

JCC of Mid Westchester Nursery School

Code of Conduct

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I. Introduction

The JCC of Mid Westchester Nursery School is committed to providing a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal.

The purpose of this code of conduct is to clearly define behavioral expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly.

No student, staff member, parent or visitor shall be subjected to discrimination based upon his/her actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender or harassment by JCC of Mid Westchester Nursery School Staff or Students while on school property or at school functions.

For the purpose of this code, “discrimination” is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people based on a person’s actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

For the purpose of this code, “harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Student Rights and Responsibilities

A. Student Rights:

JCC Mid Westchester Nursery School is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all school activities and be free from discrimination by staff or students on an equal basis regardless of actual or perceived race, color, height, weight, creed, national origin, ethnic group, religion, religious practice, gender (identity or expression), sex, sexual orientation, and disability.
2. Access school rules and receive an explanation of those rules from school staff.
3. Be free from harassment by staff or students on school property or at school functions.

B. Student Responsibilities:

All students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Work to the best of their ability in all academic and extracurricular activities.
4. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Accept responsibility for their actions.
6. When developmentally appropriate, report any incidents of violence and threats to the safety of others to a teacher or other staff member.
7. All students have the responsibility to not engage in harassment on school property or at school functions.
8. All students have the responsibility to not engage in discrimination based upon another student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or height.

III. Essential Partners

A. Parents:

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Ensure their children attend school regularly, on time, and ready to participate and learn.
3. Notify school personnel of the nature of their child's absence and ensure absences are excused.
4. Know school rules and help their children understand them.
5. Convey to their children a supportive attitude towards education, school personnel and the school.
6. Inform school officials of changes in the home situation that may affect student conduct or performance.

B. Teachers:

All teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex that will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Send regular communication to parents regarding:
 - a. classroom activities
 - b. student progress
 - c. behavioral expectations for students
6. Inform students of behavioral expectations.
7. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, staff, or any person who is lawfully on school property or at a school function and make administration aware of said concerns.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. Therapists:

All therapists are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex that will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Send regular communication to parents regarding:
 - a. student progress
 - b. behavioral expectations for students when appropriate
6. Inform students of behavioral expectations.
7. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, staff, or any person who is lawfully on school property or at a school function and make administration aware of said concerns.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

D. Administrators:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the director and approach the director for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Are responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, staff or any person who is lawfully on school property or at a school function.

8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Investigate incidents of discrimination and harassment that are witnessed by the director or brought to the director's attention, in a timely manner.

E. Other School Personnel:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
3. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, staff or any person who is lawfully on school property or at a school function.
4. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

F. JCC of Mid Westchester Nursery School Board:

1. Collaborate with student, teacher, administrators, and/or parent organizations, to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.
4. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, height, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
5. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

IV. Dress Code

Parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. This includes appropriate footwear for playing safely on playground equipment, such as sneakers.

Teachers and other personnel should model appropriate appearance in the school setting. Although comfortable clothing is appropriate for day to day classroom instruction, classroom staff should dress in business casual attire for parent or school district meetings.

Classroom staff should wear sneakers or other secure, rubber-sole footwear. Flip flops are not permitted. Administrative personnel is expected to wear business casual attire.

Revealing clothing is not permitted under any circumstance.

V. Positive Behavior Intervention Supports

JCC of Mid Westchester Nursery School has adopted a three tier, school wide positive behavior management system. Whenever possible, staff is expected to utilize this system to reinforce appropriate student conduct and teach alternatives to inappropriate student conduct.

We ask all students to:



BEE KIND



BEE SAFE



BEE A HELPER

In Tier 1, behavioral expectations are specifically taught to students for every area of the building and reinforced by staff throughout the school day.

In the event that a student does not respond to first tier of the school wide system, clinical staff will implement specifically designed positive behavior management tools to address that child's needs, such as a token system, in Tier 2.

