

# **BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT**

45 Ingham Road  
Briarcliff Manor, New York 10510

District Office	914-941-8880
Todd School	914-941-8300
Middle School	914-769-6343
High School	914-769-6299

## **DISTRICT CODE OF CONDUCT POLICY 5300**

Revised and adopted August 26, 2021

---

Code of Conduct

<b>I.</b>	<b>INTRODUCTION</b>	Page 6
<b>II.</b>	<b>DEFINITIONS</b>	Page 6
<b>III.</b>	<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	Page 7
A.	Student Rights	Page 8
B.	Student Responsibilities	Page 8
<b>IV.</b>	<b>ESSENTIAL PARTNERS</b>	Page 9
A.	Parents and Guardians	Page 9
B.	Teachers	Page 10
C.	Guidance Counselors	Page 10
D.	Principals and/or Assistant Principals	Page 11
E.	Superintendent	Page 11
F.	Dignity Act Coordinators	Page 11
G.	Board of Education	Page 12
<b>V.</b>	<b>STUDENT DRESS CODE</b>	Page 12
<b>VI.</b>	<b>ACADEMIC CONDUCT</b>	Page 13
<b>VII.</b>	<b>PROHIBITED STUDENT CONDUCT</b>	Page 17
A.	Conduct That Is Disorderly	Page 17

B. Conduct That Is Insubordinate	Page 17
C. Conduct That Is Disruptive	Page 17
D. Conduct That Is Violent	Page 18
E. Conduct That Endangers the Safety, Morals, Health, Welfare	Page 18
F. Misconduct While on a School Bus	Page 19
G. Off-Campus Misconduct	Page 19
<b>VIII. REPORTING VIOLATIONS</b>	Page 20
<b>IX. DISCIPLINARY PENALTIES, PROCEDURES REFERRALS</b>	
	Page 21
A. Penalties	Page 21
B. Procedures	Page 22
C. Minimum Periods of Suspension	Page 27
D. Referrals	Page 29
<b>X. ALTERNATIVE INSTRUCTION</b>	Page 29
<b>XI. DISCIPLINE OF STUDENTS WITH DISABILITIES</b>	<b>Page 30</b>
A. Authorized Suspensions or Removals of Students with Disabilities	Page 30
B. Change of Placement Rule	Page 32
C. Special Rules regarding Suspension/Removal of SWD	Page 32
D. Expedited Due Process Hearings	Page 35
E. Referral to Law Enforcement and Judicial Authorities	Page 35
<b>XII. DIGNITY ACT SUMMARY</b>	Page 36
<b>XIII. PHYSICAL RESTRAINT</b>	Page 37

<b>XIV. STUDENT SEARCHES AND INTERROGATIONS</b>	Page 38
A. Student Lockers, Desks and other School Storage Places	Page 38
B. Cell Phones	Page 39
C. Documentation of Searches	Page 39
D. Police Involvement in Searches and Interrogations of Students	Page 39
E. Child Protective Services Investigations	Page 40
<b>XV. VISITORS TO THE SCHOOLS</b>	Page 40
<b>XVI. PUBLIC CONDUCT ON SCHOOL PROPERTY</b>	Page 41
A. Prohibited Conduct	Page 41
B. Penalties	Page 42
C. Enforcement	Page 43
<b>XVII. DISSEMINATION AND REVIEW</b>	Page 43
A. Dissemination of Code of Conduct	Page 43



## I. Introduction

The Briarcliff Manor 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 other visitors is essential to achieving this goal.

The Briarcliff Manor Union Free School District (“District”) has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, acceptance, honesty, and integrity.

The Board recognizes the need to clearly define the District’s expectations for acceptable conduct on school property and at school functions, to identify the 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 other visitors when on school property or attending a school function, whether on or off school property.

## II. Definitions

For purposes of this Code, the following definitions apply.

“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.

“Parent” means parent, guardian, or person in parental relation to a student.

“Removal” means the act of a teacher in discontinuing the presence of the student in his/her classroom for being disruptive or interfering with the teacher’s authority over the class.

“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 a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored event or activity, whether on or off school property.

“Violent Student” means a student under the age of 21 who:

1. Commits, while on school property or at a school function, an act of violence upon a school employee, or attempts or threatens to do so; or
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so; or

3. Possesses, while on school property or at a school function, a firearm, or a weapon; or
4. Displays, while on school property or at a school function, what appears to be a firearm or weapon; or
5. Threatens, while on school property or at a school function, to use a firearm or weapon; or
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function; or
7. Knowingly and intentionally damages or destroys school district property.
8. Threatens, verbally or by electronic means, to do harm to persons or property of others.
9. Threatens or harasses a classmate(s) or staff on-line or via social media.

“Firearm” means a firearm as defined in 18 USC §921 for purposes of the Gun Free Schools Act.

“Weapon” 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, lighter, material or substance, animate or inanimate, that can cause physical injury or death when used to cause physical injury or death. Weapon also includes any other instrumentality or device defined as a weapon under the New York State Penal Law or the U.S. Code.

“Gender” includes a person’s gender identity or expression.

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-concept as distinguished from sex assigned at birth.

