

Cassadaga Valley Central School  
Sinclairville, New York 14782

**CODE OF CONDUCT**  
Implementing Project SAVE  
Adopted July 14, 2015

- I. Introduction**
- II. Definitions**
- III. Student Rights and Responsibilities**
- IV. Essential Partners**
- V. Student Dress Code**
- VI. Prohibited Student Conduct**
- VII. Reporting Violations**
- VIII. Disciplinary Procedures, Penalties & Referrals**
- IX. Alternative Instruction**
- X. Discipline of Students with Disabilities**
- XI. Corporal Punishment**
- XII. Student Searches and Interrogations**
- XIII. Visitors to Schools**
- XIV. Public Conduct on School Property**
- XV. Dissemination and Review**

**Appendices: A: COMPUTER NETWORK: ACCEPTABLE USE AGREEMENT**  
**B: EXTRACURRICULAR GUIDE OF ETHICS**  
**C: DISCIPLINE REFERRAL FORM**

Revision: July 14, 2015

## Cassadaga Valley Central School District Code of Conduct –Index

- I. Introduction, 4
- II. Definitions, 4, 5
  - Disruptive Student, 4
  - Parent, 4
  - School Property, 4
  - School Function, 4
  - Violent Student, 4, 5
  - Weapon, 5
- III. Student Rights and Responsibilities, 5
  - A. Student Rights, 5
  - B. Student Responsibilities, 5
- IV. Essential Partners, 5, 6
  - A. Parents, 5, 6
  - B. Teachers, 6
  - C. Guidance Counselors, 6
  - D. Principals, 6, 7
  - E. Superintendent, 7
  - F. Board of Education, 7
- V. District Dress Code, 7, 8
- VI. Prohibited Student Conduct, 8
  - A. Engage in conduct that is disorderly, 8, 9
  - B. Engage in conduct that is insubordinate, 9
  - C. Engage in conduct that is disruptive, 9
  - D. Engage in conduct that is violent, 9
  - E. Engage in conduct that endangers the safety, morals, health or welfare of others, 9, 10, 11
  - F. Engage in misconduct while on a school bus, 11
  - G. Engage in any form of academic misconduct, 11
  - H. Engage in truancy/illegal absences, 11
  - I. Engage in behaviors non-compliant with established policies, 11
- VII. Reporting Violations, 11, 12
- VIII. Disciplinary Procedures, Penalties & Referrals, 12, 13, 14, 15
  - A. Penalties, 12, 13
  - B. Procedures, 13
    - 1. Detention, 13
    - 2. Suspension from transportation, 13, 14
    - 3. Suspension from athletic participation, extracurricular, and other activities, 14
    - 4. In-school suspension, 14
    - 5. Teacher disciplinary removal of disruptive students, 14, 15, 16
    - 6. Suspension from school, 16, 17, 18
      - a. Short-Term (5 days or less), 16, 17
      - b. Long-Term (More than 5 days), 18
      - c. Permanent Suspension, 18
  - C. Minimum Periods of Suspension, 18, 19
    - 1. Students who bring a weapon to school, 18, 19
    - 2. Students who commit violent acts other than bringing a weapon to school, 19
    - 3. Students who are repeat offenders (disruptive or increasingly), 19, 20
  - D. Referrals, 20
    - 1. Counseling, 20
    - 2. PINS Petitions, 20
    - 3. Juvenile Delinquents and Juvenile Offenders, 20
- IX. Alternative Instruction, 20

