

NORWOOD-NORFOLK CENTRAL SCHOOL DISTRICT

CODE OF CONDUCT

Implementing Project SAVE

TABLE OF CONTENTS

I.	Introduction	1
II.	Bill of Rights and Responsibilities of Students	2
	A. Student Responsibilities	3
	B. Student Rights	3
III.	Essential partners (Student Support Group Responsibilities)	4
	A. Parents	4
	B. Teachers	4
	C. Guidance Counselors	4
	D. Expectations for Student Support Personnel	5
	E. Expectations for Other School Staff	5
	F. Principals	5
	G. Superintendent	6
	H. Board of Education	6
IV.	Standards of Conduct	5
	A. Conduct Deemed Appropriate and Acceptable	5
	B. Dress Deemed Appropriate and Acceptable	6
	C. Language Deemed Appropriate and Acceptable	6
	D. Acceptable Civil and Respectful Treatment of Teachers, Administrators and Others	6
V.	Prohibited Conduct and Disciplinary Measures	7
	A. Engage in Conduct that is Disorderly	8
	B. Engage in Conduct that is Insubordinate	8
	C. Engage in Conduct that is Disruptive	9
	D. Possession of Illegal Substances	9
	E. Possession or use of Weapons	9
	F. Use of Physical Force	9
	G. Vandalism	10
	H. Violation of Another Student’s Civil Rights	10
	I. Engage in Conduct that is Violent	10
	J. Engage in Any Conduct That Endangers the Safety, Morals, Health, Welfare of Others	10
	K. Engage in Misconduct While on a School Bus	12
	L. Harassment and Threats of Violence/Aggression	12
	M. Searches and Interrogations	13
	N. Corporal Punishment	13
	O. Plagiarism and Cheating	13
	P. Range of Disciplinary Measures	13-19
VI.	Compliance with Laws for the Disabled	20
VII.	Standards and Procedures to Assure Safety of Students and School Personnel	20
VIII.	Provisions for Removal of Students from the Classroom and from School Property	20
IX.	Notice to Local Law Enforcement Agencies	21
X.	Procedures for Filing Criminal, Juvenile Delinquency and PINS Proceedings	21
XI.	Procedures for Referral from Human Service Agency	21
XII.	Visitors/Volunteers to the School	21
	A. Public Conduct on School Property	22
	B. Prohibited Conduct	22
	C. Penalties	23
	D. Enforcement	23
XIII.	Appendix A – Consequences	23
XIV.	Appendix B – Definitions	24-26

CODE OF CONDUCT

I. INTRODUCTION

The Board of Education of Norwood Norfolk Central School acknowledges its responsibility to protect the educational climate of the District and to promote responsible student behavior. Accordingly the Board delegates to the Superintendent the responsibility for assuring the implementation of a *Code of Conduct for the Maintenance of Order on School Property*, including school functions, which shall govern the conduct of students as well as teachers, other school personnel, and visitors. The Board shall further provide for the enforcement of such Code of Conduct. The District Code of Conduct was developed in collaboration with students, teachers, administrators, and parent organizations, school safety personnel and other personnel and shall incorporate those components addressed in the law. Specific components may vary as appropriate to student age, building levels and educational needs. The Code of Conduct will be reviewed and explained to staff and students at the beginning of the school year.

STATUTORY REFERENCE: Education Law Section 2801, a/k/a the "Safe Schools Against Violence in Education Act of 2000", and also as the "Project SAVE" Law (L. 2000, Ch. 181). Board Policy 7310, 3410

II. DEFINITIONS

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

School Bus means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

School Function means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

Gender means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

Race means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bicultural", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

Color means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

Weight means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

National Origin means a person's country of birth or ancestor's country of birth.

Ethnic Group means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

Religion means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

Religious Practice means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

Sex means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

Gender means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

Sexual orientation means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

Disability means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

II. BILL OF RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Board of Education's goal is to provide an environment in which a student's rights and freedoms are respected and protected. The Board, therefore, assures District students that they shall have all the rights afforded them by federal and state constitutions, statutes and regulations. The Board also recognizes all federal, state and local laws in connection with these rights. The Board believes that it is imperative that students also meet their responsibilities, which accompany these rights to themselves, to the entire student body, and to the District.

