

POLICY

#28 Plain Language

CODE OF CONDUCT – PLAIN LANGUAGE VERSION

STUDENT DRESS CODE

We recognize that school has the responsibility to maintain a safe and orderly environment conducive to learning. Furthermore, we recognize part of one's education is learning when, where, how, and why appropriate dress is important. Different courses may have different requirements for appropriate dress (eg: for speeches, presentations, or performances); teachers will outline these expectations.

All students are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions as outlined through the expectations below.

A student's dress including accessories, grooming, and appearance shall:

1. Be safe and not disrupt or interfere with the educational process.
2. Include opaque (non-see-through) fabric coverings for chest, buttocks, and groin at all times. Midriff exposure must not be greater than the span of a student's own handspan (excluding thumb), while the student is standing normally, from the bottom of a top to the top edge of bottoms.
3. Ensure that under-garments are completely covered with outer clothing. A reasonable exception will be made for bra straps.
4. Include footwear at all times. Footwear should meet safety guidelines for the environment. Some footwear (such as sandals or flip-flops, etc.) can be a safety hazard in some courses.
5. Allow for visibility of a student's face. Sunglasses may not be worn in the building unless accompanied by a medical note.
6. Not include items that are vulgar, obscene, libelous, or denigrate others based on race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, or predisposing genetic characteristics.
7. Not promote and/or endorse the use of alcohol, tobacco, marijuana, illegal drugs; be of a sexual nature; and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an alternative item. Any student who refuses to do so shall be subject to progressive disciplinary action.

PROHIBITED STUDENT CONDUCT

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:

POLICY

#28 Plain Language

- a. Fighting, assaulting or behaving violently,
 - b. Threatening another with bodily harm,
 - c. Harassment, bullying, or intimidating students or school personnel
 - d. Making unreasonable noise,
 - e. Being untruthful with school personnel or making false reports,
 - f. Unauthorized use of all electronic devices examples such as, but not limited to: video/audio players and recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - g. Obstructing vehicular or pedestrian traffic,
 - h. Violation to NYS traffic laws,
 - i. Creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - j. Loitering or trespassing
 - k. Being present on or entering into any school property, function or vehicle without authorization,
 - l. Disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers or
3. Any of the following forms of academic misconduct:
 - a. Tardiness,
 - b. Missing or leaving school or class without permission or excuse,
 - c. Cheating, plagiarism, copyright/trademark violations or assisting another in such conduct,
 - d. Improperly altering documents or records.
4. Endangering the health; safety, morals, or welfare of themselves or others by any act, including but not limited to:
 - a. Fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. Harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - c. Bullying,
 - d. Cyber-bullying
 - e. Sexting
 - f. Making unreasonable noise,
 - g. Possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri.

POLICY

#28 Plain Language

- h. Possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nun chucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,
 - i. Using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. Possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. Gambling,
 - l. Hazing,
 - m. Extortion,
 - n. Theft,
 - o. Vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
 - p. Misuse of school information technology or other school property.
5. In violation of the Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

DEFINITION OF BULLYING

"Bullying" is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual demeaning behavior and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

DISTRICT BULLY PREVENTION RULES:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

POLICY

#28 Plain Language

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying.

REPORTING PROCEDURES

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “Harassment/Bullying Prevention Form”. These forms are located in the school library, the guidance office and in the building’s main office. Forms can also be accessed and completed online on the District’s homepage. Forms can be turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

DIGNITY ACT COORDINATOR

The Board of Education has designated the Guidance Counselor of each building as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The Guidance Counselor will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying.

OFF CAMPUS AND NON-SCHOOL DAY MISCONDUCT

Students may be disciplined for violations of school district polices and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others as appropriate.
6. Other extenuating circumstances.

PENALTIES

Students who are found to have violated the district’s code of conduct may be subject to the following penalties, either alone or in combination:

POLICY

#28 Plain Language

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

REMEDIAL CONSEQUENCES

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

MINIMUM PERIODS OF SUSPENSION

1. Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five (5) days unless otherwise determined by the superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended for at least five (5) days. For purposes of the code of conduct, “repeatedly, substantially disruptive” means engaging in conduct that results in the student being removed from the classroom pursuant to educational law 3214(3)(a) and this code on multiple occasions.

REFERRALS

1. Counseling: The Guidance Office shall handle all referrals of students to counseling.

POLICY

#28 Plain Language

2. PINS Petitions: The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders: The superintendent is required to refer the following students to the County Attorney for a Juvenile delinquency proceeding before the Family Court:
 - a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42)

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VISITORS TO THE SCHOOL

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

1. Disruptive Individual Must Leave School Grounds

Any individual, who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff will be directed by the school's principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply law enforcement authorities will be called. Future access to school property or events may be restricted.

2. Directions to Staff in Dealing with Abusive Individual

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will warn the speaker to communicate civilly, a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If on

POLICY

#28 Plain Language

school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.

3. Provide Policy and Report Incident

When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, who should provide a written copy of this policy at the time of occurrence.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

PROHIBITED CONDUCT

No person, either singly or in cooperation with others, shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or the school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
5. Other than student, employee or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.

POLICY

#28 Plain Language

12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.
15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

PENALTIES

A person who shall violate any of the provisions of these rules shall:

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

Readopted: 3/27/2023