“Sexual orientation” is a person’s emotional attraction to other people based on the gender of the other person.

“Transgender” is a general term and adjective used to describe a person whose gender identity or expression is different from that traditionally associated with the person’s assigned sex at birth.

“Gender nonconforming” is a general term for a person whose gender expression differs from stereotypic expectations.

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

It is the District’s belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. Students who cannot accept this responsibility and violate school rules will be required to accept the consequences of their misbehavior.

This Code hereby sets forth rights and responsibilities of all District students.

A. Student Rights

Students have the right to be informed of the rules and regulations to which they are subject.

Students have the right to a safe school environment, free from discrimination and harassment. This includes transgender students and gender nonconforming students. To this end, the District will follow the July 2015 NYS Education Department *Guidance to School Districts for Creating a Safe and Supportive School Environment for Transgender and Gender Nonconforming Students*.

Students have the right to an appropriate education that prepares them to be productive members of our society.

Students have the right to participate in all aspects of school programs and activities regardless of race, color, creed, religion, religious practice, national origin, ethnic group, weight, sex, gender, sexual orientation, or disability.

Students have the right to freedom of expression and speech. However, such expression and/or speech is subject to limitation and may not disrupt the educational process by endorsing illegal activities, using profane language, or inciting violence. Any assembly or public expression on school grounds or at school activities that advocates the use of drugs or other substances that are illegal to minors is prohibited. Also, speech that materially and substantially disrupts the work and discipline of the schools may be subject to limitation.

Students have the right to present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty, and access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

Students have the responsibility to know and follow the rules and regulations of the school, including this Code.

Students have the following responsibilities regarding their environment:

- to respect the rights and property of others.
- to respect and care for school property.
- to adhere to all school safety and health regulations and procedures.
- to contribute toward establishing and maintaining a safe and respectful atmosphere.
- to actively discourage inappropriate behavior of other students and report incidents to the administration.

Students have the following responsibilities regarding their education:

- to attend school and all classes regularly and punctually unless legally excused.
- to adhere to all school rules and policies.



- to respect the rights of others to reach their educational goals.
- to participate to the fullest extent in the educational process.
- to participate with academic integrity and hold themselves to the highest standard in all aspects of school behavior.
- to work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- to react to direction given by teachers, administrators and other school personnel in a respectful manner.
- to ask questions when they do not understand.

Students have the responsibility to demonstrate mutual respect for personal differences.

Students have the responsibility to express themselves in a manner that does not disrupt the orderly operation of the school and does not interfere with the rights of others.

Students have the responsibility to work to develop mechanisms to control their anger.

Students have the responsibility to dress appropriately for school and school functions.

Students have the responsibility to drive safely and behave responsibly as passengers on school grounds and at school functions.

Students have the responsibility to answer staff and district officials honestly when questioned about potential violations of the Code of Conduct.

Violations of the Code Conduct will be considered and can be a factor in determining any school related honor or recognition.

## **IV. Essential Partners**

### **A. Parents and Guardians**

All parents and guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school on time, ready to participate and learn.
3. Ensure that absences are excused.
4. Insist that their children be dressed in a manner consistent with the standards set forth in this Code.
5. Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
6. Know school rules and help their children understand them.
7. Convey to their children a supportive attitude toward education.
8. Build good relationships with teachers, other parents, and their children's friends.
9. Help their children deal effectively with peer pressure.

10. Inform school officials of changes in the home situation that may affect student conduct or performance.
11. Inform school officials on medical, legal, and other matters that may affect the student in school.
12. Assist their children in finding an appropriate place for study and help promote good work habits.

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 and to conduct themselves professionally when engaged with students, staff, and families.
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. Promptly report violations of the code that are reported to them or are directly observed by them that are violations.
6. Immediately report and refer violent students to the principal.
7. Communicate to students and parents:
  - a) Course objectives and requirements
  - b) Marking/grading procedures
  - c) Assignment deadlines
  - d) Expectations for students
  - e) Classroom discipline plan
  - f) How best to communicate with the teacher
8. Communicate regularly with students, parents and other teachers concerning growth and achievement.
9. Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee, or other person lawfully on school property or at a school function.
10. Comply with education law and regulations regarding corporal punishment, reporting of suspected child abuse in the domestic setting and in the educational setting.
11. Maintain confidentiality in accordance with federal and state law.

C. **Guidance Counselors are expected to (in addition to expectations for teachers):**

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary.
3. Regularly review with students their educational progress and post-secondary plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs based on their individual strengths and interests.

D. **Principals and/or Assistant Principals are expected to:**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have an opportunity to communicate regularly with the principal and assistant principal and approach the principal and/or assistant principal for redress of grievances.
3. Evaluate on a regular basis all personnel and instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code and ensuring that all cases are resolved promptly and fairly.
6. Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee, or other person lawfully on school property or at a school function.
7. Comply with education law and regulations regarding corporal punishment, reporting of suspected child abuse in the domestic setting and in the educational setting.
8. Maintain confidentiality in accordance with federal and state law.

