

**MARLBORO CENTRAL SCHOOL DISTRICT**

**REVISIONS TRACK SHEET**

**Code of Conduct**



**Safe Schools Against  
Violence in Education**

Revised: 09-02-04; 09-30-12

**The Marlboro Central School District is committed to establishing and maintaining a safe and orderly environment. Good discipline is essential to the school program. Without good discipline, the Marlboro Central School District cannot discharge its primary responsibility in the development of citizenship. In maintaining appropriate behavior, teachers must be able to proceed with the assurance that support will be forthcoming from the Administration and Board of Education.**

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**MARLBORO CENTRAL SCHOOL DISTRICT  
CODE OF CONDUCT FOR MAINTENANCE OF ORDER ON SCHOOL PROPERTY**

The Marlboro Central School District, in accordance with Section 2801(2) of the New York State Education Law, hereby enacts the following Code of Conduct for maintenance of order on school property:

**A. Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property, including a school function, and conduct, dress and language deemed unacceptable and inappropriate on school property and provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property, including a school function, including the appropriate range of disciplinary measures which may be imposed for violation of such code, and the roles of teachers, administrators, other school personnel, the board of education and parents.**

1. Conduct, Dress and Language Deemed Acceptable:
  - a) Students – Student conduct, dress and language on school property shall be governed by articles “C” – “J” of this Code. Specific examples of inappropriate clothing is detailed in the Administrative regulations.
  - b) Employees – Conduct, dress and language for employees on school property shall be determined in accordance with law and collective bargaining agreements.
  - c) Contractors with the school district will be required to adhere to the district policy section regarding conduct, dress and language on school property, as applicable. See B(5) of this Code of Conduct.
  - d) Visitors – Conduct, dress and language of visitors on school property shall be governed by Section “B(5)” of the Code of Conduct. (**See also, Board Policies 7312/3410.**)

2. Roles of Stakeholders Implementing Appropriate Conduct on School Property:

All stakeholders should assist students in maintaining a safe, supportive school environment, a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) or

sex, which will strengthen students' self-concept and promote confidence to learn.

- (i) Teachers – Teachers should familiarize themselves with the requirements of this Code, including their rights and responsibilities in removal of disruptive students; referrals of “violent” students as defined in the Code; as well as reporting dangerous situations;
- (ii) Administrators – Administrators should review and familiarize themselves with their obligations under this Code, including their role in removal of disruptive students; procedures for dealing with “violent” students; as well as their role in enforcing the Code in a manner which will protect the safety and well-being of the various populations of the school while respecting individual rights;
- (iii) Other School Personnel – Other School Personnel should familiarize themselves with the requirements of the Code and for reporting dangerous students.
- (iv) Board of Education – The Board's role is to review and adopt this Code of Conduct in accordance with law, and to review, at least annually, the Code's effectiveness and the fairness and consistency of its implementation;
- (v) Dignity Act Coordinators – Dignity Act coordinators should oversee bullying prevention measures and address issues surrounding bullying in their building.
- (vi) Parents – Parents should recognize that education is a joint responsibility of parents and the school community and should familiarize themselves with the Code.
- (vii) Students – It shall be the right of each student in the District to:
  - 1. have a safe, healthy, orderly and courteous school environment;
  - 2. take part in District activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) or sex;

3. take part in student government activities unless properly suspended from participation pursuant to the district's discipline policy;
4. address the Board on the same terms as any citizen of the District; and
5. attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.

It shall be the responsibility of each student in the School District to:

1. be familiar with, and abide by, all district policies, rules and regulations pertaining to student conduct;
2. work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. conduct him/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the School District, and as such, hold him/herself to the highest standards of conduct, demeanor and sportsmanship;
4. be in regular attendance at school and in class;
5. contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property; and
6. make constructive contributions to the school and to report fairly the circumstances of school-related issues.
7. familiarize themselves with the Code.

**B. Standards and procedures to assure security and safety of students and school personnel.**

1. Safety of Students

The Board of Education encourages and supports all rules and regulations that must be implemented to provide a safe and healthy environment for all students. The provisions of this section will be addressed through Board policy. The safety of students shall be assured through close supervision of students in all school buildings and on school grounds, and through special attention to:

- a) Maintenance of a safe school environment;
- b) Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards;
- c) Provision of safety education for students, particularly laboratory courses in science, technology courses, and health and physical education;
- d) The provision, through the school nurse, of first aid care for students in case of accident or sudden illness; and
- e) Alerting the school to all accidents. An accident report shall be completed and filed for each accident.

2. Megan's Law

The Board of Education also acknowledges the efforts of local law enforcement to notify the District when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the District shall cooperate with local law enforcement agencies in this endeavor.

