



**PRATT ELEMENTARY SCHOOL**

**Code of Conduct – Grades 5 - 6**

**1628 Quaker Road**

**Barker NY 14012**

***Telephone: 795-3203***

***“Get Fit For Life – Both Mind and Body”***

# BARKER CENTRAL SCHOOL VISION STATEMENT

Barker Central School will provide the experiences necessary for our students to acquire the knowledge, skills, and traits to succeed intellectually, physically, socially, and emotionally in an ever-changing world.

## ADMINISTRATION

Dr. Roger J. Klatt, Superintendent  
Mrs. Barbara Converso, Grades 7 - 12 Principal  
Mr. John Hoar, Grades Pre K - 6 Principal  
Mr. David Carson, Athletic Director

## SCHOOL TELEPHONE NUMBERS

Superintendent Office ..... 795-3832  
Business Office ..... 795-9111  
High School Office ..... 795-3201  
Grades 5 - 8 Office..... 795-3203  
Elementary Office..... 795-3237  
Health Office..... 795-9322  
Athletic Director.....795-3203  
Bus Garage.....795-3816

### **To All Students and Parents:**

***It should be noted that the new S.A.V.E. (Safe Schools Against Violence in Education Act) will take place in all of New York State Schools effective July 1, 2001. The Barker Central School District has completed a "Code of Conduct" to adhere to the S.A.V.E. Legislation. Several of these areas are included in the Student Handbook but all areas of the S.A.V.E. Code of Conduct are in a separate document which was approved by the Barker Board of Education. These (S.A.V.E. Code of Conduct) guidelines and expectations are fully outlined and are to be adhered to by all students effective July 1, 2001. Each Principal (Jr., Sr. High School and Elementary) has a copy of this S.A.V.E. documentation and will be communicating these guidelines to all of their students in September 2001.***

## **CODE OF CONDUCT**

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of the Barker Central School District that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

- |                       |  |
|-----------------------|--|
| Responsible Behavior: | Use of self-control in your actions and language.          |
| Mutual Respect:       | Treat yourself and others with care and consideration.     |
| Concern for Others:   | Be truthful, honest and fair in your dealings with others. |
| Cooperation:          | Listen and work together to make a positive contribution.  |
| Personal Excellence:  | Put forth your best effort in whatever you attempt.        |

# GRADE 5 & 6

## Principal

**Mr. John Hoar**

Telephone: 795-3203

### FACULTY and STAFF

#### Grade 5

Mrs. Ober  
Mrs. Costello  
Mrs. Misiti  
Mr. Ingro

E.L.A./Science  
Mathematics  
Social Studies/Science  
Reading/Science

#### Grade 6

Mrs. Hughes  
Mrs. Costello  
Mr. Norris

ELA/Reading  
Mathematics  
Social Studies/Science

#### Encore

Mrs. DeMarco	Reading
Mrs. Brown	Art
Mrs. Johnson	Band
Mrs. Hastings	Library
TBA	Choral Music
Mrs. Briggs	Talent Development Program
Mrs. Damon	Physical Education – Grade 5
Mr. Bruning	Physical Education – Grade 5
Mrs. Otto	Physical Education – Grade 6
Mr. Sanford	Physical Education – Grade 6

#### Support Services

Mr. Rogers	Counselor
Mrs. Annable	School Psychologist
Mrs. Wynes	Special Education
Mrs. Dagustine	Special Education
Mrs. Dabill	Special Education
Mr. Monaco	Occupational Therapy
Mrs. McKee	Nurse
Mrs. Curry	Secretary
Mrs. Benoit	Secretary

### STUDENT INFORMATION GUIDE

#### Where Do I Go?

Absence Excuses for Re-admittance to School .....	Health Office
Clubs & Organizations .....	School Office
Early Dismissal .....	School Office
Breakfast/Lunch .....	Pratt Cafetorium
Late to School .....	School Office
Lost and Found .....	School Office
Passes .....	Your Teacher
Illness .....	Health Office

### ATTENDANCE

You are expected to be in school daily and on time. At the request of the Principal, frequent phone calls to parents are made to check on suspected truancy. A student is considered truant when he or she is absent or tardy without parent or school permission or knowledge.

Students who are absent from school or leave early due to illness are NOT eligible to attend after school events as participants or spectators.

Students not in their classrooms at **7:45 a.m. for Grade 6** and **8:45 a.m. for Grade 5** are considered either absent or tardy. If students **arrive late** they should:

- ✓ Report to the office immediately.
- ✓ Turn in an excuse explaining why they are late. If students do not have a note they should:
- ✓ Submit a note from a parent or guardian, within 24 hours to the office.

If students are **absent** they should:

- ✓ Bring a written note signed by parent or guardian stating the dates of the absence and the reason, within 24 hours.