**Cassadaga Valley Central School District  
Code of Conduct –Index, (continued)**

- X. Discipline of Students with Disabilities, 20, 21**
    - A. Authorized Suspensions or Removals of Students with Disabilities, 21, 22, 23**
      - 1. Definitions, 21**
        - Suspension, 21
        - Removal, 21
        - IAES, 21
      - 2. Suspension or Removal, 21, 22**
        - Definitions, 21, 22
        - 1. Weapon, 22**
        - 2. Controlled Substance, 22**
        - 3. Illegal Drugs, 22**
    - B. Change of Placement Rule, 22**
    - C. Special Rules for Suspension or Removal of SWD (Students with Disabilities), 23, 24**
    - D. Expedited Due Process Hearings, 25**
    - E. Referral to Law Enforcement and Judicial Authorities, 25**
  - XI. Corporal Punishment, 26**
  - XII. Student Searches and Interrogations, 26, 27, 28, 29**
    - A. Student Lockers, Desks and Other School Storage Places, 27**
    - B. Strip Searches, 27**
    - C. Documentation of Searches, 27, 28**
    - D. Police Involvement in Searches and Interrogations of Students, 28**
    - E. Child Protective Services Investigations, 28, 29**
  - XIII. Visitors to Schools, 29**
  - XIV. Public Conduct on School Property, 29, 30, 31**
    - A. Prohibited Conduct, 30**
    - B. Penalties (Subject to provisions of applicable law), 30, 31**
    - C. Enforcement, 31**
  - XV. Dissemination and Review, 31, 32**
- Appendices:**
- A: COMPUTER NETWORK: ACCEPTABLE USE AGREEMENT, 33, 34**
  - B: EXTRACURRICULAR GUIDE OF ETHICS, 35, 36, 37, 38**
  - C: DISCIPLINE REFERRAL 39, 40, 41**

# Cassadaga Valley Central School District Code of Conduct

## I. INTRODUCTION

The 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. It is the mission of the Cassadaga Valley Central School District to promote learning and achievement with our students; to be able to achieve this and have a successful learning environment; the Code of Conduct must be adhered to and enforced when necessary.

The 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, tolerance, honesty and integrity. The school has broad discretionary authority to intervene on any words, actions and/or dress in order to maintain safety, order and discipline.

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

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

## 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.

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

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

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

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

4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a \*weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

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

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

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or 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.

**B. 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 to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be 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 to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their 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.
12. Report any information they may be aware of that indicates possible danger to the safety of the school, students, faculty, administration or staff.

#### **IV. ESSENTIAL PARTNERS**

##### **A. Parents** - All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time, unless legally excused.
4. Insist their children be dressed and groomed in a manner consistent with the student dress code.
5. Help their children understand that in a democratic society 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 and the district.
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. Provide a place for study and ensure homework assignments are completed.

##### **B. Teachers, Substitute Teachers, Coaches, and SRP's** - All district employees are expected to:

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

##### **C. School Counselors** - All district school counselors are expected to:

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

##### **D. Principals**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the *Code of Conduct* and ensuring that all cases are resolved promptly and fairly.

**E. Superintendent**

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

**F. Board of Education**

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel 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. Adopt and review at least annually the district's *Code of Conduct* to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

**G. Guest Speakers, Outside Contractors, Volunteers**

1. Demonstrate an attitude of respect for students, parents and district personnel
2. Know school policy and rules and enforce them consistently and appropriately.

**V. DISTRICT DRESS CODE**

New York State Law stipulates that schools monitor safety, cleanliness, non-disruptiveness and vulgarity with regard to student dress. 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.

If a student's dress is deemed to be interfering with the educational process, or the teacher's ability to teach the class, that student can be asked to change their clothing by either the teacher or staff member, or a building administrator.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.



2. Recognize that extremely brief garments such as, but not limited to, tube tops, net tops, halter tops, plunging necklines (front and/or back) and see-through garments are not appropriate. For school purposes, exposure of male or female navels or glutei area; bare chests; or cleavage are not appropriate and not permitted.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing or displaying of hats, visors, bandanas during the school day, except for a medical or religious purpose, **without prior school permission.**
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/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.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending 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 removal from school for the day.

## **VI. PROHIBITED STUDENT CONDUCT**

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

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

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. These rules will act as guidelines because each building, with its different age groups, will have its own unique problems or concerns.

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. In addition, students may be subject to criminal prosecution and/or civil liability.

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, pushing, shoving, tripping, throwing objects, and throwing snowballs.
2. Making unreasonable noise.
3. Using language or gestures that is 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 any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

**B. Engage in conduct that is defiant or insubordinate.** Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Tardy for, missing or leaving classes, alternative instruction, or the school building or school property without permission.
3. Skipping detention, extended detention, in school suspension or any other disciplinary assignment.

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

1. Talking without permission.
2. Inappropriate noise or gestures, inappropriate use of personal electronic devices during school time, interrupting teachers, staff or students or any other behavior that interferes with the teacher's ability to conduct class and the student's ability to learn.
3. Use of any kind of social media inappropriately (i.e., Twitter, Facebook, Instagram, Snapchat, etc.) either on or off school property, to cause a direct disruption of the school day.
4. Any conduct that is disorderly as defined in Section A above and raises to the level of disrupting school operations.

