

School Letterhead

Dear Parents:

As we begin the school year, we ask you to review the **2013-2014 Citywide Standards of Intervention and Discipline Measures (The Discipline Code)** with your child. The Discipline Code is designed to ensure that all members of the school community—students, staff, and parents—know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. Every year the Department of Education reviews and, where necessary revises the Discipline Code, in order to provide clarity to schools and families and to add important changes to continue to support a safe, secure and supportive learning environment. **We encourage you to review the document in its entirety.** It is available on the Department of Education website in ten languages.

The list of infractions in the Discipline Code is divided into two sections: Section A is for Grades K-5 and Section B is for Grades 6-12. Within each section, there are five levels of infractions ranging from “uncooperative behavior” to “violent behavior” as well as a range of disciplinary responses and guidance interventions that can be taken by school staff. Disciplinary responses include parent conferences, detention, or suspensions, depending on the misconduct. In addition, the rights and responsibilities of students are also described in the Discipline Code.

In addition to the Discipline Code, your child will be provided with two copies of a Behavioral Contract that provides a summary of the required behaviors for your child in school. Please review these rules with your child and return a signed copy to school. The Behavioral Contract is also available on the Department of Education website in ten languages.

Our school strives to include parents as active partners in maintaining school safety and thanks you for your support in helping to make our school community better, stronger and safer for our children. If you have any questions please call us at _____ (school phone number).