

P.S. 11, Queens  
54-25 Skillman Avenue  
Woodside, New York 11377

Principal  
Anna Efkarpidis

Assistant Principals  
Theodore Ruffus  
Eve Grabicki

Dear Parents:

The P.S. 11 **Guide for Student Conduct and Discipline** was developed by a committee of parents, teachers, guidance personnel, and school administrators and has fulfilled the Chancellor's guidelines as well as District 30's for Student Conduct and Discipline.

A safe environment is critical if quality teaching and learning are to take place in our school. A key element in producing and maintaining such an environment is to make certain that parents and children understand the rights and responsibilities that children have at school and the conduct that is expected of them. We hope there will be a coordinated effort between home and school which will provide a proper learning climate at P.S. 11 and will insure that your child will receive the finest education possible.

Kindly take time to review and discuss the **Guide for Student Conduct and Discipline** with your child. Kindly return the tear off below to your child's teacher.

Sincerely,

Anna Efkarpidis  
Principal

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I understand what is expected of me and I will do my best to be the kind of student who makes my parents and teachers proud.

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Child's Signature

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Class

I have discussed the school behavior code with my child and will help my child to follow it.

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Parent's Signature

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Date

**STUDENTS' CONDUCT AND DISCIPLINE POLICY**  
**P.S. 11 QUEENS**

**I. STUDENT'S RIGHTS AND RESPONSIBILITIES**

**A. STUDENTS HAVE A RIGHT TO AN EDUCATION IN CONDITIONS WHICH WILL PROMOTE LERNING.**

1. Students have a responsibility to attend school and to be on time.
2. Students have a responsibility to be prepared for class and to have the needed supplies.
3. Students have a responsibility of working hard to get the highest grades possible.
4. Students have a responsibility of influencing others their age in a positive way.
5. Students have a responsibility of following the school's rules about entering and leaving the school and classroom.
6. Students have a responsibility to help maintain and improve the conditions in and around the school, respect school property and show care when using school property.
7. Students have a responsibility to behave in a way which will not disturb or distract other students while they are attempting what the teacher is explaining or while they are studying on their own.
8. Students have a responsibility to behave and not distract the teacher during class lessons.
9. Students have a responsibility not to act in a way which can affect the safety of others.
10. Students have the responsibility to follow directions and instructions of school personnel in keeping with the school rules.

**B. STUDENTS HAVE A RIGHT TO KNOW WHAT IS APPROPRIATE BEHAVIOR IN SCHOOL AND THEY HAVE A RIGHT TO BE TREATED FAIRLY.**

1. Students have a responsibility to read and to obey the student code of behavior and other rules which explain their rights and responsibilities as good school citizens.
2. Students have a right to be treated with respect and a responsibility to respect others.

**C. STUDENTS MAY EXERCISE THEIR CONSTITUTIONAL RIGHT TO FREE SPEECH**

1. Students must understand that the freedom of speech does not give the the right to interfere with the orderly operation of the school.
2. Students have the responsibility not to act in a way which will injure a persons reputation in a spoken or written form.
3. Students have a responsibility of not using obscenity (bad language) in a written form.

**D. STUDENTS HAVE A RIGHT TO DETERMINE THEIR OWN DRESS, EXCEPT WHEN SUCH DRESS IS DANGEROUS OR INTERFERES WITH LEARNING AND TEACHING.**

1. Students must observe the basic rules of cleanliness and good grooming.
- 2 Students must follow dress guidelines for particular activities in the school.
3. Students must observe the basic rules of the uniform policy.

**II. INFRACTIONS COVERED BY THE DISCIPLINE CODE.**

A Student's age, maturity, handicapping conditions and intention should be considered when deciding the level of severity for an infraction.

This list is not intended to be all inclusive. Infractions not listed are subject to disciplinary measures by the teacher and/or Principal.

Maximum consultation and cooperation between parents and school will be maintained. This will include but not be limited to, parental meetings with staff, reports to parents, daily contact cards, letters, phone class, etc.

When a student is believed to have committed a crime, the police must be summoned.

### INFRACTION

## **PLEASE REVIEW THE DISCIPLINE CODE FOR INFRACTIONS AND RESPONSES AND CONTROLS**

### **III. INTERVENTION MEASURES WHICH WILL BE TAKEN FOR INFRACTIONS.**

1. *Student/ teacher conferences*
2. *Reprimand by school staff; Home contact (by phone or by letter)*
3. *Referral to appropriate school guidance service*
4. *Reprimand by supervisor; Parent conference*
5. *\In-school disciplinary action (such as not being permitted to participate in some function or performing some service)*
6. *Time out*
7. *Official removal*
8. *Principal's suspension*
9. *Superintendent's suspension which may result in a transfer to another school or continued suspension for a period of 6 to 30 days.*