E. **Superintendent is expected to:**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board and state and federal laws and regulations 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 District administrators in enforcing the Code consistently and ensuring that all cases are resolved promptly and fairly.
6. Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee, or other person lawfully on school property or at a school function.
7. Comply with education law and regulations regarding corporal punishment, reporting of suspected child abuse in the domestic setting and in the educational setting.
8. Maintain confidentiality in accordance with federal and state law.

F. **The Dignity Act Coordinators are expected to:**

1. Promote a safe, orderly and stimulating school environment supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Identify curricular resources that support infusing civility in classroom instruction and classroom management and provide guidance to staff as to how to access and implement those resources.
3. Coordinate training in support of the District's Bullying Prevention and Intervention Policy.
4. Be responsible for monitoring and reporting on the effectiveness of the District's Bullying Prevention and Intervention Policy.

5. Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of a student, school employee or person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students and staff.
7. Comply with education law and regulations regarding corporal punishment, reporting of suspected child abuse in the domestic setting and in the educational setting.
8. Maintain confidentiality in accordance with federal and state law.

**G. Board of Education**

1. Collaborate with the Superintendent to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
2. Review at least annually the District's Code to evaluate the Code's effectiveness and the fairness and consistency of its implementation. A public hearing will be held in advance of any changes proposed for adoption to the Code of Conduct.
3. Lead by example by conducting Board meetings in a professional, respectful, and courteous manner.
4. Comply with state education law and regulations regarding mandated reporting of suspected child abuse in an educational setting.
5. Maintain confidentiality in accordance with federal and state law.

It is expected that all volunteers, District staff and District officers will familiarize themselves with Board policies on prohibited discrimination and child abuse reporting and will adhere to the required procedures for the same.

**V. Student 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.

Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and career skills classes. In accordance with the guidelines of the CDC and the state of NY, the Superintendent of Schools can require that students and staff wear either a disposable surgical mask or appropriate multi-layered cloth mask while on campus or engaged in school related activities and on district provided transportation.

*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. Not include clothing and other articles that are distracting or revealing. These might include, but are not limited to, see-through garments, plunging neck and waistlines, pants worn low, loose fitting tank tops and short shorts.
3. Ensure that undergarments are completely covered with outer clothing.
4. Always include footwear. Footwear that is a safety hazard will not be allowed such as open-toed shoes or flip-flops, when using equipment or chemicals.
5. Not include the wearing of hats in the classroom except for medical and religious purposes at the middle and elementary school. At the high school hats may be worn in class at the discretion of the teacher.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of actual or perceived race, color, religion, religious practice, creed, ethnic group, national origin, weight, sex, gender, sexual orientation, or disability.
7. Not promote, endorse, or encourage the use of alcohol, tobacco, controlled substances, or illegal drugs and/or threaten or encourage other illegal or violent activities.

Each building principal or his or 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. Schools may have a more restrictive code.

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 in-school 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. Academic Conduct**

To realize Briarcliff's vision of educating all students for personal fulfillment and active and responsible engagement in a global community, it is the District's obligation to ensure that our students learn that academic integrity is the moral and ethical foundation of their educational experience and their future endeavors. In order to ensure that academic integrity is protected and upheld, the District will not tolerate violations of any kind.

In subsequent academic professional and social environments, students will be expected to operate with integrity honor, and trust. These principles should be instilled in the elementary school and reinforced throughout the educational program. Teachers and parents need to work together to ensure that students understand the seriousness of all forms of academic misconduct, including, but not limited to cheating, plagiarism, inappropriately copying another student's work, altering records or academic materials, falsifying data or citations, and assisting another student(s) in any of these activities, and other incidents of academic misconduct. These actions not only invalidate students' accomplishments, but also diminish confidence in the school and in school-wide assessments and achievements.

There will be consequences for cheating commensurate with the age of the student, the nature and magnitude of the act, and the number of offenses. All offenses will result in consequences as indicated in this Code of Conduct. These consequences will be for cases of *intentional* violations, where students knowingly appropriate or present another's work as their own in a testing or assignment situation or

cheat in any way. Cases of inadvertent cheating or plagiarism due to misunderstanding of instructions or lack of knowledge of proper citation standards or form will be handled at the teacher's discretion in consultation with the principal. In addition, the role and responsibility of teachers in reporting violations will be emphasized as part of the District's Code. Teachers will inform parents of instances of alleged academic misconduct. Building administrators will enforce the disciplinary process. The District will be committed to supporting reliable reporters of violations and will thoroughly investigate all reported violations and protecting due process rights of those who are the subject of investigation.

As stated above, examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying another student's work inappropriately.
4. Altering records or academic materials.
5. False Citation.
6. Assisting another student(s) in any of the above actions.
7. 8. Other incidents of academic misconduct.

## **DEFINITIONS OF ACADEMIC MISCONDUCT**

### **1. PLAGIARISM**

The act of intentionally representing the words, ideas or sequence of ideas, discoveries, research, facts, charts, or other graphics of another person as one's own *without proper acknowledgement*. The source of the materials plagiarized may be written or oral, published, or unpublished, from the Internet, database, video, audio recording, lecture, course text, encyclopedia or other reference book, class handout, or the work of another student.

