

Levey Day School

Code of Kavod

(honor and respect)

and

Behavioral Expectations

2011-2012



At Levey, we believe that respectful conduct is the cornerstone of a healthy community. Throughout the day, teachers and staff follow general guidelines for promoting positive interactions and safe play. Students become familiar with, and follow, these guidelines when they are reinforced consistently. School functions, field trips and playing on school grounds at any time are seen as extensions of the school day. While every family creates their own Code of Kavod outside of school, we request that parents support and students adhere to the same expectations of behavior during these extensions, for the comfort and safety of all. The following brief outline of those guidelines is provided for you to discuss with your child(ren) so that they understand that this is a community effort.

Please review with your child!

I. Communicating

Choose words and expressions that are thoughtful and kind when talking with teachers, staff, and peers. When expressing feelings, such as anger, students are encouraged to describe emotions by saying "I feel..." without making threatening comments or gestures. Show respect and courtesy for all teachers, staff and peers regardless of age, background or gender.

I feel...

II. Playing

Teachers supervise students at play.

III. Respect for Boundaries

Demonstrate respect for others' boundaries including their property, their clothing and their bodies. Children, especially, can find it difficult to protect their own boundaries and voice their own objections. Being touched or having one's clothing pulled makes many people uncomfortable, even when other children present these activities as games. Teachers and parents help all children by reinforcing the message that these boundaries must be maintained at all times.

The following specific behaviors are expected of all Levey students, parents and staff.

Student Code of Kavod

The Levey students will:

- Attend school on a regular basis.
- Complete all academic and extracurricular work as assigned.
- Bring appropriate materials to class.
- Abide by school rules and religious policies.
- Come to school dressed appropriately.
- Be responsible for their own actions.
- Use appropriate language.
- Respect school property and the property of others.
- Treat all students, parents, and staff with kindness and respect (*hesed and derech erez*).

Parent Code of Kavod

The Levey parents will:

- Deliver child(ren) to school on time.
- Ensure child(ren) come to school dressed appropriately for messy projects and outdoor play.
- Visit classrooms by appointment only.
- Speak to teachers by appointment, leaving a message with the school office.
- Inform school of appointments that will require a student to arrive late or leave early.
- Support the school's religious policies (kashrut, kippot, Shabbat, etc.).
- Attend scheduled parent conferences.
- Meet their financial responsibilities to the school.
- Participate in and volunteer to help with school events and family programs.
- Provide adequate and sound supervision of their children and guests at dismissal and during family events.
- Treat all students, parents, and staff with kindness and respect (*hesed and derech erez*).

Staff Code of Kavod

The Levey teachers will:

- Create a positive learning environment.
- Clearly define behavioral expectations with consistent reinforcement and sensitivity to children's needs.
- Engage and support all students in learning.
- Plan, organize, and design appropriate learning experiences for all students.
- Assess student learning.
- Create and maintain an effective environment for students so they may learn and thrive.
- Articulate grade-level objectives to parents.
- Abide by school rules and religious policies.
- Communicate with parents on a regular basis, as needed.
- Develop as professional educators through collegiality and life-long learning (*hesed and derech erez*).
- Treat all students, parents, and staff with kindness and respect.

Consequences

In specific situations where the Code of Kavod is not being followed, any of the following actions may be taken:

1. In the event of less severe incidents of negative behaviors, initial disciplinary methods include providing an opportunity for reflection on the behavior, discussion of the incident and the delivery of an oral or written apology or brief separation from the group. When deemed necessary, an incident report will be completed and sent home with the student so that the parents are informed about episodes of inappropriate behavior. The teacher may also request a meeting with the parents.
2. Disruptive behavior in class, behavior harmful to the child or others, or use of inappropriate language in school will not be tolerated. In severe cases the parent may be called and requested to remove the child from school for the remainder of the day. The child will not be readmitted to class until a meeting takes place with the director, teacher, parent and child.
3. If the above procedures prove ineffective, the teacher will confer with the director and a meeting will be scheduled that will include the teacher, director and parents. At this conference, there will be a review of the school's expectations. Goals will be set, a program to meet these goals will be agreed upon, and a specific time to assess the progress of the program will be established.
4. If the negative behavior continues and interferes with classroom learning and activities, observation, testing, and consultation with a specialist agreed upon by the parents and school personnel may be required as a condition for continued attendance at the school (costs incurred by outside consultants will be the responsibility of the parents).
5. If the expected behavioral changes are not achieved, the school may not be able to address the special needs of the child. In such cases, the Director will work with the family to make alternative educational arrangements. The child will not be permitted to remain at Levey.