

## **I Introduction**

The Tioga Central Schools Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and visitors is essential to achieving this goal.

The Tioga Central School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents, and visitors when on school property or attending a school function.

## **II Definitions**

*For the purposes of this code, the following definitions apply:*

A “disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

A “parent” means parent, guardian, or person in parental relation to the student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142

A “school function” means any school-sponsored extra-curricular event or activity.

A “violent student” is defined as an elementary or secondary student under the age of 21 who:

1. Commits an act of violence upon a teacher, school administrator, or other school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully upon school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly or intentionally damages or destroys the personal property of any school employee or any person lawfully upon school district property or at a school function.
7. Knowingly or intentionally damages or destroys school district property.

A “weapon” means a firearm as defined in 18 USC§921 for the purposes of the Gun-Free Schools Act. Weapon also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause physical injury or death when used to cause physical injury or death.

### **III Student Rights and Responsibilities**

#### **A. Student Rights**

The district 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 district students have the right:

1. To have a safe, healthy, orderly, and courteous school environment.
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.
4. To have school rules and conditions available for review and, when necessary, explanation by school personnel.
5. To be suspended from instruction only after his/her rights pursuant to Education Law §3214 have been observed.
6. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
7. To express his/her opinions verbally as long as his/her expression does not interfere with the rights of others or disrupt normal school operations.

#### **B. Student Responsibilities**

It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
2. To work to the best of his/her ability in all academic and extracurricular pursuits, and strive toward the highest level of achievement possible.
3. When participating in or attending school-sponsored extracurricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions.
4. To seek help in solving problems that might lead to disciplinary procedures.
5. To be in regular attendance at school and in class.
6. To contribute to an orderly, learning-centered environment and to show due respect for other persons and property.
7. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.
8. To accept responsibility for their own actions.

9. To be positively involved with school safety and violence prevention by participating in school programs and expressing concerns about potentially unsafe or violent situations.

#### **IV Essential Partners**

##### **A. Parents**

All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

##### **B. Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations of students
  - e. Classroom discipline plan
6. Communicate regularly with students, parents, and other teachers concerning growth and achievement.

##### **C. Guidance Counselors/Psychologists**

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate conferences as necessary to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular activities.

#### **D. Principals**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate all instructional programs on a regular basis.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

#### **E. Superintendent**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Review with the district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with the district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

#### **F. Board of Education**

1. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
2. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

#### **V Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), very brief shorts, and see-through garments or clothing that exposes the midriff, are not appropriate.
3. Endure that underwear is completely covered with outer clothing.
4. Include footwear at all times (Footwear that is a safety hazard will not be allowed).
5. Not including the wearing of head coverings except for a bona fide medical or religious purpose.
6. Not include items, including tattoos that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote or encourage other illegal or violent activities.

Each building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The Principal and/or Superintendent shall have final discretion regarding the appropriateness of any dress, grooming and appearance, hair style/color, jewelry, make up, and nails.

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 acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **VI Prohibited Student Conduct**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school when they:

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - a. Running in hallways
  - b. Making unreasonable noise
  - c. Using language or gestures that are profane, lewd, vulgar or abusive
  - d. Obstructing vehicular or pedestrian traffic
  - e. Engaging in any willful act which disrupts the normal operation of the school community
  - f. Trespassing (students are not permitted in any school building, other than the one they regularly attend, without permission from the Principal in charge of the building)
  - g. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account accessing inappropriate websites or any other violation of the district's Computer Use Policy
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  - a. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.
  - b. Lateness for, missing or leaving school without permission.
  - c. Skipping detention

3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  - a. Failing to comply with reasonable directions of teachers, school administrators, or other school personnel in charge of students.
  - b. Making unreasonable noise.
  - c. Engaging in any willful act which disrupts the normal operation of the school community.
  - d. Use of cell phones, computers, air pods, or headphones without permission.
  - e. Students may not photograph, video record, or audio record faculty or staff without their prior knowledge and approval while on school property or at school events, nor transmit any file/images that contain recordings or images taken in violation of this prohibition.
4. Engage in conduct that is violent. Examples of violent conduct include:
  - a. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee, or attempting to do so.
  - b. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any person lawfully on school property, or attempting to do so.
  - c. Possessing a weapon (authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function).
  - d. Displaying what appears to be a weapon.
  - e. Threatening to use any weapon.
  - f. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property, including graffiti and arson.
  - g. Intentionally damaging or destroying school district property.
5. Engage in any conduct that endangers the safety, morals, health, or welfare of oneself or others. Examples of such conduct include:
  - a. Lying to school personnel.
  - b. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
  - c. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals which harm the reputation of the person or the identifiable group by demeaning them.
  - d. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
  - e. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
  - f. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  - g. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, club, or team.
  - h. Selling, using, or possessing obscene material.
  - i. Using vulgar or abusive language, cursing, or swearing.
  - j. Smoking, possessing, or using a cigarette, cigar, pipe, chewing tobacco or smokeless tobacco.
  - k. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances (illegal substances include, but are not limited to, inhalants, marijuana, cocaine,

LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances referred to as “designer drugs”).

l. Inappropriately using or sharing prescription and over-the-counter drugs.

m. Gambling.

n. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

o. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

6. Engage in misconduct while on, waiting for, boarding, or getting off from a school bus. It is critical for students to behave appropriately while in or around school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The driver is in charge of students and has the same authority as a classroom teacher. The bus driver has the option to assign seats to a student or students. Excessive noise, pushing, shoving, and fighting will not be tolerated. Examples of misconduct on a school bus include:

a. Disobeying the reasonable request of the driver.

b. Running to the bus while it is in motion.

c. Riding a bus other than the bus assigned to a particular student without proper authorization.

d. Being disorderly while waiting for the bus.

e. Waiting for the bus in the highway or street

f. Crossing the street in a manner such as the bus driver cannot see the student (students should cross 10-12 feet in front of the bus upon a signal from the driver)

g. Boarding the bus in a disorderly manner

h. Failure to remain in the seat, unless all seats are taken and the driver directs the student to stand

i. Failure to sit in the seat assigned by the driver, if a seat is assigned

j. Engaging in behavior which distracts the driver’s attention (such as unnecessary conversation with the driver, loud talking, laughter, other noise, or throwing objects within or out of the bus windows).

k. Disobeying any other part of the Code of Conduct.

l. Bringing animals, glass objects, or aerosol cans on the bus.

m. Extending any part of the body out of bus windows or doors.

n. Tampering with mechanical equipment, accessories, or controls.

o. Tampering with emergency exits, or opening emergency exits except in case of emergency or as directed by the driver.

7. Engage in any form of academic misconduct. Examples of academic misconduct include:

a. Plagiarism

b. Cheating

c. Copying

d. The use of any artificial intelligence programs or websites (ChatGPT, Essay Typer, and PhotoMath, etc.)

e. Altering records

f. Assisting another student in any of the above actions

## **VII Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, Principal, or other responsible district employee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, Principal, Superintendent, or other responsible district employee. Students who witness or hear a threat of violence are expected to promptly report the threat to a responsible district employee.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

The building Principal must notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or designee learns of the violation.

## **VIII Disciplinary Penalties**

### **A. Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. 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 circumstance 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.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the committee on special education (CSE), and the discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining



students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. For further information and clarification, see the section on Discipline of Students with Disabilities in this code.

## **B. 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. School personnel authorized to impose penalties shall do so consistent with the student's right to due process.

1. Verbal warning
2. Written warning
3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspensions from social or extra-curricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term suspension (five days or less) from school
12. Long-term suspension (more than five days) from school
13. Permanent suspension from school

## **C. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### *a. Detention*

Teachers, Principals, and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension may be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has the appropriate transportation home following detention. Appropriate transportation home may include the "late bus." Parental objection does not override discipline, and another discipline may be imposed, with proper due process, if the parent objects to detention.

### *b. Suspension from transportation*

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building Principal's attention. Students who become a serious discipline

problem may have their riding privileges suspended by the building Principal, Superintendent, or transportation supervisor. In such cases, the student's parents will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with reasonable opportunity for an informal conference with the district official imposing the suspension from transportation to discuss the conduct and the penalty involved.

*c. Suspension from athletic participation, extracurricular activities, and other privileges*

A student subjected to a suspension from athletic participation, extra-curricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

*d. In-school suspension*

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building Principals and the Superintendent to place students who would otherwise be suspended from school as a result of a code of conduct violation in "in-school suspension."

A student subjected to in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

*e. Teacher disciplinary removal of disruptive students*

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. As in the past at Tioga Central Schools, such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly, (3) sending a student to the Principal's office for the remainder of the class time only, or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a

student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from the class for up to two days. The removal from class applies to the class of the removing teacher only. The disciplinary removal of a disruptive student from class is not intended to supersede existing classroom management techniques.

