



**YONKERS**  
PUBLIC SCHOOLS



# CODE OF CONDUCT

**REVISED AND ADOPTED OCTOBER 16, 2019**



**PLEASE NOTE:** The content of this document will evolve aligned to students and staff needs, Board of Education policy and NYSED requirements. This document provides behavioral expectations for students, school personnel, parents, service providers and other visitors, and assists staff preparation for school-based professional development and implementation. It was developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel, other school personnel as well as community organizations.

### Step 2: Pupil Support Staff Intervention

- a. Meet with each student referred for absence by teachers.
- b. Follow these suggested interventions:
  1. Discuss attendance with student and possible solution;
  2. Contact or meet with parent to identify strategies to improve attendance;
  3. Consult with appropriate community resources;
  4. Refer a student to his/her grade level administrator if cutting class or school absence continues;
  5. Refer to Child Protective Services (CPS) when there are 20 unexcused absences;
  6. Refer a student to Family Court as a Person In Need of Supervision (PINS) if the student has 20 or more days' absences in a marking period and is not responding to parent and/or school supervision regarding attendance.

### Step 3: Administrative Intervention

- a. Meet with staff to discuss interventions that were used to improve student attendance and the outcome.
- b. Meet with student, parent, and appropriate staff to assess why prior interventions were not successful and decide on a different approach. Part of the discussion may include:
  - additional interventions that have not been used;
  - family supports from a community organization;
  - removal of privilege to continue participation in extra-curricular activities;
  - referral to Committee on Special Education (CSE) if needed.

- c. Monitor progress periodically with parent.
- d. Refer student to Child Protective Services (CPS) when 20 or more unexcused absences occur.
- e. Refer student who has 20 or more days' absences in a marking period and is not responding to parent and/or school supervision regarding attendance to Family Court as a Person In Need of Supervision (PINS).

## ELEMENTARY LEVEL ATTENDANCE POLICY

### Grades Prekindergarten through 6

In order for elementary level attendance to improve, a focused and closely monitored system must be implemented. To implement the Attendance Policy, a person responsible for attendance in each elementary school, prekindergarten through grade six, must be identified.

1. Classroom teachers send names of children who are absent for five days within an attendance period to the designated attendance person. The names are sent to the attendance person whenever the number of days is reached. These do not need to be consecutive absences. If the classroom teacher does not know the reason for the absence (no note or explanation given), the child's name is sent to the office.
2. Attendance person calls home or uses the District's digital messaging system to ascertain why students are absent and fills out a form that is shared with building administrator and classroom teacher.
3. In addition to the phone call, a letter is sent home by the person responsible for attendance.
4. In the event that a student is absent for an additional five days, either within the same attendance period, or a different attendance period, the classroom teacher sends the name(s) to the main office and the person responsible for attendance calls the home and sends a letter to the parent inviting him/her to a meeting with school staff.



5. Decisions will be shared with all concerned parties.
6. Once a child reaches 15 days of absence, the Pupil Support Team (PST) meets and decides upon a plan of action.
7. If a child reaches 20 days of absences and the parent has not shown a commitment to work with the school/ agencies, the family will be referred to CPS and/or a PINS petition will be filed. In addition, parent will be informed that the child is in danger of being retained.

**Attendance as a Criterion for Promotion:** Attendance will be considered in making a judgment about promotion to the next grade level. A very poor record of attendance can severely impact a child's level of skills and knowledge required for success at the next grade level.

## **DRESS CODE**

### **Student Dress Code**

All students are expected to dress appropriately for school and at school-sponsored functions. Students and their parents are responsible for ensuring that student dress (including jewelry) and appearance is safe and appropriate, and does not disrupt or interfere with the educational process. School personnel should help students develop an understanding of appropriate appearance in the school setting.

The following dress code will be enforced:

1. Students may not wear extremely brief, revealing garments such as, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff tops, see-through fabrics, short shirts, or dresses.
2. Undergarments such as, but not limited to, underwear and/or undershirts must be completely covered with clothing. Pants and/or shorts are to be worn at the waist.
3. Footwear must be worn at all times. Footwear that is a safety hazard, such as, but not limited to, flip-flops or sandals without a heel strap and lace up shoes without laces, is not allowed.

4. Clothing which promotes inappropriate products or activities prohibited by school policies or that is likely to cause a material and substantial disruption in the school is not allowed. This includes, but is not limited to, t-shirts and other clothing that displays, promotes, or endorses profanity, illegal organizations, and/or gang identity, violent activities, or the use of alcohol, tobacco, or illegal drugs or substances.
5. Clothing will be considered inappropriate if it contains obscenity, is libelous, or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any other protected class.
6. Headgear of any kind including, but not limited to, hats, caps, and hoods may not be worn in school, with the exception of headgear for a religious or medical purposes.
7. Clothing generally accepted as "outer wear" may not be worn in the classroom.
8. Jewelry that is capable of being used as a weapon is not allowed. This shall include, but is not limited to, rings covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, heavy and/or large neckwear, martial arts gear, chain link wallets, and key rings.

While some garments are inappropriate to wear during the school day, exceptions may be made for school dances and proms by individual schools. Those who violate the dress code must modify their appearance by covering the offending item and/or replacing it with an acceptable one. If they refuse to do so or repeatedly violate the dress code, they will be subject to discipline under this Code of Conduct.

### **School Uniform Policy**

The School Uniform Policy required in prekindergarten through grade 12 may improve academic performance and self-esteem and may reduce absenteeism and competition over attire. Each school's uniform colors and styles must be agreed upon by the school administration, faculty, and parents. This information will be published in District and school publications, correspondence, and on the websites. Principals are required to inform the superintendent or his/ her designee of any changes to their school's uniform colors and styles for the following school year in writing by June 1. In case of financial hardship, parents may contact their child's school by phone, mail or in person to request assistance. No punitive action of any kind will be taken against a student for not complying with the uniform policy.