The Superintendent of Schools shall ensure the dissemination of such information, as appropriate, provided by local law enforcement officials pursuant to Megan's Law to all staff who might come into contact with the offender in the course of doing their jobs, including building principals, staff who issue visitors' passes, bus drivers,

custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the availability of such information, upon written request. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the Superintendent.

3. School Personnel “Right to Know”

The Board of Education further recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and “Right-to-Know” legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

- a) The acquisition, maintenance and review of Material Safety Data Sheets (MSDSs) for all known hazardous materials on district property;
- b) The compilation of a hazardous materials inventory;
- c) Employee training in hazardous materials management and protection; and
- d) the recording of all incidents involving exposure to known hazardous materials.

The District will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials within 72 hours of an employee’s request. **(See, Board Policy No. 5861/5680/5632)**

4. Students and Staff Reporting Unsafe Conditions

The Board of Education also seeks to ensure the safety of students and employees of the District while on district property.

The Board and administrative staff, in cooperation with students and employees, will take reasonable measures to prevent accidents on the school premises.

Any dangerous conditions involving equipment or buildings or any unsafe practices by anyone in the building or on the grounds of the District are to be immediately reported to the Building Principal and/or Head Custodian.

Unless specifically authorized, all motorized vehicles are prohibited from use on school property.

The 15 mile per hour speed limit is to be observed and other posted signs on school grounds are to be obeyed.

Formal objective investigations of all accidents are to be immediately conducted by the Building Principal and the results of the investigation are to be presented to the Superintendent in a written report. The results of selected investigations should be communicated to employees and students for the purpose of determining how the accident might have been avoided. **(See Board Policy No. 5680.)**

The Superintendent of Schools and building principals shall cooperate with the governmental agencies on matters of safety. The Superintendent shall arrange for bus emergency drills, including instruction in the use of windows as a means of escape in case of fire or accident, to take place a minimum of three times during the school year. Such drills shall include such instruction and be held at such times as required by the Regulations of the Commissioner. **(See Board Policy No. 5630/5683/5681.)**

5. Reporting Discrimination, Harassment and Bullying

a) The Board of Education recognizes its responsibility to protect students from unlawful harassment, discrimination and bullying while on school property. Students or staff who wish to report harassment, discrimination or bullying should contact the appropriate compliance officer.

b) The Dignity Act Coordinators are as follows:

High School – Mr. Timothy Marquis, 50 Cross Road, Marlboro, NY 12542 (845) 236-5810; email: timothy.marquis@marlboroschools.org

Middle School – Ms. Lisa Filocco, Route 9W, 1375 Marlboro, NY 12542, (845) 236-5840; email: lisa.filocco@marlboroschools.org

Marlboro Elementary School – Mr. Stephen Wertz, 1380 Route 9W, Marlboro, NY 12542 (845) 236-1636; email: stephen.wertz@marlboroschools.org

Middle Hope Elementary School – Mrs. Linda Bambaci, 62 Overlook Drive, Newburgh, NY 12550, (845) 565-9620; email: linda.bambaci@marlboroschools.org

Milton Elementary School – Mrs. Eileen Bowman, 21 Milton Turnpike, Milton, NY 12547, (845) 795-2730; email: eileen.bowman@marlboroschools.org

## 6 Visitors to Schools

Visitors to the schools of the District shall be governed by the following rules:

- a) Each building principal shall establish and maintain a safety plan outlining the process for registration and authorization for visits to his/her school. Such plans shall be submitted to the Superintendent of Schools for approval, and thereafter be made available in the school.
- b) The building principal must be contacted by the person or group wishing to visit, and prior approval must be obtained for the visit.
- c) Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the building principal.
- d) All visitors must immediately report to the main office, sign in, and be issued a “visitor permit”, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
- e) Registration shall not be required for school functions open to the public, whether or not school-related.
- f) Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel,

by appointment, in order to discuss any school-related problems or concerns the parent may have regarding the student.

- g) Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable board policies and administrative regulations. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.
- h) The principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse. (**See, Board Policy No. 3210/3510/7241.**)

**C. Provisions for the removal from the classroom and from school property and school functions of students and other persons who violate the Code.**

(i) Students

Teachers will have the authority to remove disruptive students (as defined below) for up to two days in accordance with the process described. The removal from class applies to the class of the removing teacher only.

Disruptive Pupil – One who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

Removal – Means that students are precluded from returning to the class of the teacher from which they were removed.

