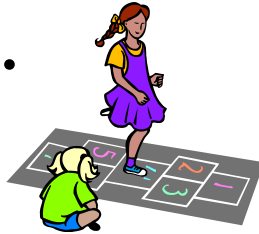
# Behavior at a Performance or Assembly...



1. Enter and exit by walking quietly.
2. Be respectful of the space of others.
3. Be quiet and still.
4. Be a good listener.
5. Applaud appropriately.
6. Be courteous and respectful.



# Behavior on the Playground...



1. Walk, run and play safely. Be careful.
2. Be kind and caring to others.
3. Be a good sport...include others in your play. Congratulate the winning team.
4. Follow directions of the adult in charge.
5. When playing games say, “nice try” and “good job” to each other.
6. Stop when you hear the signal to stop and lineup.

# Use of Electronic Devices



1. All electronic devices (ex. smart phones, ipods, tablets, ipads, etc.) should be turned off and kept in your school bag during the school day, except when used with the teacher's prior permission and for educational purposes.
2. Electronic games are not permitted on school.



## Toys

Please keep all toys and trading cards at home unless prior approval is given by the classroom teacher.

***Discipline will be administered as soon as possible and be consistent with the severity of the infraction.***

## **Cottage Lane Range of Consequences**

Verbal Warning

Conflict resolution discussion with staff

Student statement form completed by student

Parent notification by staff member

Loss of lunch and recess (one day or multiple days)

Classroom removal (Assigned to alternate class)

Temporary loss of an activity/privilege/sport

Conference with Principal (parent notification)

In-school community service

In-school suspension (one or multiple days)

Out of school suspension

## More Serious Infractions

Infraction	Range of Consequences
Leaving school without permission, which includes not boarding the bus and walking home at the end of the day without written permission.	Parent called Police called, if necessary
Bringing toy weapons to school (toy guns, toy knives, toy guns, handcuffs, etc)	Items confiscated and held for parent; parent called. Appropriate consequence will be administered
Bringing weapons to school (guns, knives, bullets, etc.)	Automatic suspension, after a hearing by the Superintendent.
Sexual harassment (Please discuss the definition of sexual harassment with your child).	Investigation by principal, including parent contact and student statement
Possessing or using fireworks (This includes party snappers/poppers)	In-school or out-of-school suspension, parent and/or authorities called

Infraction	Consequence
Writing on school property (graffiti), damaging school property	In-school consequence. Pay for the repair (possible suspension) Parent contact
Possession or use of an illegal substance	Parent Notification (Police contact if warranted) and suspension
Threatening a staff member	Automatic out-of-school suspension and parent conference (Police contacted if warranted)
Bullying	Please see the attached Cottage Lane Anti-Bullying Policy  Parent notified Loss of recess
Disrespect of an adult in the building	DASA Investigation initiated Parents contacted
Cyberbullying	Police contacted if necessary
Physical Behaviors	Parents will be notified. Depending on the nature of the offense, or the behavior, the following consequences will be considered: loss of recess, in-school suspension, out of school suspension

## **Bus Misconduct**

If we receive a discipline referral form from your child's bus driver or if your child breaks rules on the bus, one or more of the following consequences will be administered:

- Student meeting with an administrator.
- Bus referral sent home and signed by parent.
- Parent Phone Call.
- Loss of bus privileges for 1-5 days (parent is responsible for providing transportation to and from school)
- Suspension from bus for the school year

Consequences are determined by an administrator based on the severity of the infraction. A serious infraction may result in an immediate bus suspension, even on the first referral.

(Please discuss appropriate bus conduct with your child and remind them that our buses have both video and audio in the front and rear).

## **Cottage Lane Bullying Prevention Policy**

In line with the Dignity for all Students Act (2010) which went into effect on July 1, 2012, bullying, harassment or discrimination of any kind will not be tolerated at Cottage Lane. This includes harassment and discrimination based on a person's race, color, weight, national origin, ethnic group, religion, disability, gender or sexual orientation. Bullying, harassment, or discrimination will not be tolerated on school property or at school functions (any school sponsored or PTA event).

In addition, the school will investigate and have the ability to impose consequences for off campus bullying (cyber-bullying), harassment or discrimination that is brought to its attention, particularly if it is disruptive to the school environment or a child's experience in school.

The Dignity For All Students Act Coordinators at Cottage Lane Elementary School are as follows:

Karen Ramirez, Principal

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845- 680-1503

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Linda King, School Psychologist

[lking@socsd.org](mailto:lking@socsd.org)  
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Sean Jones, School Psychologist

[sjones@socsd.org](mailto:sjones@socsd.org)  
845-680-1516

Thank you for reading our little book of SCHOOL RULES together. Children need your encouragement to follow all of the rules. Understanding and respecting differences and keeping to expectations is a responsibility that will stay with them for the rest of their lives, not just during their time at CLE.

Most infractions will be handled by classroom teachers, assistants or aides. Your initial concerns should go through the teacher first. Repeated offenses will be handled by the assistant principal, or principal.

A new state law, The Dignity Act, went into effect on July 1, 2012. The goal of this act builds upon previous legislation, which helps ensure that schools are safe places where all students are free of discrimination and harassment based on their race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex. Incidents that fall into the above categories will be investigated. Students who are involved in behaviors found to be of a discriminatory or harassing nature, or behaviors that are harmful to themselves or others, or threaten the safety of the school environment, will receive more significant consequences.

**Please cut this page on the dotted line, sign where indicated, and send in. Thank you.**

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Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

I have read these rules and will cooperate with them.

\_\_\_\_\_  
Student signs above

I have read these rules with my child and I discuss will discuss them with him/her at home.

\_\_\_\_\_  
Parent/Guardian signs above