### EMERGENCIES

It is extremely important that an emergency phone number be on file with the school, where parents or a guardian may be reached during school hours.

If a student becomes ill or is involved in an accident on school property during school hours, it should be reported to the nurse's office immediately. If it is determined that the student is to leave school, the school nurse will contact the parent or guardian and sign the student out. Please be certain that the school has current and accurate telephone numbers.

### PERMISSION TO LEAVE SCHOOL

**No** student, under any circumstances, is to leave school or school grounds without being officially excused. The only persons in the school authorized to officially excuse students are the school principals and the school nurse.

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the Health Office **before** school begins. If appointments cannot be confirmed by phone or by the parent in person, students will not be permitted to leave school.

### FIRE DRILLS

In compliance with the law, fire drills will be held in order to provide instruction for evacuation of the building. Signs are posted in each room denoting direction of the appropriate exit. During the fire drill:

1. Lights should be turned off and all windows and doors in rooms should be closed upon leaving the room.
2. Teachers will maintain order and keep students quiet during the entire drill and/or evacuation.

3. Students should move out quickly and orderly to the appropriate exit using all doors.
4. Students should move away from the building a minimum of 100 feet. Students are to remain under the supervision of the teachers until the "all clear" signal is sounded.

### CONSUMPTION OF FOOD & BEVERAGES

Students may only consume food and beverages in the cafeteria during lunch periods. Eating or drinking is not allowed in school hallways or classrooms.

### EMERGENCY SCHOOL CLOSINGS

In case of severe weather conditions causing the closing of school or delay of opening, announcements are broadcast over radio stations:

- ✓ WBEN AM 930
- ✓ WLVL AM 1340
- ✓ WYRK FM 106.5
- ✓ WKBW Channel 7 TV
- ✓ WIVB Channel 4 TV
- ✓ WGRZ Channel 2 TV

### LOST AND FOUND

Report lost or stolen items to the office. "Found" articles must be turned into the office as well.

### MONEY AND VALUABLES

If it is necessary to bring money or valuables to school, it is your responsibility. You are responsible for all personal belongings neither the school nor teachers will be responsible for any student's personal belongings.

### TEXTBOOKS

1. You are provided with all textbooks free of charge.
2. You are expected to keep these textbooks covered and in good condition.
3. If a textbook is lost or damaged, you are required to make restitution. Report cards will be held until accounts are paid.

### DRESS AND PERSONAL APPEARANCE

We take pride in the appearance of our students. Your clothes reflect the quality of the school, of your conduct and of your schoolwork.

The student dress code for the Barker School District is now outlined in the new S.A.V.E. (Safe Schools Against Violence In Education Act) Legislation, which took effect in July 1, 2001. These specific guidelines must be adhered to by all students and will be fully enforced.

In addition to the Dress Code outlined by S.A.V.E., the following are guidelines required in the Barker School, which will also be enforced and adhered to by all students:

- A. You must wear clothing that is suitable in style and taste. Acceptable footwear and shirts must be worn at all times.

B. The following items of dress **are not appropriate** during the school day or at school functions:

- Swim wear, halter tops, midriff tops, plunging necklines (front and back) and/or spaghetti straps (all shoulder straps will need to be a minimum of 1 inch). No pajama tops or bottoms. Skirts/shorts no shorter than mid thigh length. All staff will enforce these guidelines and any student violating this will be asked to change. The school will provide t-shirts to be worn.
- Pocket or wallet chains.
- Shirts, jackets, jewelry and/or book bags with inappropriate sayings, pictures, or logos promoting beer, cigarettes, drugs, sexual connotations, or violence. Students wearing inappropriate clothing as described above will be asked to change into appropriate clothing.
- Clothing unbuttoned to the point of immodesty, too tight, see through, etc.
- Hats, headwear or jackets during school hours.
- Book bags with wheels are not permitted as they do not fit in lockers.

#### DRUGS

Barker School is designated as a drug free school zone. All penalties for sale, use, and possession of drugs are doubled. This includes tobacco, alcohol and other drugs.

- A. Use and/or possession, or sale of illegal or look-alike drugs or implements on school property, including after-school activities, are **NOT** allowed.
- B. Prescription and over the counter drugs for individual students must be given to the nurse who will dispense them according to the doctor's direction.
- C. Lockers will and can be searched at the principal's discretion.

Students found "possessing", using, selling, exchanging drugs or drug paraphernalia will be arrested.

- A. Niagara County Sheriff's Department drug dogs will conduct unannounced searches of the school and parking lot throughout the year.
- B. Book Bags: The contents of book bags will be checked at the principal's discretion.

#### SMOKING

Smoking is prohibited anywhere on school property. Possession, displaying, and handling of tobacco products on school property is also prohibited. Violation will result in **(ISS) In-School Suspension** for the first offense. After the first offense, students may be suspended out of school.