*Plagiarism includes but is not limited to:*

- paraphrasing without acknowledgement
- copying words verbatim without quotation marks or citation
- purchasing or accepting prepared research papers or class work from others
- freely using shareware graphics
- utilizing research gathered by others

**NOTE:** Certain information in any subject is considered "common knowledge" and may be used without citation. When in doubt, consult the teacher.

*Multiple Submission/Self Plagiarism* means reusing your own work that has been previously submitted and given credit for in another course without direct prior teacher approval

### **2. CHEATING**

Using unauthorized information or materials or aids in any academic exercise. Such actions *include but are not limited to:*

- giving or getting test answers before during or after an exam
- using electronic devices, signals, or deceptive strategies to communicate with others or obtain test related information inside or outside an exam room
- using written materials to obtain or to reference information during tests

- using an allowable device improperly to access information
- leaving an exam room in order to get information
- creating deceptive signals or strategies to obtain information during an exam
- knowingly or intentionally cheating on homework by submitting assignments or papers created by someone else or copied from someone else.

### **3. COPYING**

Taking someone's work as your own, either for homework or on an exam

### **4. ALTERING ACADEMIC MATERIALS**

Changing grade information on an exam, grade book, transcript, or other evaluative document  
 Destroying, damaging, or stealing another student's work

### **5. FALSE CITATION**

Giving credit to a source from which the material was not obtained, i.e., footnoting a paragraph and citing a work that was never used

### **6. FALSE DATA**

Making up or altering information to deliberately mislead, i.e., changing data in experiments to show a better result

### **7. ASSISTING ANOTHER STUDENT IN ANY OF THE ABOVE ACTIONS**

### **8. OTHER INCIDENTS OF ACADEMIC MISCONDUCT** *Consequences for Academic Misconduct:*

Specific and clear consequences are indicated in the Code to establish the District's intention to ensure that students realize the seriousness of the District's response to academic misconduct. All offenses incurred at the middle school or high school will accumulate until the student graduates from that school. Teachers will report all incidents of academic misconduct to the principal or assistant principal electronically via eschool. The following consequences will be applied in those cases where there is knowing intent to take the work of others and submit as one's own or cheat in any way.

#### **Todd Elementary School**

Each student in Todd School is expected to be a responsible class citizen. Good citizenship includes demonstrating proper conduct as well as being honest and truthful when taking tests, working on assignments, and writing reports.

Students are on their honor to do their own work both in and out of class unless otherwise directed by the teacher. Examples of academic dishonesty that are not acceptable at the elementary level are:

- copying another student's work
- cheating on a test (getting or giving answers from another student, or using books or notes)
- handing in a report written by another person
- handing in a research paper that is copied directly from the Internet

Demonstrating academic dishonesty can lead to a range of possible consequences depending on the student's age and nature of the offense.

- Verbal warning
- Parent notification (verbal and/or written)
- Student written reflection
- Conference with student, parents, and administrator
- Academic consequence (e.g., failure or reduced grade on the exam or assignment)

### **Briarcliff Middle School**

Middle School students are expected to be good citizens at all times. In short, they are expected to be students who demonstrate respect, responsibility, and integrity at all times. Students are accountable for doing their own work, unless directed otherwise by their teachers. Examples of academic dishonesty include, but are not limited to:

- Copying another student's work or homework.
- Cheating on a test (giving or getting answers from another student, or from books, notes or other means).
- Handing in a report written entirely by another person or handing in a report written in any part by another person without citation or attribution; • Discussing or sharing information on a test in any way.

### **Consequences:**

Demonstrating academic dishonesty in any way may lead to the following consequences:

**First offense** - Verbal warning and explanation by teacher to student, parent notification, failing grade on assignment or test, and incident report to the principal's office.

**Second offense** - All of the above as well as written reflection, and referral to school guidance team.

**Third offense** - All of the above as well as suspension from participation in after school activities.

### **Briarcliff High School**

High School students are expected to comply with the principles of honesty, integrity, honor, and trust in all academic endeavors.

### **Consequences:**

**First offense** – Failure or reduced grade for the assignment or test, parent notification and meeting with the classroom teacher.

**Second offense** – All of the above as well as suspension of eligibility for honor societies and meeting with the building administration.

**Third offense** - All of the above as well as referral to support staff.



Violations of the Code Conduct will be considered and can be a factor in determining any school related honor or recognition.

## **VII. Prohibited Student Conduct**

The Board 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 only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first attempt to create a change of behavior in the classroom.

Disciplinary action will be firm, fair, and consistent in order to be the most effective in changing behavior. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. **Engage in Conduct that is Disorderly** *Examples of disorderly conduct include but are not limited to:*

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act (whether on or off school property), which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Misusing computer/electronic communications, including any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; or any other violation of the District's "acceptable use" policy regardless of location.

B. **Engage in Conduct that is Insubordinate** *Examples of insubordinate conduct include but are not limited to:*

1. Failing to comply with the directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
2. Being late for, missing or leaving school without permission.
3. Skipping detention.

