



**Franklin-Essex-Hamilton**

**BOCES**

Lighting the Way to Your Future

**Code of Conduct**

**Summary**

**2022-2023**

This summary of the student Code of Conduct is being sent home so that students and parents are aware of their rights and responsibilities at school.

Please take a moment to review this summary of the student Code of Conduct.

Within this summary, you will find useful information that will allow you to be a successful and productive student.

**After reviewing the Code of Conduct Summary with your parents, please detach page 13. You must both sign it and return it to your teacher.**

## **Table of Contents**

<b>I.</b>	<b>Introduction</b>	<b>4</b>
<b>II.</b>	<b>Definitions</b>	<b>4</b>
<b>III.</b>	<b>Student Rights and Responsibilities</b>	<b>4</b>
<b>IV.</b>	<b>Essential Partners</b>	<b>5</b>
<b>V.</b>	<b>Student Dress Code</b>	<b>6</b>
<b>VI.</b>	<b>Prohibited Student Conduct</b>	<b>6-9</b>
<b>VII.</b>	<b>Reporting Violations</b>	<b>9</b>
<b>VIII.</b>	<b>Disciplinary Penalties, Procedures, and Referrals</b>	<b>9</b>
<b>IX.</b>	<b>Alternative Instruction</b>	<b>10</b>
<b>X.</b>	<b>Discipline of Students with Disabilities</b>	<b>10</b>
<b>XI.</b>	<b>Corporal Punishment</b>	<b>10</b>
<b>XII.</b>	<b>Student Searches and Interrogations</b>	<b>10</b>
<b>XIII.</b>	<b>Visitors to the Schools</b>	<b>10-11</b>
<b>XIV.</b>	<b>Public Conduct on School Property</b>	<b>11-12</b>
	<b>Signature Page</b>	<b>13</b>

## **INTRODUCTION:**

The Board of Cooperative Educational Services, Sole Supervisory District of Franklin-Essex-Hamilton Counties (Franklin-Essex-Hamilton BOCES) is committed to providing a safe, positive, behaviorally supportive educational environment conducive to learning, teaching and living, utilizing response to intervention techniques. The staff and administration will work in conjunction with component school districts, families, and the community to administer and support the BOCES Code of Conduct.

In instances where students participate in programs within the component school district buildings, they will be expected to adhere to the BOCES Code of Conduct and the Code of Conduct of their home school district, and, if applicable, the school district they are attending. In instances of code violations, the administration of the BOCES, the component school district, and families, will work collaboratively to interpret and determine appropriate actions. Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

## **II. DEFINITIONS:**

In the full Code of Conduct, specific definitions are given for the following terms:

- Assault
- Bullying
- Cheating
- Cyberbullying
- Defamation
- Dignity for all Students Coordinator
- Disability
- Disruptive Student
- Discrimination and Harassment
- Fabrication
- Gender
- Harassment
- Hazing
- Loitering
- Parent
- Plagiarism
- Positive Behavioral Interventions and Supports (PBIS)
- Related Services Providers
- Response to Intervention (RTI)
- School Employee
- School Function
- School Property
- Sexting
- Sexual Harassment
- Sexual Orientation
- Suspending Authority
- Violent Student
- Weapon

## **III. STUDENT RIGHTS AND RESPONSIBILITIES:**

The BOCES is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, **all students have the right to:**

1. A safe, positive, behaviorally supportive educational environment conducive to learning, teaching and living; and free from discrimination and harassment;
2. An education comprised of a 3-tiered approach that incorporates research based instructional and behavioral techniques;
3. Take part in all school activities on an equal basis regardless of race, creed, color, national origin, age, marital status, disability or sex;
4. A review of PBIS core values and, when necessary, to receive an explanation and additional training of these core values from school personnel;
5. Due process, including the right to present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.

