PUTNAM/NORTHERN WESTCHESTER BOCES
CODE OF CONDUCT

Summary for Parents/Guardians

The Regulations of the Commissioner of Education require that we have a Code of Conduct for the maintenance of order on school property and at school functions.

The Putnam/Northern Westchester BOCES Code of Conduct includes information about the following items related to student conduct at school or at school events:

- A listing of student rights and responsibilities.
- A statement of the expectations placed on parents, teachers, counselors, administrators and the Board to promote a safe, orderly environment and to support the academic success of all students.
- A student dress code that establishes guidelines for student dress and appearance.
- A listing of conduct that is prohibited at school and at school events.
- A listing of the penalties that result from violation of the code, from oral warnings to permanent suspension from school.
- A listing of the procedures that school personnel will follow when dealing with students who violate the rules (e.g., procedures for removal of a disruptive student from class or procedures concerning suspension from school).

For your reference, the Code of Conduct can be found in its entirety on our website at www.pnwboces.org.
Plain Language Summary – Code of Conduct (Students)

The entire Putnam|Northern Westchester BOCES community values tolerance, respect, and dignity for all. To promote a positive and supportive learning environment, parents & teachers are expected to explain the behavior expectations described below at the beginning of every school year and periodically thereafter. By following these expectations, our community will benefit from each person contributing to maintaining a safe and orderly school environment that is conducive to learning and to showing respect to other persons and to property.

All members of our community will respect and be kind to everyone at school, and while participating in or attending school-sponsored events, whether on or off school property. We also expect respect and kindness outside of school and the BOCES.

This means, at all times, we:

- are polite to our classmates, teachers, administrators, other employees and other visiting adults and children who may be in our school;
- follow the rules whether an adult is present or not;
- walk and talk quietly in the hallways; allow others to walk without pushing and shoving them;
- don’t tease one another or call each other names because of how people look, what they believe in or how they act;
- include others and do not leave anyone out;
- use polite and respectful language at all times;
- help one another;
- solve our problems with one another by talking, not touching or fighting;
- ask a teacher or another adult for help if we have a problem we cannot solve on our own;
- are proud of our school and ourselves and we do not do anything to harm ourselves or damage property;
- take care of each other and each other’s belongings;
- tell the whole truth;
- will not bring real or toy weapons or dangerous objects to school;
- will not take any medicines (including illegal drugs or alcohol) not prescribed by a medical doctor before coming to or while at school and not bring these items to school.
- attend school every day, make sure we’re in class on time, and prepared to learn;
- work to the best of our ability;
- follow direction given by teachers, administrators and other school personnel in a respectful, positive manner;
• ask questions when we do not understand;
• dress appropriately for school and school functions;
• accept responsibility for our actions;
• speak with an adult when we find ourselves getting angry or upset or when a situation doesn’t follow these expectations; and
• report all events of discriminating or harassing behavior(s), including bullying and cyberbullying, by any person to the Dignity Act Coordinator(s).

It is the expectation that all students will be familiar with and abide by all BOCES policies, rules and regulations, including the BOCES Code of Conduct.

If a student does not follow these expectations, interventions/consequences will be enforced according to the BOCES Code of Conduct. As a result, an appropriate plan to assist students in managing their behavior will be developed.

Please read and sign below.
The completed form is returned to your child’s teacher.

I have read and discussed this Code of Conduct Plain Language Summary with my child and understand what is expected of my child. Along with this summary I have received a complete copy of the Code of Conduct that fully explains the behavioral expectations at P/NW BOCES.

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