

SCIO CENTRAL SCHOOL DISTRICT - PROJECT SAVE - CODE OF CONDUCT

Introduction

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

The District recognizes the need to clearly define the long-standing set of expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct. Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

Students Rights and Responsibilities

Student Rights

- The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:
 1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
 2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
 3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

- All District students have the responsibility to:
 1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
 2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
 3. Attend school every day unless legally excused; is in class on time and prepared to learn.
 4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
 5. React positively to direction given by teachers, administrators, and other personnel.
 6. Work to develop mechanisms to control anger.
 7. Ask questions when they do not understand.
 8. Seek help in solving problems that might lead to discipline.
 9. Dress appropriately for school and school functions.
 10. Accept responsibility for their actions.
 11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Dignity for All Students Act (DASA)

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination or harassment based upon a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. The Dignity Act Coordinator for the Scio Central School District is the PreK-12 Principal. The principal may be contacted at 585-593-5510 Ext. 1163.

Definitions

- **School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11 [1]).
- **School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).
- **School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of the normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of

this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education law Section 11 [4] and Executive Law Section 292[21]).

- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to Title Nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).
- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).
- **Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).
- **Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).
- **Cyberbullying** means harassment or bullying by any form of electronic communication, and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment.
- **Hazing** means as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury (Penal Law 120.16).
- **Race** means a group of persons related by a common descent or heredity. For purposes of enumeration, the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanic/Latinos", etc. to describe and classify the inhabitants of the United States.
- **Color** means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.
- **Weight** means aside from the obvious meaning in the physical sciences, the word used in reference to a person's "size".
- **Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and/or ideology that stresses ancestry.
- **Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.
- **Religious practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.
- **Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex").
- **Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender").
- **Sexual Orientation** means the sex to which a person is sexually attracted. Someone attracted primarily to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with strong or viable attraction to both genders is characterized as bisexual or pansexual.

Student Rights

- To be protected from intimidation, harassment, bullying, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function, or activity.

Student Responsibilities

- To respect one another and treat others fairly in accordance with the District Code of Conduct and provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, bullying, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment, bullying, or discrimination.

Expectations for Parents

- Teach their children respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

Expectations for Teachers

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Confront issues of discrimination, bullying, and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee, or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: ***Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

Expectations for Counselors

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: ***Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

Expectations for Student Support Personnel

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: ***Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

Expectations for Other School Staff

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: ***Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

Expectations for Superintendent

- Promote a safe, orderly, respectful, and stimulating school environment, free from intimidation, discrimination, bullying, and harassment, supporting active teaching and learning.

Expectations for the Board of Education

- Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act. Lead by example by conducting Board meetings in a professional, respectful, and courteous manner.

Student use of Electronic Devices

- Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer, or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in the classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, bully, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and /or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved.
- Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

Prohibited Student Conduct Related to DASA

- Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronics devices deemed inappropriate by the administration).
- Unauthorized use of personal computer, laptop, tablet, or e-reader and/or other computerized information resources through the District computer system is prohibited.
- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her well-being.
- 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. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of recognized guide dog, hearing dog, or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog, or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

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. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

