

PS/MS 20: Our Tiger Code of Conduct

I. Welcome to PS/MS 20!

At PS/MS 20, we are a family. Our mission is to provide a nurturing environment where every student feels seen, valued, and supported. We use our "Tiger Values" to build a safe community where we uplift one another and grow together.

II. Rights and Responsibilities: The Foundation of our Community

We follow the **NYC DOE Bill of Student Rights and Responsibilities**. Every Tiger is entitled to a safe, inclusive, and supportive school environment.

A. Student Rights:

- **Equal Opportunity:** You have the right to a free public education regardless of race, color, religion, gender, sexual orientation, or disability.
- **A Safe Space:** You have the right to learn in a school free from bullying, cyberbullying, and harassment (DASA).
- **Due Process:** You have the right to be heard. If there is a problem, you have the right to tell your side of the story before any consequences are decided.

B. Parent & Guardian Rights: *Per the NYC Parent Bill of Rights, families have the right to:*

- **Access Information:** To receive regular updates on their child's academic progress and behavior in a language they understand.
- **Partnership:** To be treated as respected partners in their child's education and to participate in school-wide decision-making.
- **Privacy:** To have their child's records kept confidential and safe.

C. Essential Partners - 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. Send their children to school ready to participate and learn.
3. **Ensure their children attend school regularly and on time.**
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in society, appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the District.

9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Conduct themselves as role models for their children when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.
14. Become familiar with and support the implementation of the District's Code of Conduct.
15. Be objective and supportive of the school's decision when rules and consequences affect their child(ren).
16. Accept primary responsibility for ensuring their child(ren)'s well being, behavior and learning, and weigh any recommendations from the school in that regard.
17. Report threats or suspicions of student violence or self destructive behavior to the administration.
18. **Attend at least one PA meeting throughout the school year.**
19. Encourage respect for school property and the property of others;
20. Encourage and demonstrate respect for school personnel and all individuals;
21. Schedule all medical appointments and other appointments after school hours whenever possible.
22. Make all arrangements for after school activities before their child(ren) leave(s) for school.
23. Engage in respectful dialogue with faculty and staff.
24. Be aware and counsel children on appropriate use of texting and social media sites.
25. **Label children's clothing and belongings with their name**
26. **Students are encouraged to leave valuable personal items at home. The school is not responsible for personal property that is lost, misplaced, stolen, or damaged while on school grounds or during school-related activities.**

D. Essential Partners - Students

1. **Attendance and Punctuality:** Every Tiger is expected to attend school regularly and arrive on time, ready to start the day.
2. **Readiness to Learn:** Tigers should come prepared and ready to give their best effort in every lesson.
3. **Adherence to Policies:** Students are responsible for following our Tigers Code of Conduct and all NYC DOE Chancellor's Regulations.
4. **Respectful Behavior:** We respect the property, safety, and rights of others. We maintain a safe space free from any form of bullying, harassment, or discrimination.
5. **Academic Performance:** Tigers strive to meet all educational requirements and are evaluated fairly based on our school-wide grading criteria.

III. Definitions

- **Bullying/Harassment:** Repeated intentional behavior that creates a hostile environment, whether in person or online.

- **Restorative Practices:** Tools we use to "make things right" after a mistake, focusing on healing the harm rather than just punishment.
- **School Property:** Any area inside or outside the school building, including the playground, school buses, and digital classrooms.

IV. Being a PS/MS 20 Tiger (Responsibilities)

- **Respect Others:** Treat peers and staff with kindness. This includes respecting personal space and property.
- **Be Prepared:** Arrive to school on time and ready to give your best effort.
- **Safe Choices:** Keep hands and feet to yourself. Use "I-statements" to solve conflicts peacefully.
- **Digital Citizenship:** Use technology responsibly and report any unkind behavior you see online.

V. The PS/MS 20 "Ladder of Success" (Discipline Code)

PS/MS 20 follows the **NYC DOE Citywide Behavioral Expectations**. We use a progressive discipline approach, meaning we look at the student's age, intent, and history to decide the best path forward. Please refer to the behavioral expectations for your child. **Note:** Whenever possible, PS/MS 20 prioritizes **Restorative Justice**—allowing the student to apologize for poor choices and repair the relationship they may have hurt.

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Arrival/ Dismissal/ Hallways	- o Keep your hands/body to yourself - o Use kind words - o Use indoor voice - o Walk	- o Keep track of your belongings - o Follow routines in a timely manner - o At dismissal, wear your jacket - o Go straight to where you are going	- o Keep backpack on back when walking - o Walk - o Face forward - o Stay to the right - o Hold the rail on the stairs
Rest Rooms	- o Wait your turn - o One person in a stall - o Flush toilet - o Leave door unlocked when finished	- o Go to the nearest student bathroom - o Wash your hands - o Throw paper towel in the trash - o Return to your class quickly	- o Walk - o Leave the lights on - o Keep your feet on the floor - o Keep the floor dry
Bus	- o Use an indoor voice - o Use kind words and manners	- o Keep your belongings in your backpack - o Keep your backpack on your lap - o Keep your hands/body to yourself	- o Stay seated - o Keep the aisle clear
Cafeteria	- o Use an indoor voice - o Wait your turn on line - o Be kind to adults and children	- o Eat your food only - o Use the correct receptacles - o Keep your hands/body to yourself - o Clean up after yourself	- o Walk - o Keep belongings next to you - o Ask an adult if you need to leave the room
Playground	- o Use kind words and manners - o Include others - o Share and take turns	- o Return equipment - o Keep track of your belongings - o If you have a big problem, tell an adult - o Keep your hands/body to yourself	- o Follow safety rules - o Wear appropriate clothing - o Be aware of others - o Ask an adult if you need to leave the playground
Classroom	Refer to your classroom practices and rules		