C. **Engage in Conduct that is Disruptive** *Examples of disruptive conduct include but are not limited to:*

1. Failing to comply with the directions of teachers, school administrators or other school personnel.
2. Any disturbances that disrupt instruction and/or the school environment (includes instigating or inciting others to commit any of the acts prohibited in this Code.
3. Using personal electronic/digital devices, such as, but not limited to pagers, beepers, cell phones, iPods during the school day except in event of emergency and using camera phones/digital cameras or other electronic devices for purposes of taking photographic images at any time on school grounds.
4. Misusing electronic devices in school. 5. Inappropriate public displays of affection.

D. **Engage in Conduct that is Violent** *Examples of violent conduct include but are not limited to:*

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee, or attempting or threatening to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting or threatening to do so.
3. Possession and/or distribution of a weapon while on school property or at a school function.
4. Displaying a weapon or what appears to be a weapon.
5. Threatening to use any weapon or to employ any form of physical force.
6. Intentionally or negligently damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson. 7. Intentionally or negligently damaging or destroying school District property.

E. **Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others** *Examples of such conduct include but are not limited to:*

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Engaging in defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Engaging in discrimination, which includes the use of actual or perceived race, color, creed, national origin, ethnic group, religion, religious practice, weight, gender, sex, sexual orientation or disability as a basis for treating another in a negative manner.
5. Engaging in 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, threatening or demeaning.
6. Bullying, which includes use of force, threats, intimidation or ridicule, whether verbal or nonverbal, with another student.

7. Engaging in intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm or emotional harm.
8. Cyber bullying - bullying through the use of electronic/digital devices on school grounds to willfully harm, bully, or threaten others or that occurs off school property and creates or foreseeably creates a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
9. 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, organization, club or team.
10. Failing to report or summon assistance from a District staff person when a violation of this Code is observed.
11. Selling, using, possessing or distributing obscene material.
12. Using vulgar or abusive gestures or language, cursing, or swearing.
13. Smoking a cigarette, electronic cigarette, vaporizer or other nicotine delivery device, cigar, pipe on school property and within 100 feet of the entrances, exits or outdoor areas of any elementary or secondary school, or at school functions, or using chewing or smokeless tobacco or other tobacco products on school property or at school functions.
14. Possessing, consuming, selling, offering, distributing, or exchanging alcoholic beverages or illegal or illegal substances, or being under the influence of such substances. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption. (It is understood that in cases where prescription medications that are controlled substances might be required for students' use, the District's medication policy must be followed through the health office of the schools.)
15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Gambling.
17. Engaging in indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Engaging in sexual conduct.
19. Initiating a report warning of fire, bomb or other catastrophe, without valid cause, misusing 911 or summoning police or local authorities falsely, or discharging a fire extinguisher.
20. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.

**F. Engage in Misconduct While on a School Bus**

It is crucial for students to behave appropriately while riding on District 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. Conduct such as excessive noise, pushing, shoving, bullying, and fighting will not be tolerated.

**G. Engage in Off-Campus Misconduct that endangers the health and safety of students or staff within the school or**

**substantially disrupts the educational process.** *Examples of such misconduct include, but are not limited to:*

1. Cyber bullying - use of electronic/digital devices and communications, including social media posts, that occurs off school property to harass, bully, threaten or abuse others that creates or foreseeably creates a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.
2. Threatening or harassing students or school personnel over the telephone.
3. Using message boards to convey threats, derogatory comments or posting pornographic pictures of students or school personnel.
4. A student may be subject to discipline for conduct constituting a crime which is engaged in off-school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education reasonably believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare, or morals of the student and/or others in our schools.
5. A student may be subject to discipline for off-campus conduct that does not involve criminality that the Superintendent of Schools and/or Board of Education reasonably believe has a nexus to the educative process, i.e., student-student, student-personnel interactions that foreseeable would have a detrimental or disruptive effect upon school programs or activities.

## **VIII. Reporting Violations**

All students are expected to promptly report violations of the Code to a teacher, guidance counselor, nurse, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function or engaging in any violent action shall report this information immediately to a teacher, the building principal, the principal's designee, or the Superintendent.

All District staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code 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, and secured, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include long-term or permanent suspension and referral for prosecution.

The building principal or his or her designee will confer with the Superintendent of Schools and District legal counsel immediately and, where appropriate, immediately notify the appropriate local law enforcement agency of those code violations that 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 his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code and constituted a crime.

## **IX. Disciplinary Penalties, Procedures and Referrals**

The District believes in an approach to discipline that recognizes developmental differences based on age and grade level.

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 only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action will be firm, fair, and consistent 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 circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other relevant 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 and discipline, if warranted, shall be administered consistent with the separate requirements of this Code 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.

### **A. Penalties**

Students who are found to have violated the District's Code may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - any member of the district staff
2. Written warning - coaches, guidance counselors, teachers, assistant principal, principal, superintendent
3. Written notification to parent - coaches, guidance counselors, teachers, assistant principal, principal, superintendent
4. Detention - teachers, assistant principal, principal, superintendent
5. Suspension from transportation - director of transportation, assistant principal, principal, superintendent
6. Suspension from athletic participation - coaches, assistant principal, principal, superintendent

7. Suspension from school functions including social or extracurricular activities (includes senior trip, the prom etc.) - activity director, assistant principal, principal, superintendent
8. Suspension of other privileges – assistant principal, principal, superintendent
9. In-school suspension – assistant principal, principal, superintendent
10. Removal from classroom for being disruptive or interfering with the teacher’s authority over the class - teachers
11. Other removal from the classroom - assistant principal, principal
12. Short-term (five days or less) suspension from school – principal, assistant principal as designated acting principal in absence of the principal, superintendent, Board
13. Long-term (more than five days) suspension from school - superintendent, Board
14. Permanent suspension from school - superintendent, Board

## **B. 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 disciplinary 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.