**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, or upon anyone on school property or at a school function.
2. Causing other students to engage in violence (such as hitting, kicking, punching and scratching) on school property.

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a \*weapon.
5. Threatening to use any weapon or using a weapon.
6. Intentionally 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 damaging or destroying school district property.
8. Damaging textbooks, workbooks, and any other school property issued for coursework by teachers.

*“Weapon” is defined on page 5.*

**E. Engage in 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. 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. 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, socio-economic status.
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/Bullying, which includes engaging in actions or statements that put an individual in fear of bodily harm. For all students, instruction in patriotism and citizenship, as required by section 801 of the Dignity for All Students Act (DASA) Education Law; for all public school students, other than students in charter schools, instruction in civility, citizenship and character education as required by section 801-a of the Education Law will be enforced at school. Cassadaga Valley Central School District will be using **The OLWEUS Bullying Prevention Program** in all grade levels in the district to address bullying and harassment in accordance with the DASA Act. (<http://www.olweus.org/public/index.page>)  
Discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:
  - a) It has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being.
  - b) It reasonably causes or would reasonably be expected to cause a student to fear for his or her safety.

Such conduct shall include, 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. Cyberbullying is "the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others." The NYSDCJS also includes "Sexting" as a part of Cyberbullying. It is defined as the "sending, receiving, or forwarding sexually suggestive nude or nearly nude photos through text message or e-mail". Cyberbullying is a form of electronic aggression and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment. Sexting incidents will be reported on the VADIR provided these reporting thresholds are met: the incident is violent/disruptive; it occurred on school property/ school sponsored events; and it meets/exceeds the disciplinary actions.

Disciplinary or referral actions for Cyberbullying include the following:

- Referral to counseling
  - Teacher removal (formal 3214 hearing)
  - Suspension from class or activities; in school equivalent of one full day; Activities or transportation for five (5) consecutive school days;
  - Out of school suspension: equivalent of one full day;
  - Transfer to alternative setting; or
  - Transfer to law enforcement
7. 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.
  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, e-cigarettes or any types of electronic smoking devices.
  11. Possessing, consuming, selling, distributing sharing or exchanging, Drinking alcoholic beverages, controlled or illegal substances, 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." Controlled substances that are legally possessed or used under the supervision of a licensed health care professional, or used under any other provision of federal law. Possessing drug paraphernalia for the use of such drugs.
  12. Sharing prescription and over-the-counter drugs.
  13. Gambling
  14. Indecent exposure, that is, exposure to sight of the 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. Possessing of discharging fireworks, explosives or incendiary devices in a school building or on school property.

17. Reckless driving on school property; illegal parking in an unauthorized zone or without a permit.

**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. Excessive noise, using inappropriate language, bullying, pushing, shoving, fighting, and failure to follow the bus driver's instructions will not be tolerated.

**G. Engage in any form of academic misconduct.** Examples of academic misconduct include but are not limited to: 1) Plagiarism, 2) Cheating, 3) Copying, 4) Altering records and 5) Assisting another student in any of the above actions.

**H. Engage in truancy/illegal absences.**

**I. Engage in behaviors non-compliant with established policies.**

## **VII. REPORTING VIOLATIONS**

All students are expected to promptly report violations of the *Code of Conduct* to a teacher, guidance counselor, 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 shall report this information immediately to a teacher, the building principal, the principal's designee or the Superintendent.

All district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. District Staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the *Code of Conduct* to their supervisor, who shall in turn impose an appropriate disciplinary sanction. Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must 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 **within a 24 hour time frame**. The notification must identify the student and explain the conduct that violated the *Code of Conduct* and constituted a crime.

Reporting violations of the Code of Conduct to a building administrator must be done through the district's "Discipline Referral", if administrative action is expected; this form must be sent at the staff member's earliest convenience without disruption of the educational process. Each discipline referral received will be entered into **POWERSCHOOL** and a copy of the "Discipline Referral" form will be sent home with a letter from the district to that student's home. The administrator will then communicate what has been done about the infraction to the teacher who filled out the "Discipline Referral".

## VIII. 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 the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which 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 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 of conduct for disciplining students with a disability or presumed to have a disability.