Conclusion

- While the primary focus of this law is on prevention, acts of discrimination, harassment and bullying may still occur. When such acts occur, student offenders will be given the clear message that their actions are inappropriate and will not be tolerated because they are inconsistent with the concepts of tolerance and respect for others and the fostering of civility in public schools in order to provide a safe and supportive school environment for all students. If appropriate, disciplinary action will be taken by the administration in accordance with the district's code of conduct. If the behavior rises to the level of criminal activity, law enforcement will be contacted.
- The Scio Central School District recognizes that professional development is needed in order to implement an effective discrimination, harassment, and bullying prevention and intervention program. The Superintendent and the District Professional Development Team will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including, but not limited to, bus drivers, cafeteria staff and hall monitors, and all staff who have contact with students.
- Furthermore, starting July 1, 2013, any professional applying for a certificate or license including but not limited to classroom teachers, school counselors, school psychologists, school social workers, school administrators or supervisors, and superintendents of schools, must complete training on the social patterns of harassment, bullying, and discrimination. This includes the identification and mitigation of harassment, bullying, and discrimination, and strategies for effectively addressing exclusion, bias, and aggression in educational settings.
- Curriculum throughout the year will be provided for instruction in safe and responsible use of the internet and electronic communications. This will emphasize discouraging acts of harassment, bullying, and discrimination.
- Requirements under this law are meant to promote progressive discipline and intervention, as opposed to a "zero tolerance" approach. Responses to students' violations of the policy shall be age-appropriate and include both consequences and appropriate remedial responses to a student who commits one or more acts of discrimination, harassment and/or bullying. Consequences for a student who commits an act or acts of discrimination, harassment and/or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behaviors, and must be consistent with the district's code of conduct.

Bullying/Harassment

It is the policy of the Scio Central School that all members of its school community have the right to work, learn, or visit in an environment that is free from all forms of discrimination, including sexual harassment. In Scio School, harassment of any kind will not be tolerated. Scio Central School will take all steps necessary to ensure that this school shall be free from all forms of discrimination, including sexual harassment. Information specific to the Dignity for All Students Act can be found in the District Code of Conduct.

For the purpose of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful."

Bullying can take four forms:

- a) **Physical** (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
 - b) **Verbal** (including, but not limited to, taunting, malicious teasing, name calling making threats); and
 - c) **Psychological** (including, but not limited to, spreading rumors, manipulating social relationship; or engaging in social exclusion, extortion, or intimidation).
 - d) **Cyber** (including, but not limited to, engaging in a repeated course of communication or repeatedly causing a communication to be sent or posted, by mechanical or electronic means, posting statements on the internet or through a computer network with no legitimate communication purpose which causes alarm or serious annoyance, or is likely to cause alarm or serious annoyance).
- Any member of the Scio School community who believes that he/she has been subjected to any form of harassment shall report all incidents of such conduct to the appropriate school staff member through informal and/or formal complaint procedures.
 - Upon receipt of an informal/formal complaint, a thorough investigation will be conducted. However, if the District has knowledge of or has reason to know of any alleged harassment, including sexual, the District is obligated, even in the absences of a complaint, to investigate such conduct promptly and thoroughly.
 - Based on the results of the investigation, immediate corrective action will be taken. The District prohibits any retaliatory behavior directed against complainants and/or witnesses.
 - Decisions made by the building principal based on the finding of the investigation may be appealed to the Superintendent of Schools who will render a decision in a timely fashion. The Superintendent's decision may be appealed to the Board of Education.

Scio Central School Code of Conduct

Prohibited Student Conduct

- The rules of conduct listed below are intended to focus on safety and respect for the rights and property of others. Furthermore, the rules of conduct listed are not intended to be either mutually exclusive or exhaustive. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.
- Students may be subject to disciplinary action, up to and including suspension from school when they:
 - A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 1. Running in the 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 which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in the building after normal school hours without permission of a coach, teacher, principal, or superintendent.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, internet account; accessing inappropriate web sites, or any other violation of the district's acceptable use policy.
 - B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 1. Failing to comply with the reasonable directions of teachers, school administrator, or other school employees, or otherwise demonstrating disrespect.
 2. Lateness for, missing, or leaving school without permission.
 3. Skipping detention.
 - C. Engage in conduct that is disruptive. Examples of disruptive behavior include:
 1. Failing to comply with the reasonable directions of teachers, administrators, or other school personnel.
 - D. Engage in conduct that is violent. Examples of violent conduct include:
 1. 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 to do so.
 2. Possess or use weapons, display what appears to be a weapon, or threaten to use a weapon, in or on school property or at a school function. Only authorized law enforcement are permitted to have a weapon in their possession while on school property or at a school function.
 3. Intentionally damaging or destroying the property of a student, teacher, administrator, other district employee, or other person lawfully on school property, or school district, including graffiti or arson.
 4. Intentionally damaging or destroying school district property.
 5. Use of common objects in a threatening or harmful manner (such as scissors).
 - E. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:
 1. Lying to school personnel.
 2. Stealing the property of students, school personnel, or other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability, as a basis for treating another in a negative manner.
 5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliation with, or maintaining membership in any school sponsored activity, organization, club, or team.
 8. Selling, using, or possessing obscene material.
 9. Using vulgar or abusive language, cursing, or swearing.
 10. Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco, or found to be in possession of any of the preceding. This includes electronic cigarettes, e-cigarettes, vapes, and any other device used as a cigarette/cigar replacement.
 11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, including drugs and drug paraphernalia, or being under the influence of either. "Illegal substances" include, but are not limited to: inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
 12. Inappropriately using or sharing prescription and/or over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to the sight of private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 16. Engage in misconduct while on a school bus. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior.