### **1. Detention**

Teachers, assistant principals, principals, and the superintendent may use after-school or in-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student’s parent has been notified to confirm that the student has appropriate transportation home following detention.

### **2. 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 disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student’s parent 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 because the student is unable to find alternate transportation, the District will provide the student with the additional due process rights explained herein for a short or long term suspension. However, in all cases, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal’s designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities, and other privileges.

Extra-curricular and co-curricular activities, as well as, school functions (including dances, prom, and graduation) are privileges, not rights. A student subjected to a suspension from athletic participation, school functions, 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.

4. In-school suspension

The Board recognizes the schools 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 assistant principals, principals, and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

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

5. 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.

On occasion, a student's behavior may become disruptive. For purposes of this Code, 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 class for up to two days. The removal from class applies to the class of the removing teacher only.

If the 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 complete a District-established Disciplinary Removal form and 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 removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and 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 another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from 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 the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The principal will require the teacher who ordered the removal to attend the informal meeting except in unusual circumstances. If, at the informal meeting, the student denies the charges, the principal or the principal's 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 principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the District's Code.
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal meeting if a meeting is requested. No student removed from the classroom by the classroom 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 (on a District provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher will remove a student with a disability unless the teacher 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 or federal law or regulation.

## 6. 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 poses a threat to or endangers the safety, morals, health or welfare of others. (Academic misconduct see section VI)

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

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the Code. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### a. Short-term (5 days or less) suspension from school.

When the superintendent, principal, or acting principal in the principal's absence (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 orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. In addition, the suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal and their right to confront complaining witnesses. If the parents have difficulty understanding the English Language, they may request a copy of the charges in their dominant language. The District shall permit the parents to retain an interpreter for the informal conference. 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. Only final decisions of the superintendent may be appealed to the Commissioner of Education ("Commissioner") within 30 days of the decision.

b. 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 may personally hear and determine the proceeding or may, in 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 to the superintendent as to the appropriate measure of discipline. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board of Education that will make its decision based solely upon the record before it. All appeals to the Board of Education must be in writing and submitted to the District clerk within 30 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may

adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. 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.

d. Procedure after suspension

The Board of Education may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and or parent/guardian agree to this option, the terms and conditions shall be specified in writing.

C. Minimum Periods of Suspension

1. Students who bring a firearm or weapon to school or possess a firearm or weapon in school.

Any student 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 maybe more effective.
5. Input from parents, teachers and/or others.
6. Nature of the offense.
7. Other relevant circumstances.

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

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

Any student who is found to have committed a violent act, other than bringing a firearm or weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed penalty exceeds

the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day 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 who repeatedly substantially interfere with the teacher's authority over the classroom.

Any student who repeatedly is substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by a teacher(s) pursuant to Education Law §3214(3-a) and this Code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day 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.

4. Use and/or possession of drugs and/or alcohol on school grounds or on school-sponsored trips.

Any student who is under the influence of, or who uses, possesses, consumes, sells, distributes or exchanges alcoholic beverages or illegal or controlled substances as defined in Public Health Law Section 3306 or synthetic drugs whether specifically illegal or not on school grounds or at off-campus school related events, including school-sponsored trips, will be suspended out of school for at least five days. (It is understood that in cases where prescription medications that are controlled substances might be required for students' use, the District's medication policy must be followed through the health office of the schools. Similarly, all over the counter medications must be brought to the nurse's office and monitored by the nurse.)

The student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the suspensions 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.

## D. Referrals

1. **Counseling**  
The Guidance Office shall handle all referrals of students to counseling.
  
2. **Person in Need of Supervision (PINS) Petitions**  
The district may file a PINS 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 the Education Law.
  - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly and unlawfully possesses illegal or controlled substances in violation of the Penal Law. A single violation of the Penal Law will be a sufficient basis for filing a PINS petition.
  - d. For students with disabilities, a CSE meeting will be held, and a manifestation determination will be made before filing a PINS petition.
  
3. **Juvenile Delinquents and Juvenile Offenders**  
The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.
  - a. Any student under the age of 16 who is found to have brought a weapon to school, or
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §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.

## X. **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. Students with disabilities will receive alternative instruction in accordance with their Individual Education Programs (IEPs). The Board of Education expects students, administrators, teachers, and parents to make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom at the conclusion of the disciplinary action.

## **XI. Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate this code of conduct and/or to temporarily remove a student with disabilities from his or her current placement to address disruptive or problem behavior that is substantially likely to result in injury to the student or to others. 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. Under certain conditions those protections extend, as well, to students presumed to have a disability for discipline purposes.

This Code 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.