Every student who is sent to an administrator with the intent of that administrator dealing with the student for disciplinary concerns; a written referral form must be sent down to the office at the teacher's earliest convenience without disruption of the educational process. These discipline referrals will be entered into **POWERSCHOOL** by clerical staff and every referral form will be sent home to parents or guardians, accompanied by a letter from the school. The principal will then send back communication to the teacher as to what has been done about the infraction. If this referral defines bullying or harassment as part of the violation, the victim's parent will also be contacted in some manner by the administration.

### A. Penalties

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

1. Oral warning: any member of the district staff.
2. Written warning: bus drivers, hall and lunch monitors, teacher aides, coaches, guidance counselors, teachers, principal, and superintendent.
3. Written notification to parent: coaches, guidance counselors, teachers, principal, and superintendent.

4. Detention: teachers, principal, superintendent.
5. Suspension from transportation: supervisor of transportation, principal, superintendent.
6. Suspension from athletic participation: athletic director, coaches, principal, superintendent.
7. Suspension from social or extracurricular activities: activity director, coaches, athletic director, principal, superintendent.
8. Suspension of other privileges: principal, superintendent.
9. In-school suspension: principal, superintendent.
10. Removal from classroom by teacher: teachers, principal, counselor.
11. Short-term (five days or less) suspension from school: principal, superintendent, Board of Education.
12. Long-term (more than five days) suspension from school: superintendent, Board of Education.
13. Permanent suspension from school: superintendent, Board of Education.

## **B. Procedures**

All students are entitled to due process. 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 an oral 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, principals and the Superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

### **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, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with 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, extracurricular activities and other privileges**

A student subjected to a suspension from athletic participation, extracurricular 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.

As a disciplinary measure for certain violations of school rules, a student may be placed on "social probation" by one of the principals. This means that the student is excluded from attendance at or participation in all extracurricular and social activities. A pupil who has been assigned "social probation" will have very limited freedom and privileges during the school day and will be required to leave the school at the regular dismissal time each day. (*Note: Refer to the "Extracurricular Guide and Code of Ethics Appendix B."*)

### **4. In-school suspension**

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved. Written notification will be sent to all parents for all in-school suspensions and social probation.

### **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. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- (1) Short-term "time out" in an elementary classroom or in an administrator's office;
- (2) When a staff member sends a student to the office, a phone call must be made to that office immediately informing them that the student is on the way.
- (3) Sending a student to the principal's office for the remainder of the class time only; or
- (4) Sending a student to a guidance counselor, school psychologist or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this *Code*.



On occasion, a student's behavior may become disruptive. For purposes of this *Code of Conduct*, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

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 of 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 and/or the teacher (or the principal's designee) to discuss the reasons for the removal.

The written notice will be mailed 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 may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or 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 one 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 of Conduct*.
- 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 conference, if a conference 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 may remove a student with a disability from his or her class until he or she has verified with the principal 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 endangers the safety, morals, health, or welfare of others.

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

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 of Conduct*. All recommendations and referrals 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 or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five

days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student will 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. Notice will also be provided by telephone by the school, using the most recent phone number available for that student's home.

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. If a personal appearance is not possible, a phone conference is acceptable, if both the parents and principal agree. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

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

After the conference, the principal shall promptly advise the parents in writing of his or her **decision**.

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

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

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

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

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 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.

**C. Minimum Periods of Suspension**

**1. Students who bring a weapon to school:**

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

- a.** The student's age.
- b.** The student's grade in school.
- c.** The student's prior disciplinary record.
- d.** The Superintendent's belief that other forms of discipline may be more effective.

- e. Input from parents, teachers and/or others.
- f. Other extenuating 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, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for up to 5 days. In the case of fighting, the first offense will be a minimum two-day out-of-school suspension. The second offense will be a 5-day out-of-school suspension and a hearing with the Superintendent of Schools. The student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum 5-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 5-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 repeatedly substantially interferes with the teacher's authority over the classroom:**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for up to 5 days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this Code. If the proposed penalty is up to a 5-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 5-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 up to 5-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.

**D. Referrals**

**1. Counseling:**

The guidance office shall handle all referrals of students to counseling services and outside agencies.

**2. PINS Petitions:**

The District may file a PINS (Person In Need of Supervision) on any student under the age of 18 for any reason permitted by law, including the following which are meant to be an example: Check education law.

