



## *Springfield Public Schools*

*James Caldwell Elementary School  
Thelma L. Sandmeier Elementary School  
Springfield, New Jersey 07081*

Dear Parents/Guardians & Students,

With the start of the new school year, the students and staff will be reviewing the *JC and TLS Code of Conduct*, and discussing how it contributes to the maintenance of a safe and secure learning environment for all members of our school community. Our expectation is that all students will act and behave appropriately not only when following their regular daily schedule, but also during any special activities that may take place.

The *JC and TLS Code of Conduct* is designed as a basic agreement between members of the school community to act in a fair manner towards one another. It identifies student rights and responsibilities as well as consequences for misbehavior. In addition, the parent section is designed to serve as a framework for an effective home- school partnership with parents.

The *Code of Conduct* provides expectations and guidelines for students to work successfully within the school community and communicates the importance of coming to class with a readiness to learn.

Please take time to discuss the *Code of Conduct* with your child and have them acknowledge that he/she understands and will adhere to these expectations.

Parents/Guardians are requested to provide an electronic signature and then submit online.

Thank you for your cooperation.

***JC & TLS Staff***

# *JC & TLS*

## *Code of Conduct*

### **Student Responsibilities**

#### **Respect the rights of others:**

Use good manners and be courteous, wait to take turns, and raise your hand. Stop what you are doing, listen and follow directions from the lunch aide or teacher. Settle differences in a positive manner or ask for help when needed.

#### **Use appropriate behavior:**

Appropriate behavior is the behavior that one would expect at a particular place. What kind of behavior would we expect in the lunchroom or on the playground? What kind of behavior would we expect during an assembly? What kind of behavior would we expect in a classroom? What kind of behavior would we expect during a fire drill? What kind of behavior would we expect during announcements?

#### **Display good sportsmanship:**

A student who displays good sportsmanship plays fairly, follows the rules of the game, and treats opponents with respect. A student who displays good sportsmanship knows how to be a winner without making fun of those who lose. A good sport cheers teammates with positive statements and applauds good plays even if completed by opponents. Good sportsmanship is an attitude that can have a positive influence on everyone.

#### **Walk at all times and stay to the right:**

What is the appropriate behavior for walking in the hallways? When walking in the hallways, walk quietly and in a straight line. Always walk to the right in the hallways. Walk to cross streets and cross only at the crosswalks, follow directions of the crossing guard. Walking while inside school is a good way to make sure no one gets hurt.

#### **Come to school Ready to Learn:**

How does a student who comes to class Ready to Learn act while in school? They raise their hand and listen attentively when the teacher is asking questions. They are active learners and help create a positive learning environment. Their actions help other students learn while in class. They come to class prepared by having completed their homework, studying for lessons, and bringing the materials they need. Students who are Ready to Learn always try to do their best.

#### **Be on time when coming to school:**

When you are on time you have all your things packed and ready to go to school. Being on time also means you have enough time to line up before school starts and are ready when your class walks to your room.

## **Consequences of Misbehavior:**

Each teacher will establish and enforce the Code of Conduct in addition to their classroom rules and disciplinary procedures for their individual classroom. The staff can informally handle most minor infractions. More serious or repeated infractions may necessitate a conference with the parent. Each infraction will be handled on an individual basis since some incidences are more serious than others.

The following consequences, appropriate to the action and the student's age, may be expected:

1. The child will be warned and the problem discussed on the first infraction.
2. On the second infraction, the student will meet in conference with the teacher, aide, or principal. The student may receive detention or have special privileges revoked for a period of time.
3. On the third infraction, or as deemed necessary, the parent will be notified to discuss a plan of action. This action may include:
  - Student may receive detention
  - Student may not be allowed to participate in a school activity
  - Student may be removed from the lunch program for a specific time period
  - Parent may be requested to observe their child during the school day
  - Parent may be requested to take their child home for lunch or provide transportation (bus students) for a specific time period

**\* The following behaviors will be considered unacceptable and warrant immediate staff and/or administrative intervention: profanity, swearing, shoving, pushing, throwing, spitting, or other forms of rowdiness. Bullying, harassment, physical or verbal attacks against fellow students or staff will not be tolerated.**

## Student Conduct Contract (Grades 3-5)

Teacher \_\_\_\_\_

Name of Student \_\_\_\_\_

### I have the right to:

- be in a safe school, free from bullying and harassment;
- know what is appropriate behavior and what may result if my behavior is not appropriate;
- ask staff members for help when I am unsure about how to act appropriately in situations.

### I agree to:

- come to school on time and be ready to work;
- use appropriate language and behavior;
- resolve conflicts peacefully by expressing my feelings through words;
- respect myself, others, and the building;
- tell my parents what I learned in school each day;
- complete my homework and return it to school when it is due;
- dress in a clean, neat, and respectful manner;
- follow the rules in the Code of Conduct.

I have discussed this with my parents and I will follow this agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### (Parent Section)

I have received a copy of the Code of Conduct and understand the behavior that is required of my child. I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- Encourage my child to be a respectful and peaceful member of the school community.
- Discuss the Code of Conduct and expectations with my child
- Participate in parent conferences, class programs, and other activities in which my child is involved.
- Assure that my child will arrive at school on time everyday
- Provide a quiet place for my child to complete his/her homework
- Spend at least 15 minutes per day reading with my child
- Listen to my child retelling his/her school day experiences
- Provide the school with current telephone numbers and emergency contact information
- Alert the school if there are any significant changes in my child's health or well being that affects his/her ability to perform in school.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_