### **A. Authorized Suspensions or Removals of Students with Disabilities**

1. For purposes of this section of the Code, 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, a change in the placement to an interim alternative educational setting (IAES) by a superintendent for behavior involving weapons, illegal drugs, or controlled substance and change in placement to an interim alternative educational setting ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

"Interim alternative educational setting" (IAES) means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred for a period of up to 45 school days recommended by the CSE, that enables the student to continue to progress in the general curriculum, as well as to continue to receive those services and modifications set forth on the student's current IEP, that will enable the student to meet the goals set out in such IEP, and include services and modifications, including, if appropriate, a functional behavior assessment and behavioral intervention plan, 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, the superintendent, the district (BOCES) superintendent 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 of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the 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 the 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 (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 school days, if the student (1) carries or possesses a weapon to school or at school, on school premises, or to or at a school function, (2) the student engages in conduct involving “serious bodily injury” or (3) 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 18 U.S.C. §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 bodily injury, except [for] a pocket-knife with a blade of less than 2 1/2 inches in length.” While a pocket-knife with a blade of less than 2 ½ inches in length is not a weapon for purposes of Commissioner’s Regulation section 201.7, the student will, however, be subject to discipline under the Code of Conduct, including suspension from school.

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.

4) “Serious bodily injury” means bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

3. Subject to specified conditions required by both federal and state law and regulations, the Board of Education may initiate a “dangerousness” impartial hearing. An impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 school days at a time, if maintaining the student in his or her current educational placement is substantially likely to result in injury 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 cumulate to more than 10 school days in a school 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 a pattern of suspensions 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, serious bodily injury, illegal drugs or controlled substances.

## C. Special Rules Regarding Suspension/Removal of Students with Disability

1. The District's CSE 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 an 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 CSE 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 by the Superintendent of Schools to place a student in an IAES either for misconduct involving weapons, serious bodily injury, illegal drugs or controlled substances or a decision is made by an impartial hearing officer to place a student in an IAES in a



dangerous situation, or a decision is made by the Board, Superintendent of Schools or building principal 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 to be eligible for services under IDEA and Article 89 at the time of 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 District is deemed to have acknowledge that their child was a student with a disability before the behavior precipitating 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 discipline 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 not 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:
    - conducted an individual evaluation and determined that the student is not a student with a disability, or
    - 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 the placement of a student with a disability to an IAES for either misconduct involving weapons, serious bodily injury, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting is substantially likely to result in injury 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 notice 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 meeting available to parents of non-disabled students under the Education Law and this Code.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five 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 this Code.
6. The removal of a student with disabilities other than a suspension or placement 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 period of 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.

### **§504/ADA Disability**

For a student solely with a disability under §504 of the Rehabilitation Act of 1973 ("§504")/Title II of the Americans with Disabilities Act (hereinafter referred to as the "ADA"), the §504 multi-disciplinary committee must make a determination whether the conduct underlying the charges was a manifestation of the student's disability.

- If a nexus is found between the disability and the conduct, no additional discipline shall be imposed, and the record of discipline imposed to date shall be expunged.
- If no nexus is found, yet a disability is indicated, or has been identified, discipline may be imposed upon remand to the §3214 hearing officer. A change in placements i.e., a suspension, removal, or transfer in excess of ten (10) school days, must be preceded by notice and an evaluation conducted by the §504 team.
- Students with a recognized §504/ADA disability who are known to be currently engaged in the illegal use of drugs or alcohol or who are found to be using or in possession of alcohol or drugs may be disciplined, regardless of their disability status, in the same manner and to the same extent as non-disabled students.

#### 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 a disability 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 that 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 an 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 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 parents 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, by a hearing officer in an expedited due process hearing where the District maintains that it is dangerous for the student to remain in his or her current educational placement.
    - 3) 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, and 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 reported in accordance with the Family Educational Rights and Privacy Act and transmitted for consideration to the appropriate authorities to whom a crime is reported.

## **XII. The Dignity Act**

The District is committed to providing an educational environment that promotes respect, dignity and equality in accordance with The Dignity Act, and creates and maintains high behavioral standards and expectations.

All students have the right and responsibility to attend and participate in school regularly, be respectful and considerate of others and follow the Code of Conduct in school buildings, on school grounds, on school buses, field trips, and at all other school functions and events. Students are expected to treat others as they would like to be treated. All students have the right to feel safe at school, to grow and learn without worry or fear of physical or emotional harm.

To that end, the administrators, faculty, staff and students will participate in activities designed to support a school climate of caring and respect, and to proactively prevent discrimination, harassment, and bullying, including cyberbullying. These developmentally appropriate activities are designed to foster an acceptance and understanding of differences, provide alternative behaviors and responses, and build the capacity to prevent and reduce bullying.

All students have the responsibility to treat each other with caring and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer or other electronic device, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately speak with a teacher, administrator, coach, or other adult.

The School District, in accordance with The Dignity Act, specifically prohibits discrimination, harassment, bullying, taunting, hurtful teasing, and cyberbullying that negatively impact the ability of a student to focus on schoolwork and participate in school activities.