- 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 marijuana or other illegal drugs in violation of Penal Law §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition.

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

The Superintendent is required to refer the following students to the County Attorney for a juvenile's 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.

## **IX. ALTERNATIVE INSTRUCTION**

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

These means may include, but are not limited to:

1. OSS instruction at BOCES
2. Home instruction
3. Home instruction at a neutral site

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

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

This *Code of Conduct* affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded 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 of Conduct*, the following definitions apply:

A “*suspension*” means a suspension pursuant to Education Law §3214.

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

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

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
  - a. The Board, the District (BOCES) Superintendent of Schools, 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 5 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 those removals do not constitute a change of placement.
  - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses

or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at 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 ½ inches in length.”
  - 2) **“Controlled Substance”** means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
  - 3) **“Illegal Drugs”** means a controlled substance except for those legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

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

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they 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, illegal drugs or controlled substances.

## **C. Special Rules Regarding the Suspension or Removal of Students with Disabilities**

1. The District’s Committee on Special Education shall:
  - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention





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, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards 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 5 consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than 5 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 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.

#### **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 students is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the District and the parents within 5 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 transmitted for consideration to the appropriate authorities to whom a crime is reported.

## **XI. CORPORAL PUNISHMENT**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, 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.

## **XII. STUDENT SEARCHES AND INTERROGATIONS**

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

In addition, the Board authorizes the Superintendent, buildings principals, the school nurse (at the principal's request) 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 of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has 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 the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District Code, or get 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. In all cases regarding search and seizure parents and guardians should be contacted as soon as possible by administration.

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

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

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

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

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

#### **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. Reason(s) 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 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 items to police authorities.

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

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to 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
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the 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 will be afforded the same rights they have outside the school. This means:

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

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

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

All requests by CPS to interview a student on school property shall be made directly to the building principal or his/her designee. The principal or his/her designee shall set the time and place of the 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/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.

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.

### **XIII. VISITORS TO THE SCHOOLS**

The Board encourages parents and other district citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or 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 and visible at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may not be 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 of Conduct*.

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

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

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

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

#### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
6. Use language or gestures that are profane, lewd, vulgar or abusive, or uncivil, particularly during meetings, conversation or discussion with any teacher, administrator, staff member or student. This also includes phone conversation and/or any form of electronic communication.
7. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
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.
10. Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco products, controlled substances, or be under the influence of either on school property or at a school function.
11. Possess or use weapons or firearms 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 School District.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this Code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

#### **B. Penalties (Subject to provisions of applicable law)**

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

1. **Parents, Guardians, or other Visitors:** If any such visitor acts in a manner which is threatening, or which violates any federal state or local penal law, such person may be subject to criminal prosecution. Any visitor causing personal injury or



damage to the property of the District, or its staff or students may be subject to civil liability for such damage and may be removed from the premise.

2. **Students:** They shall be subject to disciplinary action as the facts may warrant, in accordance with this Code. Students and parents may also be subject for property damage under the provisions of the General Obligations Law or other state statute or common law.
3. **Tenured Faculty Members:** They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020- 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.
5. **Staff Members Other Than Those Described in Subdivisions 4 and 5.** They 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/her designee shall be responsible for enforcing the conduct required by this Code.

When the building principal or his/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/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his/her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his/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, with 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.

## XV. DISSEMINATION AND REVIEW

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

1. Providing copies of a summary of the Code to all students at an assembly held at the beginning of each school year.
2. Making copies of the Code available to all parents at the beginning of the school year.
3. Mailing a summary of the *Code of Conduct* written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current *Code of Conduct* when they are first hired.

6. Making copies of the Code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the *Code of Conduct*. 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 Board of Education will review this *Code of Conduct* every year and update it as necessary. In conducting the review, the Board will consider how effective the Code's provisions have been and whether they Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the district's response to *Code of Conduct* violations. 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 of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

**Appendix A:**

**Cassadaga Valley Central School Code of Conduct  
COMPUTER NETWORK: ACCEPTABLE USE AGREEMENT**

## Appendix A

### **Cassadaga Valley Central School District COMPUTER NETWORK: ACCEPTABLE USE AGREEMENT**

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Cassadaga Valley Central School. I also agree to adhere to any changes or additions as adopted by the District.

