

# William O. Schaefer Elementary School

## The Little Book of School Rules



South Orangetown Central School District  
2024-2025

# William O. Schaefer Elementary School School Student Expectations



All William O. Schaefer students have the right to be safe and respected. We must remember to be kind, respectful, honest and to show compassion for others. We should celebrate differences and be kind to all, no matter the race, color, weight, home country, culture, religion, disability, gender or any other differences our friends and their families may have.

# William O. Schaefer Elementary School

## Attendance Expectations



1. Regular school attendance is essential.
2. We begin to let students into the school at 9:10 a.m. Our dismissal process for pickups begins at 3:30 p.m.
4. If for any reason a student is going to be absent, his/her parents should inform the school that morning by either contacting the nurse or emailing [AttendanceWOS@socsd.org](mailto:AttendanceWOS@socsd.org) as well as your child's teacher.
5. Students should not be signed out of school after 2:45 p.m. If you're picking your child up early, please avoid disrupting the last period of the day.
6. If a student is absent or late more than 10% of the days in a month, the family will be contacted by the school administration.

# William O. Schaefer Elementary School

## Cafeteria Expectations



1. Walk in the cafeteria at all times.
2. Sit while you eat breakfast, lunch and snack.
3. Use indoor voices.
4. Clean up when you are finished.
5. Recycle all of your material.
6. Students should bring a reusable water bottle. We have a refillable water fountain in the cafeteria.
7. Respect adults supervising.

# William O. Schaefer Elementary School

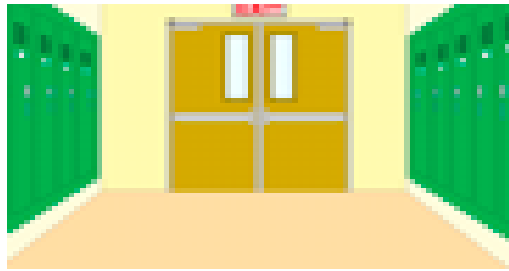
## Bathroom Expectations



1. Remember to flush.
2. Wash your hands before returning to class.
3. Respect others' privacy.
4. Respect the physical space of the bathroom.
5. Do not write on the bathroom walls.
6. If you witness inappropriate behavior, report it to an adult immediately.

# William O. Schaefer Elementary School

## Hallway Expectations



1. Walk safely at all times.
2. Walk on the right side of the hallway, stay on the silver line.
3. Keep your hands to yourself.
4. Silently wave and smile to your friends in other classes.
5. Respect student and teacher work that is displayed on the walls.

# William O. Schaefer Elementary School

## Behavior Towards Others



1. Treat other students with kindness and fairness.
2. Be respectful of others' differences.
3. Respect the personal space of yourself and others.
4. Include others.

# William O. Schaefer Elementary School Assembly & Performance Expectations



1. Enter and exit assembly by walking quietly.
2. Respect the space of others.
3. Keep your hands and feet to yourself.
3. Be quiet and still.
4. Be a respectful and courteous audience member.
5. Applaud appropriately.



# William O. Schaefer Elementary School

## Use of Electronic Devices



1. All electronic devices (including smart phones, ipods, tablets, ipads, smart watches) should be turned off and kept in your school bag during the school day, except when used with the teacher's prior permission for educational purposes.
2. Electronic games are not permitted in school.

# William O. Schaefer Elementary School

## Student Toys



1. Please keep all toys and trading cards at home unless prior approval is given by the classroom teacher.
2. Students should not bring equipment to recess.

# William O. Schaefer Elementary School

## Playground Expectations



1. Play safely at all times.
2. Listen to the adults.
3. Be kind and caring to others.
4. Keep your hands and feet to yourself.
5. Be a good sport - include others in your play.
6. Congratulate your opponent and give positive feedback.
7. Line up when you hear the first whistle.

# William O. Schaefer Elementary School School Bus Expectations



Taking the school bus is a privilege.  
It is important that all children follow the rules.

1. Walk onto the bus.
2. Sit in an empty spot.
3. Buckle your seatbelt and stay seated.
4. Use a quiet voice.
5. Be kind and caring to your peers, keep your hands to yourself.
6. Respect the bus driver.

\* Students who have difficulty demonstrating expected bus behavior will receive a written bus report. A bus conduct report could result in the loss of bus privileges, as determined by the administration.

# William O. Schaefer Elementary School

## Bus Misconduct



If we receive a discipline referral form from your child's bus driver or if your child breaks rules on the bus, one or more of the following consequences will be administered:

- Student meeting with an administrator.
- Bus referral sent home and signed by parent/guardian.
- Parent/Guardian phone call.
- Loss of bus privileges for 1-5 days (parent is responsible for providing transportation to and from school).
- Suspension from bus for the school year.