- Engage in any form of academic misconduct. Examples of misconduct include, but are not limited to plagiarism, cheating, copying, altering records, and assisting another student in any of the above actions.

Reporting Violations

- All students are expected to promptly report violations of the Code of Conduct to a teacher first, then to a school counselor, principal, or the nearest available school staff.
- All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. The building principal must notify the appropriate law enforcement agency of those code violations that constitute a crime.

Disciplinary Penalties, Procedures, and Referrals

- Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline. Teachers and support staff have the authority to make decisions regarding disciplinary action and assign consequences up to and including after school detention.
- Disciplinary action, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
 - The student's age.
 - The nature of the offense and the circumstances that led to the offense.
 - The student's prior disciplinary record.
 - The effectiveness of other forms of discipline.
 - Information from parents, teachers, and/or others, as appropriate.
 - Other extenuating circumstances.
- As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty. A continuation of minor offenses will result in more significant disciplinary action. 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 of conduct for disciplining students with a disability.

Penalties

- Students who are found to have violated the District's Code of Conduct are subject to the following penalties, either alone or in combination:
 - Oral warning
 - Written warning
 - Written notification
 - Detention (lunch and/or after school)
 - Suspension from transportation
 - Suspension from athletic participation
 - Suspension from extracurricular activities
 - Suspension of other privileges
 - In-School suspension
 - Removal from classroom
 - Short term suspension (5 days or less)
 - Superintendent's hearing
 - Long term suspension (more than 5 days)
 - Permanent suspension

Parental Notification

- For all violations of the Code of Conduct that result in a student suspension (ISS or OSS), the parent/guardian will be notified by phone and/or written notification. When the violation results in an afterschool detention for a student in grades 7-12, a member of the school's staff will notify the parent/guardian of the student and provide details regarding the violation and resulting punishment. For students in grades PK-6 who are assigned detention, a phone conversation between the parent/guardian and a teacher or administrator may be necessary. Parents will ONLY be notified of lunch detentions if the behaviors become chronic in nature.

Procedures

- The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. If there is a violation, video and audio may be reviewed to aid in the disciplinary process. 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. Student's rights and responsibilities can be found at the beginning of the Code of Conduct. If an infraction of the Code of Conduct merits a referral to local law enforcement, that decision will be made by school administration.

Referrals

- Counseling – Student Services shall handle all referrals of students to counseling.**
- PINS Petition – The district may file a PINS (Persons in need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:**

- **Being habitually truant, or not attending school as required by Part One of Article 65 of the Education Law.** ○
Engaging in an ongoing or continual course of conduct that makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- **Knowingly and unlawfully possesses marijuana (or other drugs) in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.**

Disciplinary Guidelines Key

- **AUP – Acceptable Use Policy (Required for use of all district computers)** ▪ **ISS – In School Suspension**
- **OSS – Out of School Suspension**

Disciplinary Guidelines

The chart represents guidelines of potential consequences for student behaviors. Student behaviors and consequences are subject to variable circumstances such as number of incidents, age of the student, and severity of the incident. Therefore, depending on the manner and degree of certain student behaviors, the Building Principal shall retain the right to adjust disciplinary actions.