1. All uses of the Network and Internet must be in support of education and consistent with the goals of the Cassadaga Valley Central School.
2. Network accounts are to be used ONLY by the authorized owner of the account. Sharing of passwords is prohibited.
3. Any violations of the use of the Network and Internet should be reported to the teacher in charge.
4. Any downloading of inappropriate materials to files is prohibited. The user must also assure their disk is virus free. Legal and/or financial charges can be placed against the user should he/she be responsible for introducing viruses into the Network.
5. Personal information about oneself should not be shared on the Internet.
6. Network users identifying a security problem on the District system must notify the teacher in charge. Do NOT demonstrate the problem to anyone.
7. Network users may download materials to their own disks. They may not download material to any computer hard drive. Copyrighted materials must be used in accordance with District policy and applicable law. The person in charge must approve of user's personal disks.
8. Vandalism of any type could result in disciplinary actions and possible legal and/or financial charges.
9. Any anti-social behavior such as hate-mail, derogatory comments, or harassment is prohibited.
10. Student data files and other electronic storage areas shall be treated like school lockers. This means that such areas shall be considered school district property subject to control and inspection. The system administrator may access all files and communications to ensure system integrity and to ensure that users are complying with the requirements of this policy.

**Appendix B:**

**Cassadaga Valley Central School Code of Conduct  
EXTRACURRICULAR GUIDE OF ETHICS**

## Appendix B

### Cassadaga Valley Central School EXTRACURRICULAR GUIDE AND CODE OF ETHICS

- A. Purpose: The purpose of this guide is to inform students and parents of the Cassadaga Valley Extracurricular program, its goals, and requirements. Extracurricular programs include athletics, clubs, organizations, and any other non-credit bearing school group.
- B. Philosophy: Extracurricular activities, which include any school-related activities (including sports), are an integral part of the total education program. This Guide will incorporate the School Code of Conduct and the following Ten Cardinal Athletic Principles as stated in the N.Y.S.P.H.S.A.A Handbook:
1. *To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.*
  2. *To eliminate all possibilities which tend to destroy the best values of the game.*
  3. *To stress the values derived from playing the game fairly.*
  4. *To show cordial courtesy to visiting teams and officials.*
  5. *To establish a cordial relationship between visitors and hosts.*
  6. *To respect the integrity and judgment of the sports officials.*
  7. *To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.*
  8. *To encourage leadership, use of incentive, and good judgment by the players on the team.*
  9. *To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.*
  10. *To remember that an athletic contest is only a game...not a matter of life or death for player, coach, school, official, fan, community, state or nation.*
- C. Rules and Regulations: Students who participate in Cassadaga Valley Central School Extracurricular programs will:
- a. It is the responsibility of the student to maintain passing grades. It is the responsibility of the teacher to keep accurate records. To that end student grades will be checked every two weeks. Students not passing will be suspended from the activity (or activities) if they are not passing any subject. Teacher will alert student weekly of missing assignments.
  - b. A student may appeal a failing grade directly with the teacher. The teacher may allow a student to participate if:
    - 1) The student's work assignments are up to date.
    - 2) The student utilizes after school help.
    - 3) The student is showing good effort.
  - c. If a teacher grants a student's appeal, he/she shall notify the Main Office. The Principal will be responsible for keeping and updating the list of ineligible students and promptly informing the coaches, advisors and the Athletic Director.
  - d. Teacher will alert students weekly of missing assignments.
  - e. Students will be in school the day following a scheduled event or contest, unless excused by a legal absence. If students are not in school following an event or contest; they will not be eligible for the next event or contest.

(Example 1): Tuesday event must be in school on Wednesday.  
(Example 2): Friday or Saturday event must be in school on Monday.
  - f. Cassadaga Valley students are expected to uphold the high ideals and strong moral attributes on which our school system depends for its reputation.
  - g. If social probation or suspension from school occurs, the student is prohibited from participation in the extracurricular program during the social probation period.

**Cassadaga Valley Central School**  
**EXTRACURRICULAR GUIDE AND CODE OF ETHICS, (Continued)**

- h. If a student is suspended (in or out of school) he/she is ineligible to participate on the day of the suspension. THIS INCLUDES EXTENDED DETENTION.

D. Infractions:

- 1. Adhere to the following participation rules, In and out of school:
  - NO smoking, use or possession of tobacco products
  - NO consumption or possession of alcoholic beverages
  - NO use or possession of drugs except those prescribed by a physician

E. Enforcement: Rule enforcement and decisions pertaining thereto will be made by the High School/Middle School Principal.