Process for Removal of a Disruptive Student

1. If the student does present a danger or an ongoing threat of disruption to the academic process, removal can be immediate, but the teacher must provide the removed student an opportunity to present his/her version of the events within 24 hours of removal.
2. If the student does not present a danger or an ongoing threat of disruption to the academic process, before removal teacher must provide student with explanation as to why he/she is being removed, and an opportunity to present his/her version of the events.
3. Within 24 hours of removal, parents must be notified by the principal of removal and reasons for removal.
4. Informal conference – If the pupil denies the charge, an opportunity for an informal hearing must take place with parents and principal within 48 hours of removal.
5. Principal’s determination – The principal must make determination by close of business on the day following the informal conference to either uphold or reverse determination (determination can only be reversed if finding lacks substantial evidence, inconsistent with Code of Conduct, a violation of law, or if conduct warrants suspension). The Principal may designate a school district

administrator (e.g., an assistant principal) to carry out the principal's functions in this regard. No pupil removed by a teacher may return until: (a) the principal or (designee) makes a final determination, or (b) the period of removal expires, whichever is less.

Continued Educational Programming – In the event of teacher removal of a disruptive student in accordance with this Code of Conduct, continued educational programming will be provided during the period of removal as soon as is practicable. The type of continued educational programming will vary depending upon the student's individual needs but may consist of, for example, study hall; in-school suspension; or other instruction as provided by the teacher and determined by the principal.

(ii) Staff

Removal shall be determined in accordance with applicable law and collective bargaining agreement.

(iii) Visitors and Contractors

Removal of contractors and visitors will be accomplished in accordance with section B(5) of this Code of Conduct.

**D. Provisions for detention, suspension and removal from the classroom of students, consistent with §3214 and other applicable federal, state and local laws including provisions for the school authorities to establish policies and procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school.**

- (i) “Violent” pupils – Teachers shall report and refer a “violent” pupil (as defined below) to the principal for appropriate action under the Code of Conduct, and a minimum suspension period in accordance with section “M” of this Code of Conduct.

For purposes of this section, a “violent” pupil is an elementary or secondary student under 21 years of age who:

- (1) commits an act of violence upon a teacher, administrator or other school employee;
- (2) commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- (3) possesses, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- (4) displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or serious bodily injury;
- (5) threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death;
- (6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee, or any person lawfully upon school district property;
- (7) knowingly and intentionally damages or destroys school district property.

Serious and/or flagrant violations of the District’s Code of Conduct

can result in an immediate Superintendent of Schools hearing or Board of Education hearing. A student may be suspended from school or subjected to other disciplinary action when such student:

1. engages in conduct which is:
  - a. disorderly, i.e., fighting or engaging in violent behavior, threatening another with bodily harm, intimidation of students or school personnel, making unreasonable noise, using abusive language or gestures, including racial or ethnic remarks which are improper; or is
  - b. insubordinate, i.e., failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student, or missing or leaving school without permission.
2. engages in any of the following forms of academic misconduct:
  - a. missing or leaving school without permission; and/or
  - b. plagiarism; and/or
3. engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property, i.e., vandalism or graffiti, arson, theft, truancy, possession/use/sale of drugs or alcohol, possession of weapons, smoking, bringing fireworks onto school grounds.
4. is a "violent" pupil as defined above.
5. is "repeatedly substantially disruptive" as defined in Educ. Law §3214.
6. trespasses. A student or unauthorized person is not permitted in any school building other than the one that he/she regularly attends, without permission from the building principal or designee. Should a student be found in a building without permission, the necessary authorities will be called and trespassing charges will be lodged against the student. (**See, Board Policy No. 7570/3410/3210/7310.**)
7. harasses or discriminates against another student or member of the school community on the basis of race, color,

gender (identity and expression), sex, sexual orientation, weight, disability, ethnic group, and religion, religious practice, or national origin.

8. bullies another student using repeated negative, abusive and/or aggressive behavior, with the purpose of causing physical or emotional harm and involving a real or perceived imbalance of power.

The range of penalties which may be imposed for violations of the student disciplinary code includes the following:

1. verbal warning
2. written notification to the parents
3. detention
4. probation
5. reprimand
6. suspension from transportation
7. suspension from extracurricular activities
8. suspension of other privileges
9. exclusion from a particular class
10. in-school suspension
11. out-of-school suspension

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination. Such penalties will be imposed by the Superintendent of Schools, the building principal, or in cases of removal from a particular class for disruptive conduct, the classroom teacher.