If a disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must notify the Principal immediately upon removal of a student, and must meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the relevant facts regarding the removal. If the Principal or designee is not available by the end of the same school day, the teacher must meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or designee must notify the student's parents, in writing, that the student has been removed from the class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or designee to discuss the reasons for the removal. Where possible, notice will also be provided to by the telephone.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and the Principal.

The Principal may overturn the removal of the student from class if the Principal finds any one of the following.

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal may overturn a removal at any point between receiving notification from the teacher and the close of the business day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log for all cases of removal of students from his or her class. The Principal must keep a log of all removals of students from any class. Tracking the number of removals for individual students is necessary to determine whether a student qualifies as “repeatedly’ substantially disruptive,” triggering a minimum suspension period and to monitor the removal of students with disabilities.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student’s placement. Accordingly, no teacher may remove a student with a disability for his or her class until he or she has verified with the Principal or the chairperson of the committee on special education that the removal will not violate the student’s rights under state and federal regulations.

*f. Suspension from school*

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building Principals.

All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct for possible suspension.

The Superintendent or Principal, when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

*1. Short-term (5 days or less) suspension from school*

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214 (3), the suspending authority must immediately notify the student verbally. If the student denies the misconduct, the suspending authority must immediately provide an explanation of the basis for the proposed suspension. Within 24 hours, the suspending authority must also notify the student’s parents in writing that the student may be suspended from school. Where possible, notice should also be provided to parents by telephone.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform parents of the right to request an informal

conference with the Principal. Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education, and such appeals must occur within 30 days of the decision.

### *2. Long-term (more than 5 days) suspension from school*

When the Superintendent or building Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

### *3. Permanent suspension*

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function. The procedure for permanent suspension is the same as for long-term suspension. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions

of the Board may be appealed to the Commissioner of Education, and such appeals must occur within 30 days of the decision.

#### **D. Minimum Periods of Suspension**

##### *1. Students who bring weapons to school*

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age
2. The student's grade in school
3. The student's prior disciplinary record
4. The Superintendent's belief that other forms of discipline may be more effective
5. Input from parents, teachers, and others
6. Other extenuating circumstances

A student with a disability may be suspended only in accordance with the requirements of the law.

##### *2. Students who commit violent acts other than bringing a weapon to school*

Any student, other than a student with a disability, who is found to have committed a violent act other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. The student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

##### *3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom*

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester. The student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## **E. Referrals**

### *1. Counseling*

The Principal's office shall handle appropriate referrals to the guidance counselor or psychologist for counseling needs in each building.

### *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 of Article 65 of 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 §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition.

### *3. Juvenile Delinquents and Juvenile Offenders*

The Superintendent is required to refer the following students for a juvenile delinquency proceeding before the family court.

1. Any student under age 16 who is found to have brought a weapon to school, or
2. Any student 14 or 15 years old who qualifies for juvenile offender status under Criminal Procedure Law §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.

## **IX Alternative Instruction**

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

## **X Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

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

### **A. Authorized suspensions or removals of students with disabilities**

1. For the purposes of this section of the code of conduct, the following definitions apply:

A "suspension" means a suspension pursuant to Education Law §3214

A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An “IAES” means a temporary educational placement for a period of up to 45 days, other than a student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

a. The Board or a building Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

b. The Superintendent may order the placement of a student with a disability into an IAES, another setting, or suspension for up to 10 consecutive school days, inclusive or any period in which the student has been suspended or removed under subparagraph (1) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education, for the same amount of time that a student without a disability would be subject to discipline, but no more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

1. “Weapon” means the same as “dangerous weapon” under 18USC§930(g)(w) which includes “a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious injury, except... (for) a pocket knife with a blade of less than 2 ½ inches in length.”

2. “Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

3. “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting



for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

### **B. Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
  - a. For more than 10 consecutive school days; or
  - b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they culminate to more than 10 school days in a year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed, and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement based on pattern of suspension or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs, or controlled substances.

### **C. Special rules regarding the suspension or removal of students with disabilities**

1. The district's committee on special education shall:
  - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to and IAES for misconduct involving weapons, illegal drugs, or controlled substances.

If subsequently a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs, or controlled substances, or because maintaining the student in his or her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined eligible for services under IDEA and Article 89 at the time of the misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have knowledge that their child was a student with a disability before the behavior participating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for disciplinary purposes.

a. The Superintendent, building Principal, or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

b. A student will be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:

1. Conducted an individual evaluation and determined that the student is not a student with a disability, or
2. Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs, or controlled substances, or because maintaining the student in his or her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notices prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five consecutive school days shall be bifurcated into a guilt phase and a

penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into the code.