- 1. Appeal Process-Should a student wish to appeal the decision of the High School Principal or Middle School Principal

he/she must do so in 5 days and the following process will take place:

Step 1- Student can appeal to the Superintendent of Schools.

Step 2- Student can appeal to the Board of Education.

Step 3-Student can appeal to the New York State Commissioner of Education.

- F. Recommendations: Students should maintain reasonable hours regarding sleep. (Coaching staff and advisors recommend the following hours for students: Home by 10:00 p.m. on school nights, home by midnight on Fridays and Saturdays except on special occasions.

G. Guidelines to Acceptable or Unacceptable Behavior: Students are expected to follow the school Code of Conduct as published in the District Calendar/Handbook.

- a. Students are expected to demonstrate proper and acceptable behavior in the classroom and hallways as stated in the student handbook.
- b. Stealing or problems with the police is unacceptable behavior.
- c. Students are to be in school and on time the day of and the day following an event. Any exceptions must be approved by the building principal.
- d. Persistent problems in these or similar areas will result in the student being suspended from the activity.

Introduced at Board of Education Meeting – 7/25/89  
Adopted at Board of Education Meeting – 8/14/89  
Procedural Clarification (Section C, Item 1) – 2/13/95  
Revised 96  
Revised to include all extracurricular activities –5/2012  
Second Reading: 6/11/2012  
Adopted by Board of Education: 07/09/12

**Appendix C:**

**Cassadaga Valley Central School Code of Conduct  
DISCIPLINE REFERRAL FORM**



**Cassadaga Valley Central School**  
**STUDENT DISCIPLINE REFERRAL**

Student name \_\_\_\_\_ Phone # \_\_\_\_\_

Teacher \_\_\_\_\_ Gr. \_\_\_\_\_ Date of Infraction \_\_\_\_\_ Time of Infraction \_\_\_\_\_

Location of Infraction \_\_\_\_\_

**Infraction**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Failure to follow reasonable request | <input type="checkbox"/> Vandalism         | <input type="checkbox"/> Sexual harassment     |
| <input type="checkbox"/> Verbal confrontation                 | <input type="checkbox"/> Disrespectful     | <input type="checkbox"/> Unstructured behavior |
| <input type="checkbox"/> Physical confrontation               | <input type="checkbox"/> Weapons           | <input type="checkbox"/> Threatening behavior  |
| <input type="checkbox"/> Swearing or gesturing                | <input type="checkbox"/> Bullying Behavior | <input type="checkbox"/> Bus Misconduct        |
| <input type="checkbox"/> Other (Please Specify) _____         |  |  |

*(Complete this section if relevant to student's behavior)*

**Frequency**

- First occasion
- More than once
- Often

**Intensity**

- High
- Medium
- Low

**Trigger of Behavior**

- Social Interaction
- Transition
- Request of staff
- Interruption
- Difficult task
- Personal Issue
- Class/Act-group to group
- Other

**Events**

- Independent Seat
- Unstructured
- Peer attention
- Group Instruction
- Other
- Work Activity

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consequences of Infraction**

Referral to Guidance

Counseled:  Yes  No

Date Counseled \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent Conference

Conference Completed:  Yes  No

Conference Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

Detention

Served:  Yes  No

Date Assigned \_\_\_\_\_

Staff Signature \_\_\_\_\_

Extended Detention

Served:  Yes  No

Date Assigned \_\_\_\_\_

Staff Signature \_\_\_\_\_

In-School Suspension

Served:  Yes  No

Date Assigned \_\_\_\_\_

Staff Signature \_\_\_\_\_

Out-of-School Suspension

Served:  Yes  No

Date Assigned \_\_\_\_\_

Staff Signature \_\_\_\_\_



**Schedule of Revisions:**

Introduced at Board of Education Meeting - 7/25/89 Adopted at Board of Education Meeting - 8/14/89 Procedural Clarification (Section C, Item 1) - 2/13/95 Revised to include all extracurricular activities - 7/2007 Revised-9/10 Revised- 3/29/2012, First Reading on 3/29/12 Revision on 05/07/2012. Second Reading: 06/11/12 Adopted by Board of Education: 06/11/2012