Offense/Violation	Level One Action	Level Two Action	Level Three Action
DISORDERLY CONDUCT			
Running in hallways	Warning	Warning	Detention Parent Conference
Making unreasonable noise	Warning	Warning	Detention Parent Conference
Using language or gestures that are vulgar or lewd directed at a student	Warning Detention	2 Detentions Parent Conference	ISS Parent Conference OSS
Using language or gestures that are vulgar or lewd directed at staff	2 Detentions Parent Conference	ISS Parent Conference Suspension	1-5 days OSS
Obstructing vehicular or pedestrian traffic	Warning	2 Detentions	ISS Parent Conference
Engaging in any willful act that disrupts school example: food fight	ISS Parent Conference	ISS Parent Conference	OSS 1-3 days Superintendent Hearing Parent Conference
Trespassing	Detention Police Action Parent Conference	OSS Police Action Superintendent Hearing	OSS Police Action Superintendent Hearing
Computer electronic misuse	AUP Suspension 2 weeks	AUP Suspension: 30 days Parent Conference	AUP Suspension up to one-year Superintendent Hearing
Abuse of driving privileges	Loss of driving privileges up to 10 days	Loss of driving privileges up to 30 days	Suspension of driving privileges
Dress code violation	Warning Change clothing or turn inside out/cover up	Detention Change clothing or turn inside out/cover up	See administrative insubordination
Horseplay (physical, non-threatening, inappropriate behavior)	Warning Detention	2 Detentions ISS ½ day	ISS Parent Conference
DISRUPTIVE MISCONDUCT			

Tardy to class *A fresh start will be given to students at the start of the 3rd marking period.	1 st & 2 nd Instances: Warning from teacher 3 rd Instance: Detention	4 th & 5 th Instances: 2 Detentions Parent Conference	6 th Instance –Infinity: ISS ½ day with detention
Tardy to school or unexcused absence (failure to bring excuse) *A fresh start for tardies will be given to students at the start of the 3rd marking period.	1 st & 2 nd Instance: Warning	3 rd Instance: Detention 4 th Instance: Detention Parent Conference Treat as Truant	5 th Instance: 2 Detentions Parent Conference Treat as Truant 6 th Instance or more: ISS ½ day with detention Treat as Truant
Truant *Includes leaving the building without authorization	ISS Parent Conference	ISS Parent Conference PINS referral	ISS Parent Conference Superintendent Hearing 4 th Offense: ISS 3 days Parent Conference Superintendent Hearing
Offense/Violation	Level One Action	Level Two Action	Level Three Action
Failure to follow early dismissal procedures	Loss of Privileges Detention 1-3 days Parent Conference	ISS Parent Conference	ISS Parent Conference Superintendent Hearing
Skipping class	1 Detention for each instance (length of time = class time) Parent Conference Zero credit for all work missed	ISS Parent Conference	ISS Parent Conference Superintendent Hearing PINS referral
Leaving a class without permission	Warning Detention	2 Detentions Parent Conference	ISS Parent Conference
Disrupting detention	2 detentions	ISS 1/2 day	ISS Parent Conference
Disrupting the learning environment	1 st – 5 th Offenses: 1-2 Detentions	6 th -10 th Offenses: ISS Parent Conference Removal from class for up to 5 days	11 or more Offenses: Removal from class for up to 5 days Superintendent Hearing
Use of a cell phone on school grounds without authorization	Phone is taken away (it must be intact) and held in the office until the end of the following school day . After school detention assigned.	Phone is taken away (must be intact) and held in the office for two school days and will be given back at the end of the second day (not including the day it was confiscated) . Two (2) after-school detentions assigned. Parent contacted. Letter sent to parents.	Phone is taken away (must be intact) and held in the office for five school days . A parent MUST pick up the phone from the office. ISS will be assigned. If continued violations of this policy occur, other disciplinary action will be considered. Failure to comply to administrative directives can lead to OSS and/or a superintendent hearing
Misbehavior for a substitute teacher	2 Detentions	ISS Parent Conference	ISS Parent Conference
Skipping detention or Failure to reply to an Office Pass	2 Detentions	ISS	ISS Parent Conference
Intentionally damaging or destroying school property	Detention ISS 1-5 days OSS 1-5 days Restitution Police Action Superintendent Hearing	OSS 1-5 days Restitution Police Action Superintendent Hearing	Superintendent Hearing Restitution Police action