**All students have the responsibility to:**

1. Contribute to maintaining a safe, positive, and behaviorally supportive educational environment that is conducive to learning, teaching and living; and free from discrimination and harassment;
2. Show respect to other persons and to property;
3. Be familiar with and abide by all school policies, core values, rules and regulations dealing with student conduct;
4. Attend school daily unless they are legally excused;
5. Arrive to class on time and be prepared to learn;
6. Work to the best of their ability in all academic and extra-curricular and/or co-curricular pursuits and strive toward their highest level of achievement possible, including seeking help in solving problems and asking questions when they do not understand;
7. Respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner;
8. Dress appropriately for school and school functions;
9. Accept responsibility for their actions in a manner appropriate to their developmental level;
10. Conduct themselves as representatives of the school when participating in or attending school-sponsored extra-curricular and/or co-curricular events, and continue to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

**IV. ESSENTIAL PARTNERS:**

Many people are involved with giving all students a quality education. These people are known as Essential Partners. The Code of Conduct lists several Essential Partners who include:

- |   |                             |
|---|-----------------------------|
| • Parents/Guardians                             | • Teachers                  |
| • Support Staff                                 | • Related Service Providers |
| • Component School Districts                    | • Administrator/Supervisor  |
| • Board of Education                            |                             |
| • School Counselors/School Psychologists        |                             |
| • District Superintendent/Deputy Superintendent |                             |
| • Dignity for All Students Coordinator          |                             |

**All parents are expected to:**

1. Support a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn and/or achieve goals;
2. Contribute to maintaining a safe, positive, and behaviorally supportive educational environment conducive to learning, teaching and living, and free from discrimination and harassment;
3. Collaborate jointly with the school to ensure their child(ren) have a positive school experience;
4. Send their children to school well rested, ready to participate and learn;
5. Ensure their children attend school daily and on time;
6. Ensure absences are excusable in accordance with the Attendance Policy and provide written documentation;
7. Support the student dress code by ensuring their child(ren) are dressed and groomed in a manner consistent with the student dress code;

8. Support technology practices by expecting their children to follow school rules regarding electronic communications.
9. Ensure their children understand that in a civil society appropriate rules are required to maintain a safe, orderly environment;
10. Understand school rules and help their children understand them;
11. Convey to and model for their children a supportive attitude toward education and the school;
12. Build appropriate and positive relationships with teachers, other parents, and their children's friends within the school community;
13. Inform school officials of changes within the child's life and/or home situation that may affect student conduct or performance;
14. Ensure that their child(ren) have access to a place to study where homework assignments may be completed.

*Every parent is an essential and valued partner in the educational community and, therefore, is invited and welcomed to participate in their child's school experience.*

#### **V. STUDENT DRESS CODE:**

**A student's dress, grooming and appearance, including hair style, jewelry, make-up and nails shall:**

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Refrain from wearing extremely brief garments such as tube tops, halter-tops, spaghetti straps, plunging necklines (front and/or back), belly shirts, shorts, skorts, skirts and see-through garments.
3. Ensure that undergarments, both tops and bottoms, are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not display or imply items that are vulgar, obscene, libelous, or denigrate others on account of race, creed, color, national origin, age, marital status, disability or sex.
6. Students are prohibited from wearing any garment (including head and footwear) that either obviously or subliminally references alcohol, drugs or sex including urban slangs.
7. Comply with specific classroom rules, as appropriate, for the course of study.

#### **VI. PROHIBITED STUDENT CONDUCT:** Students may be subject to disciplinary action if they:

##### **A. ENGAGE IN CONDUCT THAT IS DISORDERLY.**

Examples of disorderly conduct include, **but are not limited to:**

1. Engaging in any willful act which disrupts the normal operation of the school community.
2. Running in hallways.
3. Making unreasonable noise.
4. Using lewd, vulgar, or profane language or gestures.
5. Directing abusive language or gestures toward staff and/or students.
6. Horseplay or rough-housing.
7. Obstructing vehicular or pedestrian traffic.
8. Trespassing.
9. Computer/electronic communications misuse.
10. Loitering: Students are not permitted to loiter on school property.

**B. ENGAGE IN CONDUCT THAT IS INSUBORDINATE**

Examples of insubordinate conduct include, **but are not limited to:**

1. Failing to comply with the reasonable directions of school personnel or demonstrating disrespect.
2. Tardiness, missing, or leaving school without permission.
3. Skipping detention.
4. Unauthorized use of vehicles.
5. Unauthorized transportation to and from school.

**C. ENGAGE IN CONDUCT THAT IS DISRUPTIVE**

Examples of disruptive conduct include, **but are not limited to:**

1. Engaging in conduct that interferes with the educational process of the student or his/her peers.
2. Failing to comply with reasonable directions of school personnel or otherwise demonstrating disrespect.
3. Inappropriate or disruptive use of electronic devices.
4. Participating in public displays of affection on school property, including school sponsored events.