**E. Disciplinary measures to be taken in incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and threats of violence.**

- i) For any of the above violations, the range of penalties which may be imposed upon students (in accordance with Educ. Law § 3214, Part 100 of the Commissioner's Regulations, and this Code of Conduct) pursuant to the student disciplinary code which includes the following:
1. verbal warning
  2. written notification to the parents
  3. detention
  4. probation
  5. reprimand
  6. suspension from transportation
  7. suspension from extracurricular activities
  8. suspension of other privileges
  9. exclusion from a particular class
  10. in-school suspension
  11. out-of-school suspension

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination. Such penalties will be imposed by the Superintendent of Schools or with his/her permission.

The Board of Education recognizes the importance of school attendance. Therefore, suspension from school must be viewed as a last resort in dealing with student disciplinary infractions. The Board also recognizes the need to remove unruly or disruptive students from the regular class so that learning can take place in the classrooms.

The Board directs the Superintendent of Schools to develop an in-school suspension program. The program should provide appropriate supervision in the in-school suspension rooms and guidelines for the imposition of an in-school suspension. (**See, Board Policy No. 7540.**)

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (e.g., home economics, shop, P.E.). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, or which displays and/or encourages the use of drugs, alcohol or tobacco. (**See**, **Board Policy No. 7312.**)

**F. Procedures by which violations are reported, determined, discipline measures imposed and discipline measures carried out.**

- (i) Discipline is most effective when it deals directly with a problem at the time and place it occurs, and in a way that is fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their positive resources to create a change of behavior in the classroom.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. The Board of Education believes that each student can be expected to be responsible for his/her own behavior. The school administration shall develop and disseminate rules of conduct, focusing on personal safety and respect for the rights and property of others to be consistently applied in the classrooms and through the schools. Students who fail to meet this expected degree of responsibility and violate school rules will be subject to appropriate disciplinary action and more regulated supervision.

- (ii) Early Identification and Resolution of Student Discipline Problems

Pupil service personnel, administrators, teachers and others will report students to the building principals when they believe such students present a discipline problem. If the principal suspects that the problem may be manifestation of a disability, he/she will refer the matter to the Committee on Special Education in the manner prescribed by the Commissioner's Regulations and by District policy.

- (iii) Discipline for Students with Disabilities

Students with disabilities will be suspended in accordance with the procedures established under applicable federal and state law and regulation. **(See, Board Policy No. 7310/7313.)**

The Board of Education assures that students of the District shall have all the rights afforded them by federal and state constitutions and statutes. The District recognizes all federal, state and local laws in connection with these rights and reminds students that certain responsibilities accompany the rights they are given.

**G. Provisions ensuring this Code and the enforcement thereof are in compliance with state and federal laws relating to students with disabilities.**

Discipline issues regarding students with disabilities under Section 504 will be referred to the appropriate Section 504 accommodation team for processing. Code of Conduct issues pertaining to students classified under IDEA will be referred to the Committee for Special Education.

**H. Provisions setting forth the procedures by which local law enforcement agencies shall be notified of code violations which constitute a crime.**

In accordance with consultation with local law enforcement, it is the District's understanding that the following types of conduct are generally referable to law enforcement as crimes:

- Forcible sexual offenses
- Use of possession of weapons
- Drug offenses
- Assaults resulting in serious physical injury
- Serious threat which a reasonable person would perceive as placing persons in imminent danger

The usual contact between the District and law enforcement parties will be the building principal or designee. (See, Board Policy No. 7310/7320/7360/7330/7311.)

**I. Provisions setting forth the circumstances under and procedures by which persons in parental relation to the student shall be notified of code violations.**

Notification of persons in parental relations of code violations will be accomplished in accordance with the procedure for removal of disruptive students and the due process rights of students referenced above.

**J. Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision petition as defined in articles three and seven of the Family Court Act will be filed.**

The District will observe all applicable procedures under the Family Court Act for filing of PINS petitions, Juvenile Delinquency petitions and it will follow the appropriate sections of Penal Law and Criminal Procedure Law and other statutes for filing criminal complaints.

**K. Circumstances under and procedures by which referral to appropriate human service agencies shall be made.**

Referrals to appropriate home service agencies will be provided through a list maintained by the Committee on Special Education or the Child Study Team or the 504 Team which list will be made available to parents where appropriate.

**L. A minimum suspension period, for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher’s authority over the classroom, provided that the suspending authority may reduce such period on a case by case basis to be consistent with any other state and federal law. For purposes of this section, the definition of “repeatedly are substantially disruptive” shall be determined in accordance with the Regulations of the Commissioner.**

Where a student engaged in conduct which would define that student as “repeatedly substantially disruptive” (i.e., engaging in conduct requiring removal from classroom on four or more occasions during a semester), minimum suspension will be two days (subject to modification on a case-by-case basis based upon the particular circumstances present.)