In some isolated instances, if a child does not respond to Tier 2, clinical staff will conduct a Functional Behavioral Assessment in Tier 3. Once parental consent is granted, a team will be assembled to gather data on the child's specific interfering behaviors in an effort to identify the function of the behavior. Once the behavior is better understood, the team can design a child-specific behavior plan to address the interfering behavior. The behavior plan should consist of proactive and reactive strategies, as well as a replacement behavior. Behavior plans will be examined and revised as necessary throughout the school year to maintain their effectiveness.

If necessary, an IEP program and/or service may be added or altered to address extreme behaviors. This may include requesting a one to one aide for a child or changing the program listed on the child's IEP.

VI. Emergency Interventions

Aversive techniques or corporal punishment are never permissible.

An appropriate emergency intervention, which may include restraint, may be utilized in the event that a child exhibits an unexpected behavior that poses an immediate danger to others or him/herself. Examples of such behavior would include; running toward a parking lot or street, physically attacking another student, or physically attacking a staff member. Emergency interventions shall be used only in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed.

Emergency interventions shall not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify or eliminate a targeted behavior.

Staff who may be called upon to implement emergency interventions shall be provided with appropriate training in safe and effective restraint procedures.

VII. Reporting Violations

All personnel are expected to promptly report violations of the code of conduct to the Special Education Services Director.

After witnessing, or receiving a report of, a violation of the Code of Conduct or of discrimination, harassment and/or bullying against any student, all clinical staff are authorized to investigate the situation and impose appropriate disciplinary sanction as necessary in a prompt, fair and lawful manner.

After witnessing, or receiving a report of, a violation of the Code of Conduct or of discrimination, harassment and/or bullying against any student, non-clinical staff are expected to promptly report violations of the code of conduct and/or incidents of discrimination, harassment and/or bullying against any student to their supervisor, who shall in turn investigate the situation and impose an appropriate disciplinary sanction.

All parents and/or visitors who are witnesses to, or receive a report of, a violation of the Code of Conduct or discrimination, harassment and/or bullying by a student, by a staff member and/or by any other visitor on school property or at a school function, are expected to promptly report the matter to staff.

It is essential that all targets and persons with knowledge of incidents of discrimination and/or harassment report such behavior as soon as possible after the incident so that it may be effectively investigated and resolved. In order to assist investigators, individuals should document the incidents of discrimination and/or harassment as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of perpetrator(s); witnesses to the incident(s); and the target's response to the incident.

VIII. Penalties for Staff in Violation of the Code of Conduct

Staff who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. First Written Warning
3. Second Written Warning (Probationary Period)
4. Suspension/Termination

Any staff member facing penalty for violating the code of conduct will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

IX. Visitors to the School

The Special Education Services Director is responsible for all persons visiting the JCC of Mid Westchester Nursery School. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must sign in with security and report to the Toward Tomorrow office, where they will be required to sign the visitor's register.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings must sign in with security, but are not required to register.
4. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

X. Public Conduct on School Property

The JCC of Mid Westchester Nursery School is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school property or the personal property of a teacher, administrator, other employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate or harass any student or discriminate against any student on the basis of actual or perceived race, color, height, weight, creed, national origin, ethnic group, religion, age, religious practice, gender (identity or expression), sex, sexual orientation, or disability.
6. Enter any portion of the school premises without authorization or remain in the facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or as authorized by the school.

11. Loiter on or about school property.
12. Smoke on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
17. Use unsupervised skateboards, rollerblades, scooters, bicycles on school property.

B. Penalties

Visitors who violate this code shall have their authorization to remain on school grounds revoked and they shall be directed to leave the premises. If they refuse to leave, the administrators or other authorized personnel will seek the assistance of law enforcement.

XI. Child Protective Services Investigations

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the school will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Special Education Services Director and she shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger or abuse, the worker may remove the student without a court order and without the parent's consent.

XII. Dissemination and Review

JCC of Mid Westchester Nursery School will make sure the school community is aware of this code of conduct by:

1. Providing copies of the code to all parents at the beginning of the school year.
2. Providing all current staff members with a copy of the code of conduct and a copy of any amendments to the code as soon as practicable after adoptions.
3. Providing all new employees with a copy of the current code of conduct when they are first hired.
4. The Nursery Board of Directors will adopt and review at least annually the code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.