**D. ENGAGE IN CONDUCT THAT IS VIOLENT**

Examples of violent conduct include, **but are not limited to:**

1. Committing or attempting to commit an act of physical violence upon any staff member or student.
2. Possessing a weapon.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Using a weapon.
6. Damaging or destroying the personal property of any individual on school property, including graffiti or arson.
7. Damaging or destroying school property.
8. Communication by any means, including oral, written or electronic on or off school property, where the content of such communication can reasonably be interpreted as a threat to commit an act of violence on school property or results in material or substantial disruption to the educational environment.

**E. ENGAGE IN ANY CONDUCT THAT ENDANGERS THE SAFETY, MORALS, HEALTH OR WELFARE OF OTHERS**

Examples of endangering conduct include, **but are not limited to:**

- Stealing
- Lying
- Discrimination
- Gambling/Raffles
- Intimidation
- Hazing
- Sexual Harassment
- Indecent exposure

- Harassment/Bullying/Menacing
- Defamation (making false statements to intentionally harm others)
- Discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex
- Cyberbullying, through the use of technology
- Creating, selling, using, exchanging or possessing obscene material
- Using vulgar or abusive language, cursing or swearing
- Possessing, consuming, selling, distributing or exchanging any tobacco or tobacco related products including electronic cigarettes
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or any other harmful substance or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, powdered alcohol vaporizers, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic marijuana, synthetic opiates and any substances commonly referred to as "designer" drugs.
- Inappropriately using or sharing prescription and/or over-the-counter drugs
- Reporting a fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
- Using products in a manner other than the intended use by the manufacturer
- Violating privacy when using school restroom facilities
- Displaying signs of gang affiliation or gang related behaviors
- Soliciting or selling unauthorized merchandise

**F. ENGAGE IN MISCONDUCT WHILE ON A BOCES FUNCTION.**

**G. ENGAGE IN MISCONDUCT WHILE ON SCHOOL BUS OR BOCES VEHICLE**

**H. ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT**

Examples of academic misconduct include, **but are not limited to:**

- Plagiarism
- Cheating
- Inappropriate copying
- Altering records
- Forgery
- Fabrication
- Violation of the Acceptable Use Policy
- Inappropriate use of electronic devices
- Assisting another student in any of the above actions



## I. ENGAGE IN MISUSE OF ELECTRONIC DEVICES

Electronic device use will be designated by the following zone signs. Signs will be placed throughout FEH BOCES buildings.



Allowed



Not Allowed

### Penalty Phase of Misuse of Electronic Devices:

- 1<sup>st</sup> offense: Verbal warning and parent/guardian contact.
- 2<sup>nd</sup> offense: Student hands electronic device to staff member. Electronic device will be delivered to the Main Office. Parent/Guardian pickup will be arranged.
- Every subsequent offense parent/guardian pickup will be arranged.

## VII. REPORTING VIOLATIONS:

Any student witnessing violations of the Code of Conduct shall report this information immediately to the nearest school staff person.

## VIII. DISCIPLINARY PENALTIES, PROCEDURES, AND REFERRALS:

In instances where students participate in programs within the component school district buildings, students will be expected to adhere to this Code of Conduct and the Codes of Conduct of the school district of attendance and their home school district. In instances of code violations, the administration of the BOCES and the component school district will work collaboratively to interpret and determine appropriate actions. All students will be afforded due process. **Disciplinary action, when necessary, will be firm, fair, consistent, and on an individual basis so as to be the most effective in changing student behavior.**

**Students who are found to have violated the BOCES Code of Conduct may be subject to the following penalties, either alone or in combination:**

1. VERBAL WARNING
2. BEHAVIOR REFERRALS OR INCIDENT REPORTS
3. VERBAL NOTIFICATION TO PARENT
4. WRITTEN NOTIFICATION TO PARENT
5. DETENTION
6. SUSPENSION FROM TRANSPORTATION
7. SUSPENSION FROM SOCIAL/EXTRA or CO-CURRICULAR ACTIVITIES
8. SUSPENSION OF OTHER PRIVILEGES
9. IN-SCHOOL SUSPENSION
10. REMOVAL FROM CLASSROOM BY TEACHER
11. REASSIGNMENT FROM CLASSROOM
12. SHORT-TERM SUSPENSION (*5 days or less*)
13. LONG-TERM SUSPENSION (*more than 5 days*)
14. PERMANENT REMOVAL

Also included in Section VIII are disciplinary procedures that cover in detail a student's due process rights as well as specific guidelines for the various penalties and referrals

**IX. ALTERNATIVE INSTRUCTION:**

Alternative instruction may be used in combination with other disciplinary procedures mentioned in this Code of Conduct.

