

# The Hillsdale Public Schools Elementary Student Conduct Handbook



“Proudly Charting a Course for Success”

Updated July, 2023

Dear Parents,

Fulfilling the mission of educating our children at our school requires an appropriate learning environment. First and foremost, our school must be a safe place to come to each day where respect for others is paramount. Beyond this, everyone in the classrooms, halls and all areas of the school must maintain a level of decorum that allows for the maximum opportunities for individual and group learning without unnecessary distractions.

This student handbook sets forth for students, parents, faculty, staff and administration fundamental rules that promote the overall well-being of our school community.

Please take some time to review the principles set forth here with your child (teachers will review this handbook with their students as well). When completed, please sign the back page along with your child and return the signed form to the classroom teacher.

Thank you for your support and cooperation in supporting our school family.

Sincerely,

Angela E. Iskenderian & Christopher R. Bell

## Cafeteria Behavior

The lunch periods are a time for eating, interaction and recreation which can be done best when observing certain rules.

1. use a talking voice in the cafeteria, not a shouting voice;
2. keep hands to yourself at all times;
3. walk at all times;
4. follow the directions of the table monitors and staff members;
5. finish all food in the cafeteria;
6. ask permission from an adult to use the bathroom or leave the cafeteria for any reason;
7. clean up the area where you sit and eat;
8. place the garbage in the can, do not throw garbage; recycle when appropriate;
9. don't pour liquids out into the garbage, if there is liquid left in a drink container close and throw out the container;
10. stay seated until it is time to go outside and when on line, safely walk to recess.

## Recess Behavior



The recess periods allow for students to have a break for fun with their classmates. Safe play and respect for others are an important part of recess behavior.

1. remain on playground and designated play areas at all times,
2. be respectful and follow instructions given by staff, adults and safety patrols;
3. play safely, no rough play;
4. include everyone who wants to play a game or use equipment;
5. settle conflicts peacefully...Rock/Paper/Scissors ...Stop/Walk/Talk
6. respect the school grounds by not walking on the plants and flowers;
7. show pride in our school by keeping the building and grounds free of litter;

8. use playground equipment safely and appropriately: for example, jump ropes are for jumping only;
  9. do not pick up or throw anything other than a ball;
  10. stay away from the woods, tires, and hill and do not go behind the school;
  11. children should not throw balls on the roof of the garage or shed;
  12. ask permission to go to the bathroom or to the nurse's office from a lunch monitor.
  13. put the equipment away and line up when the whistle blows/bell rings.
  14. use the Buddy Stops to make new friends and invite others to play.
- Games that involve rough play may be dangerous and are not allowed at school; this includes wrestling and tackle football.

If necessary, faculty and staff will use these consequences during recess:

First time: Verbal Warning

Second time: Time out for five minutes

Third time: Time out for ten minutes

Fourth time: Referred to office and/or contact with home



## Assembly Behavior

Students are fortunate to have assemblies throughout the year. Following these rules during assemblies will show respect to those presenting to the group as well as those listening and participating.

1. enter the all-purpose room in an orderly and quiet manner;
2. sit quietly in the area as directed by the teacher;
3. be respectful and attentive to the presenters at all times.
4. show good audience manners by applauding at appropriate times; and,
5. when the assembly has concluded stay seated and wait for further directions

## Before and After School Behavior



Our school begins at 8:50 am and dismisses at 3:10pm. All students are expected to arrive on time to school and to miss school only when sick. In order to ensure the safety of all of our children, the following rules also apply after school hours:

1. safe behavior must continue as during the school day. For example, it is unsafe to run or roll down the hill between the parking lot and the side of the school building and to chase or hit each other with sticks or stones (or snow and ice if present).
2. students should stay off of the wall behind the school building;
3. students should not play ball near the school windows as the screens and windows can easily be damaged; and,
4. after school hours, the only bathrooms that are accessible to the students are in the hallway near the main office.

Please remember it is the parent / guardian's responsibility for the children to be picked up **on time** and to be properly supervised once released from the staff at dismissal.

## Student Dress

Students at our school are expected to dress in a way that provides for their safety as well as the safety of their peers and is appropriate to the learning environment. It is recommended that students:

1. go outside for recess throughout the school year. Students must dress appropriately for the weather, hats, gloves, and winter jackets;
2. not wear open back shoes, open toe shoes or flip-flops;
3. not permitted to wear "Heelies" to school. Skating on "Heelies" in the hallways and on school property is prohibited; and
4. are expected to take their hats off once they enter the school building.



## Prohibited Items and Activities

Students are not permitted to take, trade or exchange items belonging to other students during the school day.

Cell phones are not permitted to use during the school day. All parents and students are encouraged to use the main office if contact needs to be made.

## Interactions with Adults

1. Students in our school are expected to treat all adults with respect. Students should:
2. listen to and respond to all directions given by teachers, secretaries, custodians, lunchroom personnel, school nurse, guidance counselor, and principal;
3. greet teachers that you know by their proper titles;
4. remember to say “please” and “thank you”;
5. display good manners at all times;

Example: When you are in the classroom and want the teacher’s attention, you must raise your hand and wait until you are called on.





### Bus Behavior:

1. Students are expected to obey the bus driver and the safety rules at all times.
2. Students are expected to sit quietly on the bus. Yelling is not permitted.
3. Students are expected to respect themselves and others.
4. Students must not take things from others.
5. Students must stay seated with their seat belts fastened.
6. Students must not eat or drink while on the bus.
7. Student must not throw objects on the bus.
8. Students must use appropriate language.
9. Any type of fighting teasing or hitting is unacceptable and may result in the loss of bus privileges.

### Hands-Off Policy

Students at our must always keep their hands and feet to themselves.



Remember, bullying, teasing and harassment are not tolerated here. Courtesy to other students, staff and faculty and respect for school property is expected.

## The Hillsdale Elementary School Student Code of Conduct

### Disciplinary Actions

Offenses NOT related to student/staff safety and well-being, or destruction of school property:

1. Verbal warning;
2. Conversation with school counselor, followed up with a phone call to parent;
3. Loss of recess privileges;
4. Conference with parent/teacher and school counselor

Offenses RELATED to student/safety and well-being, or destruction of school property.  
This includes bullying and harassment.

1. Referral to Anti-Bullying Specialist or Principal; contact made with parent
2. Possible exclusion from extracurricular activities/recess;
3. Possible In-school suspension;
4. Possible School suspension



We have reviewed the Hillsdale Elementary School Student Conduct Handbook.



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Student's Signature

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Parent's Signature

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Homeroom

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Date