#### GUNS, KNIVES AND WEAPONS

Guns, knives and weapons are not allowed in school. Students in possession of guns, knives or any other weapon will be disciplined according to the District policy and New York State Law. Any threats to individuals or the school will be reported to the proper authorities.

#### ELECTRONIC DEVICES

Cell phones are not allowed during the school day. I pods may be allowed during Guided Study or from 2:15 p.m. to 3:00 p.m. at the discretion of the teacher. **These items will be confiscated and turned into the office.**

#### VISITORS

All visitors must sign in at the office and obtain a visitors pass. This pass must be visible and worn throughout the visitors stay in the building.

#### PUBLIC DISPLAY OF AFFECTION

Any display of affection in school including holding hands is not acceptable and will result in some disciplinary action.

#### BUS RULES AND REGULATIONS

Safeguarding the lives of those riding buses to and from school during the regular school day, or in relation to any activities sponsored by the school, is the responsibility of all passengers. The good conduct and behavior of students is absolutely necessary. In this regard, students are asked to read carefully the following rules and regulations:

#### BUS RULES AND REGULATIONS

Safeguarding the lives of those riding buses to and from school during the regular school day, or in relation to any activities sponsored by the school, is the responsibility of all passengers. The good conduct and behavior of students is absolutely necessary. In this regard, students are asked to read carefully the following rules and regulations:

1. Be on time at your bus stop.
2. Be courteous while waiting for the bus.
3. Be courteous on the bus.
4. Wait until the bus comes to a complete stop before getting on or off the bus. Cross the road at least 10 feet in front of the bus.
5. Remain in your seat facing forward while the bus is moving.
6. Remain in your seat when assigned by the driver.
7. Eating or drinking on the bus is not permitted.
8. Smoking, lighters or lighted matches on a bus is a Civil Crime and will be handled by the legal authorities.
9. Treat the bus driver and the bus with respect.
10. The following are not permitted: glass objects, sharp objects, weapons.

#### P.M. BUSES

Only students who are working with a teacher, are assigned detention, or are participating in after-school activities or sports are eligible to ride the late bus. A pass from the teacher/coach/advisor in charge is required.

Students are not permitted to go off school property and return to a bus.

d. Copying information from books and other reference materials without proper reference.

### LOCKERS: HALL AND PHYSICAL EDUCATION

- A. Each student is assigned a locker to use: one in the hall for books and room for gym equipment. Having a locker is a privilege and may be revoked.
- B. Combinations should be memorized and **not shared with anyone.**
- C. If you have difficulty opening your hall locker, report to the office. Be sure to give the number of your locker to the secretary. A custodian will help to correct the problem or you may be assigned to a different locker.
- D. You are responsible for the condition of your locker. Keep it neat and presentable throughout the year. Writing on the outside of the locker should be reported to the office.
- E. If either your hall locker or PE locker is vandalized or broken into, notify the office (if it is your hall locker) or your PE teacher (if it is your gym locker).
- F. Lockers are school property -- they can be opened and checked by the school administrators at any time.

### NURSE'S OFFICE

- A. The school nurse is the only staff member authorized to dispense medicine and this can occur only by doctor's direction. Accordingly, **all prescription and over-the-counter drugs must be taken to the nurse for safekeeping.**
- B. If you feel ill, you may request to go to the nurse. You must, however, obtain a pass from your teacher. Your name, the time you arrive, the time you leave, and the reason for seeing the nurse will be logged in and kept on record. Students suspected of abusing this service by missing too much class time will have their parents notified with a request that parents seek a complete physical of their son or daughter.
- C. The nurse will contact the parents of students too ill to remain in school. The decision to remain in school or go home will be made by the nurse upon consultation with the parents.
- D. Legal excuses from participating in physical education must be brought to the nurse before homeroom. Once they are approved, you will be given a note to take to your P. E. teacher.
- E. **Injuries sustained in any school activity, regardless of how minor, must be reported to the person in charge and then to the nurse by both the teacher and the student.**

### CHEATING

1. Cheating will not be tolerated under any circumstances.
2. All students involved in a cheating incident will receive a grade of zero on their homework assignments, test, or project. A referral will be sent to the office. This referral will result in parental contact along with a detention.
3. Cheating is identified as:
  - a. Giving information to a fellow student.
  - b. Copying information from another student.
  - c. Plagiarism.

### HONOR ROLL/MERIT ROLL

All courses (except physical education) apply to honor roll calculation. A failure in physical education will disqualify a student from honor roll. A grade of unsatisfactory is considered failing and **disqualifies a student from the honor roll.**

**Honor Roll = 90% - 100% Merit Roll = 85% - 89.9%**

### HOMEWORK INCENTIVE

We want students to recognize the importance of completing their homework on time. In an effort to recognize those students we will be continuing the homework incentive during this school year.