**X. DISCIPLINE OF STUDENTS WITH DISABILITIES:**

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

**XI. CORPORAL PUNISHMENT:**

Corporal punishment of any student by any school employee is strictly forbidden.

However, reasonable physical guidance may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury
2. Protect the property of the school or others
3. Redirect, restrain or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive acts

**XII. STUDENT SEARCHES AND INTERROGATIONS:**

Any school property including lockers, desks, computers, etc., can be searched at any time and for any reason by school officials. Students should have no expectation of privacy in spaces they are using which are property of the school. Student's belongings may be searched only if there is a reasonable suspicion that the student possesses contraband or weapons.

Students are not entitled to any sort of "Miranda" rights before being questioned by school officials. However, school officials will tell all students why they are being questioned. Before police officials are permitted to questions or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the opportunity to be present during the police questioning. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall be at the discretion of the administrator.

**XIII. VISITORS TO THE SCHOOLS:**

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member, or school official, government or county, or student of the school is a visitor.
2. All visitors to the school must report to the office of the principal upon arrival where they will be guided through the proper visitor procedure.
3. Visitors attending school functions that are open to the public are not required to report to the office of the principal.
4. Parents or community members wishing to observe a classroom in session may do so only after such a visit has been arranged through the BOCES/P-TECH Principal.
5. Teachers may not take class time to discuss individual matters with visitors.

6. Any unauthorized person on school property will be reported to the principal and will be asked to leave. The police may also be called if the need arises.
7. All visitors are expected to abide by the rules for public conduct on school property.
8. Ensure their children understand that in a civil society appropriate rules are required to maintain a safe, orderly environment;
9. Understand school rules and help their children understand them;
10. Convey to and model for their children a supportive attitude toward education and the school;
11. Build appropriate and positive relationships with teachers, other parents, and their children's friends within the school community;
12. Inform school officials of changes within the child's life and/or home situation that may affect student conduct or performance;
13. Ensure that their child(ren) have access to a place to study where homework assignments may be completed.

*Every parent is an essential and valued partner in the educational community and, therefore, is invited and welcomed to participate in their child's school experience.*

#### **XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY:**

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

##### **A. PROHIBITED CONDUCT**

No person on school property or at a school function shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school property or the personal property of anyone lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of any school program or activity.
4. Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability or sexual orientation, gender or sex.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange tobacco products including electronic cigarettes, alcohol or illegal substances, or be under the influence of either.
10. Possess or use weapons, except in the case of law enforcement officers or as specifically authorized by the school.
11. Loiter on school property.
12. Gamble.
13. Refuse to comply with any reasonable order of school officials.
14. Willfully incite others to violate this code.
15. Violate any other federal or state statutes, local ordinances or Board policies.

## **B. PENALTIES**

Persons who violate this Code shall be subject to the following penalties:

- Visitors—shall be directed to leave the premises. If they refuse to leave they shall be subject to removal.
- Students—shall be subject to disciplinary action in accordance with due process requirements.

*If you have any questions regarding the content of this summary, need further clarification on any of the rules listed in this summary, or would like to request a copy of the complete Code of Conduct, please contact:*

**Shawn McMahon, Executive Principal North  
Franklin Educational Center  
23 Husky Lane  
Malone, NY 12953  
518-483-5230**

**Stephanie Murphy, Principal  
Adirondack Educational Center  
711 NYS Route 3  
Saranac Lake, NY 12983  
518-891-1330**



Please sign and return this page to your teacher:

I, \_\_\_\_\_, have read and understand the  
Franklin-Essex-Hamilton BOCES Code of Conduct Summary.

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*Student's Signature*

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*Date*

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*Parent's Signature*

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*Date*