### **Definitions:**

**Bullying:** A form of harassment (see below).

**Cyberbullying:** Harassment through any form of electronic communication.

**Discrimination:** The act of denying rights, benefits, justice, equitable treatment or access to facilities available to others, to an individual or group of people because of the group, class or category to which that person belongs.

**Harassment:** Creating a hostile environment by conduct or by threats, intimidation or abuse that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance or opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

The above conduct includes, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

Dignity for All Students	
Race	White, Black or African American, Hispanic/Latino, American Indian or Alaskan Native, Asian, Native Hawaiian of Other Pacific Islander; Two or more races.
Color	Color of a person's skin.
Weight	The size of a person.
National Origin	Where your relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of your religious belief, customs, traditions, etc.
Disability	A person's body or mind that does not look or work the same as others.
Sex	Being a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender: Gender Expression Gender Identity	Actual or perceived sex, including: How a person or expresses being a boy or girl to others, such as behavior, clothing, hairstyle, voice, mannerisms How a person thinks of oneself as being a boy or girl

### **XIII. Physical Restraint**

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, 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 Commissioner's regulations.

## **XIV. Student Searches and Interrogations**

The Board 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 an alleged violation of law or the District Code. 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 assistant principals, the school nurse and district security officials 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. Whenever practicable, a second authorized person should be present at any search.

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 a 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.

Certificated professional employees will be presumed to be reliable informants. Before searching a student or the student's belongings, the authorized school official should encourage the student to voluntarily admit that he or she possesses physical evidence that they violated the law or the District Code, or urge the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

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 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. Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of this code of conduct. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone further. Without a student's permission, teachers and administrators should not undertake a more extensive search until conferring with the Superintendent or school attorney.

## 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 searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found. 11. Time, manner and results of parental notification.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item(s) is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal item(s) 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; or

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 or the parent does not consent, the questioning or search shall not be conducted. The principal or designee 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 should be afforded the same rights they have outside the school by police officials.

#### **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 (CPS) when they have reasonable cause to suspect that a student has been abused or maltreated or educationally neglected, 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, maltreatment, 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 or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or his or her designee shall require professional identification from the CPS worker and, also request the CPS worker identify the specific child or children they are seeking to interview. The principal or designee shall 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 of his or her clothing in order for the CPS worker to verify the 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 CPS worker or school district official of the opposite sex. The CPS worker must provide official identification.

A CPS 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 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.

## **XV. Visitors to the Schools**

Since schools are a place of work and learning, and to ensure safety and security in the schools, limits must be set for visits to the campuses. The building principal or his or her 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 will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge,



which must be worn at all times while in school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.

3. After school hours, visitors attending school functions that are open to the public, such as parent teacher 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(s), so that class disruption is kept to a minimum.
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 his or her 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.

## **XVI. 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 dispensable 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 while on school property or attending a school function:

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, or remove or use such property without authorization.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, religious practice, creed, national origin, ethnic group, weight, age, sex, gender, sexual orientation, or disability, or that promote, endorse or encourage illegal or violent activities, or are disruptive to the school program.

5. Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, national origin, ethnic group, religion, religious practice, weight, age, sex, gender (including gender identity and gender expression), 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. Refuse to leave any building or facility after being directed to do so by an administrator, member of the faculty, employee, or Board member.
8. Obstruct the free movement of any person in any place to which this Code applies.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles (e.g., drive recklessly, speed, fail to follow traffic directions, park in unauthorized areas);
10. Possess, consume, sell, distribute, or exchange alcoholic beverages, illegal or controlled substances, including synthetic drugs whether specifically illegal or not, or be under the influence of any of such items on school property or at a school function.
11. Use cigarettes, electronic cigarettes, cigars, or pipes on school property or within 100 feet of any entrance, exit or property of an elementary or secondary school building or at school functions, or use tobacco or tobacco-related products on school property or at school functions. Use any other tobacco products on school property.
12. 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 superintendent or his/her designee.
13. Loiter on or about school property.
14. Spit or engage in other unhygienic behavior on school property or at school functions.
15. Gamble on school property or at school functions.
16. Refuse to comply with any reasonable order of identifiable District officials performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this Code.
18. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

**B. Penalties**

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

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements and provisions of this Code.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall 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 that they may have.

Staff members other than those described in subdivisions 3 and 4 shall 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 his or her designee shall be responsible for enforcing the provisions of this Code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences of failure 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 his or her 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 shall initiate disciplinary action against any student or staff member, as appropriate, according to the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

## **XVII. Dissemination and Review**

A. **Dissemination of Code of Conduct**

The District will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of the Code to all students at a general assembly or class meeting (as appropriate at each grade level) held at the beginning of each school year and obtaining written acknowledgements of receipt.
2. Providing access to the Code to all parents, students, faculty, staff and the community through the District website.
3. Mailing a summary of the Code 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 electronic access to the Code and any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with electronic access to the current Code when they are first hired.
6. Providing a printed copy of the Code of Conduct to parents, students, faculty and staff, and community members upon request.

The District will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code. The superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. The Code of Conduct is available on the school web site at [www.briarcliffschools.org](http://www.briarcliffschools.org).

The District will review this Code 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.

The Board may appoint an advisory committee to assist in reviewing the Code. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

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