- Every 5 weeks names of students that have turned in all of their homework assignments will be given to the principal.
- Eligible students will be able to participate in an event or activity that recognizes their hard work.
- At the end of the school year, students that have maintained consistent homework completion throughout the year will have their names inscribed on a plaque that will be in the school.

### PASSES

Each student will find a monthly allotment of passes in the back of their agenda. These passes are to be used to go to the lav., locker, the nurse, or to see a teacher. They should not be abused. Abuse of this privilege may result in loss of monthly passes.

- Students must request permission to use these passes.
- The teacher has the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.

### NETWORK ACCESS

Students are able to access the network after completing and submitting the required acceptable use form. Students are only allowed to logon with their assigned ID. Any student who uses any other ID will be subject to disciplinary action. Students should only access programs for which they have been assigned icons. Students should **not** access Windows Explorer for any reason.

### Equipment

Students should not alter the configuration of any network software, hardware or peripheral device. This includes, but is not limited to, changing desktop appearance, screensavers and sound schemes. If a student discovers faulty equipment it should be reported to a teacher.

### Internet

Access to the Internet is available upon the receipt of a completed Acceptable Use Agreement form. All access to the Internet is filtered through Erie1 BOCES. The computers are configured to access a specific proxy server and should not be altered. If so, that computer will not be able to access the Internet. The Internet is to be

utilized for educational purposes only and should only be used in a teacher supervised setting.

### Internet Downloads and Games

1. Students will not play games or listen to music through the Internet.
2. No software is to be downloaded or installed.
3. Additional Internet plug-ins should not be installed by students. Students should notify a teacher if additional configuration is needed.

### E-mail

Access to electronic mail is available through teacher sponsorship and upon the receipt of a completed E-mail Acceptable Use Agreement form. E-mail is provided to students for educational purposes only and as part of a specific classroom assignment. A sponsoring teacher must be present during all student use of e-mail.

### Computer Labs

Computer labs are available for student use during the school day. In addition, the Jr., Sr. High School Lab is open for student use from 2:20-5:00 pm daily. Students who wish to go to a computer lab should obtain a pass from a teacher. Teachers will call the lab to see if computers are available before sending students. Students are expected to treat all computer lab equipment with respect and report any faulty equipment to supervising staff.

### Lab Rules:

1. No food or drink in computer labs.
2. Computer labs are to be used for assigned educational projects only.
3. Students will display appropriate identification while using computers in a lab (i.e. agenda book or I.D. card).
4. Students will occupy only one computer at a time.
5. Students will be respectful of other students and all computer lab equipment. Students will leave the equipment in the same condition in which they found it and report any problems to supervising staff.
6. Students will use discretion when printing.
7. Students will not use speakers without the permission of a teacher. Headphones are available upon request from supervising staff.
8. Students will logout using the logout icon or shut down properly at the end of the day.

### Data, Disks and CDs

1. Students should save all data to their assigned home directory (Drive H:) unless directed by a teacher to do otherwise.
2. Student home directories should be cleaned on a regular basis.
3. Disks may be purchased from the school store.
4. Disks brought from outside the school must be virus scanned before use on school equipment. Use the Scan Drive A icon to complete this task.
5. Disks taken home should also be scanned before used on a home computer.
6. Music CDs are **not** allowed on school computers unless they are being used for a specific school project.

7. Illegal copies of any software are **not** allowed in school at any time, this includes music CDs.
8. Student owned software should **not** be brought into school.
9. All AV/Video/Digital Camera or other peripheral requests must be made through a teacher to the Technology Department.

### Participation in Multimedia Center Related Extracurricular Activities

The Multimedia Center AV/Video equipment located in the high school is available for student use through participation in morning announcements, video club and/or web club. Students must be trained by Technology Department staff before operating any of the equipment. Students are expected to treat Multimedia Center equipment with care and notify a teacher if any equipment is damaged or faulty. Students will exhibit appropriate behavior when participating in morning announcements.

### Misuse of Barker Central School Technology

Improper use of any Barker Central School District Technology will result in penalties that include but are not limited to:

1<sup>st</sup> offense: one school month of no computer use, except for a required curricular assignment that cannot be completed in any other way, under the direct, physical supervision of the assigning teacher. **In addition, (ISS) In-School Suspension will be assigned for 1 day.**

2<sup>nd</sup> offense: six school months, except for a required curricular assignment that cannot be completed in any other way, under the direct, physical supervision of the assigning teacher. **In addition, 3 days of (ISS) In-School Suspension will be assigned.**

3<sup>rd</sup> offense: 12 school months, except for a required curricular assignment that cannot be completed in any other way, under the direct, physical supervision of the assigning teacher. **In addition, (OSS) Out of School Suspension will be assigned for a minimum of 3 days and a maximum of 5 days.**