Consequences are determined by the administrator based on the severity of the infraction. A serious infraction may result in an immediate bus suspension, even on the first referral.

Our buses have both video and audio in the front and rear.

# William O. Schaefer Elementary School

## Range of Possible Consequences

Discipline will be administered as soon as possible and be consistent with the severity of the infraction.

- Verbal Warning
- Conflict resolution discussion with staff
- Student statement form completed by student
- Parent notification by staff member
- In-school community service
- Temporary loss of an activity/privilege/sport
- Modified lunch and recess (one day or multiple days)
- Classroom removal (Assigned to alternate class)
- Conference with Administration (parent notification)
- In-school suspension (one or multiple days)
- Out of school suspension (one or multiple days)

# William O. Schaefer Elementary School

Infraction	Consequence
Writing on school property (graffiti), damaging school property	Possible in-school consequence. Pay for the repair (possible suspension) Parent contact
Threatening a staff member	Possible out-of-school suspension and parent conference (Police contacted if warranted)
Bullying	Please see the attached William O. Schaefer Anti-Bullying Policy
Disrespect of an adult in the building	Parent notified Potential modified recess and community service
Cyberbullying	DASA Investigation initiated Parents contacted Police contacted if necessary
Physical Behaviors	Parents will be notified. Depending on the nature of the offense, or the behavior, the following consequences will be considered: Modified recess and community service, in-school suspension, out of school suspension.

# William O. Schaefer

## Elementary School

Infraction	Range of Consequences
Leaving school without permission.	Parent/Guardian called Police called, if necessary.
Bringing toy weapons to school (toy guns, toy knives, toy guns, handcuffs, and additional weapons).	Items confiscated and held for parent/guardian; parent/guardian called. Appropriate consequences will be administered.
Bringing weapons to school (guns, knives, bullets, etc.)	Possible out-of-school suspension after a hearing by the Superintendent.
Possessing or using fireworks (This includes party snappers/poppers)	Possible in-school or out-of-school suspension, parent and/or authorities called
When required by the District during an outbreak of a contagious disease, epidemic or pandemic, refusing or repeatedly failing to wear an acceptable mask or face covering, and/or refusing or failing to maintain social distancing and/or complying with other health and safety requirements.	Administration has conversation with the student, parent contact, in school consequences, follow up of appropriate consequences will be administered which may include in or out of school suspension.



# William O. Schaefer Elementary School Bullying Prevention Policy

In line with the Dignity for all Students Act (2010) which went into effect on July 1, 2012, bullying, harassment or discrimination of any kind will not be tolerated at William O. Schaefer. This includes harassment and discrimination based on a person's race, color, weight, national origin, ethnic group, religion, disability, gender or sexual orientation. Bullying, harassment, or discrimination will not be tolerated on school property or at school functions (any school sponsored or PTA event).

In addition, the school will investigate and have the ability to impose consequences for off campus bullying (cyber-bullying), harassment or discrimination that is brought to its attention, particularly if it is disruptive to the school environment or a child's experience in school.

The Dignity For All Students Act Coordinators at William O. Schaefer Elementary School are as follows:

Sheila Beglin, Principal  
sbeglin@socsd.org  
845-680-1301

Brian Galvin, Assistant Principal  
bgalvin@socsd.org  
845-680-1301

# William O. Schaefer Elementary School

Thank you for reading our little book of SCHOOL RULES together. Children need your encouragement to follow all of the rules. Understanding and respecting differences and keeping to expectations is a responsibility that will stay with them for the rest of their lives, not just during their time at WOS.

Classroom teachers, assistants or aides will handle these school infractions. Your initial concerns should go through the teacher first. Repeated offenses will be handled by the school administration.

The Dignity Act, went into effect on July 1, 2012. The goal of this act builds upon previous legislation, which helps ensure that schools are safe places where all students are free of discrimination and harassment based on their race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex. Incidents that fall into the above categories will be investigated. Students who are involved in behaviors found to be of a discriminatory or harassing nature, or behaviors that are harmful to themselves or others, or threaten the safety of the school environment, will receive more significant consequences.

Please cut this page on the dotted line, sign where indicated, and send in. Thank you.

---

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

I have read these rules and will cooperate with them.

\_\_\_\_\_  
Student's Signature

I have read these rules with my child and I will have continued conversation to support the school expectations with him/her at home.

\_\_\_\_\_  
Parent/Guardian's Signature