- **Level 1 & 2: Classroom Supports:** These are "teachable moments." A teacher may use a conference, a "peace circle," or a brief removal from the activity to help a student regain focus. Parents should be notified.
- **Level 3: Principal's Intervention:** For repeated disruptions or safety concerns. This may involve a formal plan, a parent-teacher-student conference, or a **Principal's Suspension** (1 to 5 days).
- **Level 4 & 5: Serious Safety Violations:** For dangerous behavior, a **Superintendent's Suspension** may be required. Students will continue their education at an Alternate Learning Center (ALC) to ensure they don't fall behind.

As always, student safety is our number one priority. We value our partnership with families and believe that working together is essential to supporting students' academic, social, and emotional growth. To do this well, it is important that we are aligned on the consistent schoolwide expectations. **If a student repeatedly displays disrespectful or unsafe behaviors throughout the school year, they may be subject to disciplinary action including:**

- *Possible removal from class trips*
- *Removal from classroom community activities*
- *Temporary removal from less structured activities, such as recess, in order to support student reflection, safety, and successful reintegration into the activity*

VI. Technology and Cell Phones

To protect our learning time, PS/MS 20 is a **"Phone-Free Zone."**

- **Storage:** All personal devices (phones, smartwatches, earbuds) must be **turned off and stored** in Yondr pouches.
- **Compliance:** If a device is seen or heard, it will be collected and held in the main office for a parent to pick up.
- **Exceptions:** Use is permitted only if outlined in an **IEP, 504 Plan, or for a documented medical reason.**

VII. Dressing for Success

- **Safety First:** For gym and recess, sneakers or closed-toe shoes are required.
- **Focus:** Hats and hoods should be removed upon entering the building to ensure everyone's face is visible for safety.
- **Uniforms:** We are a uniform school and must have **uniform tops or bottoms every day.** Students must have TIGERS Swag or uniform on every day.

VIII. Our Pledge

- **Students:** I will act with "Tigers Pride" and help my classmates succeed.

- **Staff:** We will provide a high-quality education and a fair, supportive environment for every child.
- **Parents:** We will support our children's learning at home and communicate openly with the school.

IX. Arrival and Dismissal Procedures

Arrival

- The school day begins promptly at **8:10 a.m.** To help ensure a safe and smooth arrival process, we ask that students arrive on time each day.
- Breakfast is available in the cafeteria beginning at **7:45 a.m.** Students arriving before **8:05 a.m.** must report directly to the cafeteria to be supervised by school staff. Parents/guardians should notify their child's daycare provider or transportation arrangement of this procedure if their child will be arriving early for breakfast.

Dismissal

- Dismissal for all students is 2:30PM. The safety of our students is our highest priority. Students will only be released to individuals listed on the student's authorized emergency contact/pick-up card in grades pre-k-8 ("Blue Card"). A valid photo ID may be required at the time of dismissal.
- Parents must be present during dismissal at 2:30PM to pick up their child.

If your child will not be attending their regularly scheduled after-school activity or program, the school must receive notification from a parent/guardian. Notification may be provided in one of the following ways:

- Written note/Dr. Note
- Message to the classroom teacher
- Phone call to the main office
- In-person communication at arrival

Unless changes are confirmed by a parent/guardian, students will attend their regularly scheduled after-school program or dismissal routine.

School Website

- For up to date information regarding school events, important announcements, faculty and staff emails, calendars, and commonly used resources, families are encouraged to regularly visit our school website at:
<https://www.psms20bronx.org/>

Grading Policy at PS/MS20

The overall grade is calculated based on the following weightings:

- **Assessments:** 40%
- **Classwork:** 40%
- **Homework:** 10%
- **T.I.G.E.R.S. Values:** 10%

T.I.G.E.R.S. Value Framework

A significant portion of the grading policy (10%) is dedicated to the **T.I.G.E.R.S. values**, which stand for **Tolerance, Integrity, Growth, Excellence, Respect, and Service**. This component is evaluated using specific rubrics tailored to different grade levels to ensure developmental appropriateness.

Teachers use these rubrics for **ongoing behavioral assessment**, to provide positive reinforcement, and as a tool for **student self-reflection**.

Evaluation Categories Across Grade Levels

- **Tolerance:** Evaluates how students respect diverse perspectives and include their classmates.
- **Integrity:** Measures a student's honesty and their ability to take responsibility for their actions and mistakes.
- **Growth:** Assesses a student's willingness to learn, their effort in self-improvement, and their ability to set personal goals.
- **Excellence:** Focuses on the quality of work produced and the level of effort a student puts into assignments.
- **Respect:** Evaluates how students treat teachers, peers, and school property.
- **Service:** Looks at how proactively a student helps others and participates in the school community.

Signature of Parent/Guardian: _____

Signature of Student Attending PSMS20: _____