6. The removal of a student with disabilities other than a suspension or replacement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive school days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

7. During any of the suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

#### **D. Expedited due process hearings**

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

- a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with disabilities in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain it is dangerous for the student to be in his or her current educational placement during such proceedings.
- b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in IAES.
  1. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs, or controlled substances, or on the grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parent and the district agree otherwise.
  2. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### **E. Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, such action will not constitute a change of the student's placement.

2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom crime is reported.

## **XI Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force 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. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, and if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with the Commissioner's regulations.

## **XII Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about alleged violations of the law or the district code of conduct. Students are not entitled to any sort of "Miranda" – type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building Principals, the school nurse, and school safety personnel to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered to be reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated

the law or district code of conduct, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought but could include law enforcement agents and their dogs.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks and Other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### **B. Strip Searches**

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if authorized in advance by the Superintendent and/or the school attorney. The only exception to this rule requiring advance authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of the law or the district code of conduct. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

#### **C. Documentation of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student search
2. Reasons of the search
3. Names of any informants
4. Purpose of the search (that is, what item was being sought)
5. Type and scope of the search
6. Person conducting the search and his/her title and position
7. Witnesses to the search
8. Time and location of the search

9. Results of the search (that is, what items were found)
10. Disposition of items found
11. Time, manner, and results of parental notification

The building Principal shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal shall clearly label each item taken from the student and retain control of each item. The Principal shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### **D. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function
3. Been invited by school officials

Before police officials are permitted to question or search any student, the building Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the search shall not be conducted. The Principal will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside school. This means:

1. They must be informed of their legal rights
2. They may remain silent if they so desire
3. They may request the presence of an attorney

#### **E. Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building Principal. The Principal shall set the time and place of the interview. The Principal will decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any or all clothing in order for child protective services workers to verify allegations, the

school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can be reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

### **XIII Visitors to the School**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building Principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school building will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued visitor's identification, which must be worn at all times while in the school or on school grounds. The visitor must sign out and return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as Student Support Organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher and the Principal, so that class disruption is kept to a minimum. The Principal may restrict the visit if he or she believes the visit would lead to disruption of education because of distraction.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### **XIV Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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.

*A. Prohibited Conduct*

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee, student, or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs, or other school activities, including athletic and other extracurricular events.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal activities, 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 race, color, creed, national origin, religion, age, gender, sexual orientation, or disability
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 alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the Board.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Use profane or lewd language.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.
17. Bring any dog onto school property except as part of the educational process and with approval of an administrator.

*B. Penalties*

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

1. Visitors: Authorization, if any, to remain on school grounds or at a school function may be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: May be subject to disciplinary actions as the facts may warrant, in accordance with due process requirements.
3. Tenured faculty: May be subject to disciplinary action as the facts may warrant, in accordance with Education Law §3020-a or any other legal rights they may have.



4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75: May be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights they may have.
5. Staff members other than those described in subdivision 4 and 5: May be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may have.

### *C. Enforcement*

The building Principal or designee shall be responsible for enforcing the conduct required by this code.

When the building Principal or designee sees an individual engaged in prohibited conduct, which in his or her judgement does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district may initiate disciplinary action against any student or staff member, as appropriate, with the "penalties" section above. In addition, the district reserves the right to pursue a civil or criminal legal action against any person violating the code.

## **XV Student Drivers and Parking**

The district views driving to school as a privilege. Our responsibility is with the control of traffic on school property. Students must apply for permits to drive to school. The parking permit must be on the vehicle and visible at all times. Permits will be given to students under a priority basis (listed in the student handbook). Since campus parking space is at a premium, no student is guaranteed a parking spot. Misuse of this privilege may lead to revocation of the driving permit.

Students are to follow safe driving practices on school grounds. Making sure that they lock their vehicle before entering the building. Students are not allowed to use their vehicle to transport other students home without approval from the principal. Students are not to go out to their vehicle during the school day without approval from the principal. The school district is not responsible for damages to student vehicles while in the school parking lot.

In addition, the Board of Education authorizes the Superintendent, Principals and school safety personnel to conduct searches of the student's vehicle and its belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that a student violated the law or the district code of conduct.

## **XVI Dissemination and Review**

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of the year.
2. Making copies of the code available to all parents at the beginning of the school year.

3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct during orientation when they are first hired.
6. Making copies of the code available for review by students, parents, and other community members

The Board will sponsor an in-service education program for all district staff members to ensure effective implementation of the code of conduct.

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

Yearly Board Approval: May 16, 2023