INSUBORDINATE MISCONDUCT			
Out of designated areas during lunch	Warning Detention	2 Detentions	ISS (See insubordination)
Failure to comply with reasonable direction of staff.	2 Detentions	ISS Parent Conference	OSS 1-5 Day(s) Parent Conference Superintendent Hearing
Failing to comply with an administrative directive	ISS 2-4 Days Parent Conference	OSS 1-3 Days Parent Conference Superintendent Hearing	OSS 3-5 Days Superintendent Hearing

VIOLENT MISCONDUCT			
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity	Counseling OSS 5 Days Superintendent Hearing Police Action	OSS 5 Days Superintendent Hearing Police Action Counseling	OSS 5 Days Superintendent Hearing Police Action Removal for up to 1 calendar year
Physical altercation (such as pushing or shoving) upon another student or another person lawfully on school property, that does not cause injury.	ISS 1-3 Days Police Action Counseling	OSS 1-3 Days Police Action Counseling Superintendent Hearing	OSS 5 Days Police Action Counseling Superintendent Hearing Removal for up to 1 calendar year
Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or other person lawfully on school property, resulting in an injury.	OSS 1-5 Days Police Action Counseling	OSS 5 Days Police Action Superintendent Hearing Counseling	Police Action Superintendent Hearing Removal for up to 1 calendar year
Possessing a weapon	Police Action OSS 5 Days Superintendent Hearing		Police Action Superintendent Hearing Removal for up to 1 calendar year
Threatening to use any weapon or what appears to be a weapon	Counseling OSS 5 Days Superintendent Hearing Police Action		Police Action Superintendent Hearing Removal for up to 1 calendar year
Written/verbal threat of physical harm/intimidation of students or staff.	Police Action ISS 1-3 Days Superintendent Hearing Counseling	Police Action OSS 3-5 Days Superintendent Hearing Counseling	Police Action Superintendent Hearing Removal for up to 1 calendar year
Intentionally damaging or destroying the property of a student, teacher, administrator, district employee or person lawfully on school grounds	Police Action ISS 1-3 Days Superintendent Hearing Restitution Counseling	Police Action OSS 3-5 Days Superintendent Hearing Restitution Counseling	Police Action Superintendent Hearing Removal for up to 1 calendar year

SAFETY /HEALTH / WELFARE MISCONDUCT			
Lying to school Personnel	Warning Detention	ISS Parent Conference	ISS Parent Conference
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	1-5 Days Detention Police Action Restitution	ISS Police Action Restitution Parent Conference Superintendent Hearing	OSS 1-3 Days Police Action Restitution Parent Conference Superintendent Hearing

Defamation which includes making false statements or derogatory representations about an individual or group or any other form of "bullying"	1 Detention Counseling Police Action	ISS Counseling Police Action Parent Conference	OSS 1-3 Days Counseling Police Action Parent Conference Superintendent Hearing
Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability	ISS Counseling Parent Conference	Superintendent's Hearing OSS 1-3 Days	

Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning (bullying/cyberbullying)	ISS 1-3 Days Police Action Parent Conference	OSS 1-3 Days Police Action Parent Conference	OSS 3-5 Days Police Action Superintendent Hearing
Intimidation, which includes actions or statements that put an individual in fear of bodily harm (bullying/cyberbullying)	ISS 1-3 Days Police Action Parent Conference	OSS 1-3 Days Police Action Parent Conference	OSS 3-5 Days Police Action Superintendent Hearing
Hazing, including any intentional or reckless act against another	OSS 1-3 Days Police Action Superintendent Hearing		
Selling, using or possessing obscene material	1-3 Detentions Counseling Superintendent Hearing	ISS 1-3 Days Parent Conference Superintendent Hearing	OSS 1-3 Days Superintendent Hearing
Possession of tobacco products including electronic cigarettes, vapes and any other tobacco replacement devices	ISS 1 Day	ISS 2-5 Days Counseling Parent Conference	OSS 1-3 Days Counseling Parent Conference Superintendent Hearing
Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials or related paraphernalia (matches, lighters, rolling papers)	ISS 1 Day	ISS 2-5 Days Counseling Parent Conference	OSS 1-3 Days Counseling Parent Conference Superintendent Hearing
Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, including drugs and drug paraphernalia, or being under the influence or being suspected of	OSS 1-5 Days Police Action Superintendent Hearing Parent Conference		
Inappropriately using or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance	OSS 1-3 Days ISS 1-3 Days Police Action Superintendent Hearing Counseling	OSS 3-5 Days Superintendent Hearing Police Action	
Gambling	ISS 1 Day Parent Conference	OSS 1-3 Days Parent Conference Counseling	OSS 5 Days Superintendent Hearing Counseling
Indecent exposure, exposure to the sight of private parts of the body in a lewd or indecent manner	OSS 1-3 Days Police Action Superintendent Hearing	OSS 3-5 Days Police Action Superintendent Hearing	
Initiating a report warning of fire or other catastrophic event or setting off fire alarm without valid cause. Misuse of 911 or discharging a fire extinguisher.	OSS 3-5 Days Police Action Superintendent's Hearing		

P.D.A. – physical display of affection	Warning Counseling	1-3 Detentions Parent Conference Counseling	ISS 1-3 Days Parent Conference Superintendent Hearing
Sexual Misconduct	OSS 5 Days Superintendent Hearing Police Action Counseling		
TRANSPORTATION MISCONDUCT			
Safety – Board, depart, unsafe behavior, tampering with equipment	Warning 1-3 Detentions Loss of privilege to ride bus 1-5 days Superintendent Hearing	ISS 1-3 Days Parent Conference Loss of privilege to ride bus 1-10 days Superintendent Hearing	OSS 1-3 Days Safety Counseling Superintendent Hearing Loss of privilege to ride bus 1-10 days
Courtesy – failure to obey driver	Warning 1-3 Detentions Loss of privilege to ride bus 1-5 days Parent Conference	ISS 1 Day Parent Conference Loss of privilege to ride bus 1-10 days	ISS 1-3 Days Superintendent Hearing Loss of privilege to ride bus until Superintendent Hearing determination
Engaging in misconduct while on a school bus or at a bus stop	Warning 1-3 Detentions Loss of privilege to ride bus 1-5 days	ISS 1 Day Loss of privilege to ride bus 1-10 days Parent Conference	ISS 1-3 Days Superintendent Hearing Loss of privilege to ride bus until Superintendent Hearing determination
ACADEMIC MISCONDUCT			
Plagiarism	Warning 1-3 Detentions Zero on assignment	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 Days Zero on assignment Parent Conference Counseling
Copying	1-3 Detentions Zero on assignment Parent Conference	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 Days Zero on assignment Parent Conference Counseling
Cheating	1-3 Detentions Zero on assignment Parent Conference	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 days Zero on assignment Parent Conference Counseling
Altering records	1-3 Detentions	ISS ½ Day	ISS 1-3 Days Superintendent Hearing
Assisting another student in any of the above	1-3 Detentions Zero on assignment Parent conference	ISS 1 Day Zero on assignment Parent Conference Counseling	ISS 2 Days Zero on assignment Parent Conference Counseling
**Note: Any discipline obligations owed by a student at the end of the school year will be administered during examination week or carried forward to the next academic year at the discretion of the administration.			