**M. A minimum suspension period for acts that would qualify the pupil to be defined as a violent pupil pursuant to paragraph a of subdivision 2-a of § 3214 of the Education Law, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law.**

Where a student engaged in conduct which would qualify that student as “violent” (as defined in Section D of this code), minimum suspension will be three days (subject to modification on a case-by-case basis based upon the particular circumstances present.)

**N. Bill of rights and responsibilities of students which focuses upon positive student behavior, and which shall be publicized to all students on an annual basis.**

To pursue to program of excellence and to achieve social and emotional growth in an atmosphere suited to thoughtful study and safe environment.

To be offered a full and appropriate program of studies in preparation for advanced study and career.

To be evaluated objectively in a manner consistent with

clearly stated course goals and objectives.

To be treated with respect and courtesy by other members of the high school community.

To be provided with continuous, meaningful instruction.

To express opinions, take stands and support causes.

To seek changes in an orderly manner and to formulate and sign petitions.

To establish a representative student organization as a legitimate voice of the student body.

To hold peaceful meetings.

To have school-sponsored publications which abide by First Amendment Rights to freedom of the press.

To practice religious beliefs and to observe holy days without penalty.

To have records kept private in accordance with the law and Board policy.

To be assured of your individual right of privacy.

To be transported to and from school per Board policy.

To exercise freedom of dress within the regulations of the school.

To be presented with statements of rules, regulations and procedures governing school life.

To work and to study in a thoughtful manner to the best of your ability and to respect the rights of others to grow as individuals in the school environment.

To be in regular attendance in school and in class and to complete all assignments to the best of your ability.

To complete assignments or examinations for evaluation in a timely manner and without inappropriate assistance.

To display respect for the persons and property of all members of the high school community. This includes the individual concern for a clean, orderly environment free of refuse.

To display the same respect and regard for instruction and assignments administered by substitute teachers.

To maintain respect for the rights of others to be free from harassment and slander.

To be thoughtful and serious when making recommendations for change.

To support student government through thoughtful participation in the selection of representatives and to respect the procedures established for the operation of student government.

To choose times and places for meetings which will not be disruptive to the operation of student government.

To choose times and places for meetings which will not be disruptive to the operation of school.

To be responsible for clear, appropriate, accurate, unbiased reporting issues and events.

To respect each individual's right to comply with the requirements of his/her religious traditions.

To acknowledge and respect the privacy of school records, student grades, and sensitive information.

To abide by school rules and civil laws which forbid illegal items which pose a threat to personal safety or disruption to the educational process.

To observe rules of safety and courtesy on school transportation vehicles and on school-sponsored field trips.

To be familiar with and to abide by all general school procedures, policies, rules and regulation pertaining to student conduct.

To show respect for community standards of good taste and to avoid excess which could be disruptive.

**O. Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline.**

1. Each school principal shall review this Code of Conduct, and the applicable Building Discipline Code before opening each school year, with the entire teaching and non-teaching staff of each school.
2. A copy of the Code of Conduct and the applicable Building Discipline Code shall be posted in each school office and each faculty room for reference.
3. A copy of the Code of Conduct and the applicable Building Discipline Code shall be given to each teacher annually either in the teacher's handbook or in flyer format.
4. The Code of Conduct and the applicable Building Discipline Code shall be printed as a part of the student handbook for all students on an annual basis.
5. Classroom/homeroom teachers in grades K-12 will review the Code of Conduct and applicable Building Discipline Code at the beginning of each school year.

**Administrative Regulation**  
Addendum: Student Dress Code

Dress and Grooming:

Students are expected to dress and groom themselves in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment for physical education classes, and participation in athletics, science laboratories and home and career skills classes.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines);
- Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol, and/or tobacco;
- Any dress or appearance which advocates or encourages the other illegal or violent activities;
- Any dress or appearance which advocates discrimination or denigrates others based upon race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) or sex;
- The wearing of head wear in the building as they are a sign of disrespect (unless worn for religious or medical reasons);
- Any dress or appearance which constitutes a disruption to the education process\*

\*Specific examples of “any dress or appearance which constitutes a disruption to the education process” include:

midriff or short shirts which expose the torso  
shorts with a leg length of less than mid-thigh  
skirts which are too short and cause a disruption  
shirts or blouses which are “low cut” or plunging  
very loose pants which expose underwear  
exposed undergarments (including personal athletic undershirts)

On the first occasion a student appears at school with clothing in violation of the policy, he/she will be asked to immediately change or cover up. If he/she does not have access to any other clothing at school, the parent will be called and asked to bring appropriate clothing to school. Further offenses may result in suspension.