A. Student Responsibilities

It shall be the responsibility of the students of the Norwood-Norfolk Central School District:

1. To be familiar with and exhibit acceptable behavior in accordance with all District policies, rules and regulations pertaining to student conduct;
2. To work to the best of their ability in all academic and extracurricular pursuits, and strive toward the highest level of achievement possible;
3. To complete reasonable tasks assigned by teachers;
4. To exercise the rights of free speech and assembly in a manner that does not deny such rights to other persons and that does not interfere with the health and safety of themselves and others nor the orderly operation of the educational program of the District. To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the District and as such he/she will enhance the reputation of the District and to hold himself or herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
5. To seek help in solving problems that might lead to discipline procedures;
6. Not to bring grievances which are false or meant to harass the subject of the grievance;
7. To be in regular attendance at school and in class;
8. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;
9. To seriously consider the opinions of others;
10. To maintain the proper condition of District facilities;
11. To dress in a manner that is not dangerous, that does not interfere with acceptable health or decency standards, or that disrupts the orderly operation of the District educational program, in accordance with standards promulgated by the Board and the Superintendent;
12. To make constructive suggestions for curriculum improvement; and
13. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.
14. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

B. Student Rights

It shall be the right of each District student:

1. To attend public school in a safe, healthy, orderly and courteous school environment;
2. To take part in all District activities on an equal basis regardless of race, sex, religion, national origin, or disability.
3. To exercise his/her rights to free speech and assembly under the First Amendment to the U.S. Constitution;
4. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
5. To participate in co-curricular and extracurricular activities chosen by the student in accordance with Policies 7410 and 7620;
6. To use school facilities under the supervision of District employees;
7. To be treated fairly and equitably and to have alleged unfair or inequitable treatment reviewed in accordance with Policy and Regulation 7550;
8. To have school rules and conditions available for review and, whenever necessary, explained by school personnel;
9. Not to be detained after school hours if the parent(s) or guardian(s) of the student registers an objection;
10. To be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed;
11. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
12. To determine their personal dress and grooming standards.
13. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

III. ESSENTIAL PARTNERS/RESPONSIBILITIES

A. Expectations for Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. Expectations for Teachers

All District teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-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 each student, student's parents and other teachers concerning growth and achievement of said student.
7. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

C. Expectations for Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, 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.
6. Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
7. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

D. Expectations for Student Support Service Personnel

1. Support educational and academic goals.
2. Know school rules, abide by them and enforce them in a fair and consistent manner.
3. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
4. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
5. Maintain confidentiality about all personal information and educational records concerning students and their families.
6. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
7. Regularly review with students their educational progress and career plan.
8. Provide information to assist students with career planning.
9. Encourage students to benefit from the curriculum and extra-curricular programs.
10. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
11. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

E. Expectations for Other School Staff

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
3. Assist in promoting a safe, orderly and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning students and their families.
 5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

F. Expectations for 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, and, when necessary, appropriately documenting actions.

6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

G. Expectations for Superintendent

1. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, 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.

H. Expectations for 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. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
3. Adopt and review annually the District's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation. Prior to the Board's Review, a Public Hearing will be held.
4. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

Student Use of Electronic Communication Devices

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

IV. STANDARDS OF CONDUCT

A. Conduct Deemed Appropriate and Acceptable

Student conduct shall be considered appropriate if it is in compliance with all provisions of this Code of Conduct. Students are expected to treat teachers, school administrators, other school personnel, fellow students and visitors on school property and school buses and at school functions, in a civil and respectful manner at all times.

When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.

Any teacher, administrator, Board Member, parent or other person may report a violation of the student disciplinary code to the building principal. An investigation of the charges as deemed appropriate will be conducted. An informal or formal disciplinary proceeding, and/or a referral will be made to the Committee on Special Education, if deemed necessary.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way the student views as fair and impartial.

STATUTORY REFERENCE: Education Law 2801 (2) (A); 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (a).Policy 5640, 7311, 7314, 7320, 7340, 7360, 7361, 7110, 3410, 3411, 3412, 3420, 8212

B. Dress Deemed Appropriate and Acceptable

The responsibility for student dress, grooming and general appearance rests with individual students. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards, and does not interfere or disrupt with the orderly operation of the District or the learning process. The Board also requires students to wear appropriate protective gear in certain classes (e.g., home & careers, technology, PE). Hats may be worn in school hallways. However, students are prohibited from wearing hats in the classroom.

The following clothing shall be deemed inappropriate and unacceptable on school grounds, school buses and school functions:

- a. Sexually revealing clothing, including the showing of underwear, halter-tops or any version thereof, spaghetti straps, midriffs, tube tops, plunging necklines and see-through garments.
- b. Shorts and skirts shall be at a length that is not distracting, revealing, or otherwise inappropriate.
- c. Clothing and jewelry that presents a safety hazard such as chains.
- d. Outdoor clothing, if worn indoors to include trench coats.
- e. Gang-related attire and jewelry.
- f. Clothing and jewelry bearing drug or alcohol-related messages or innuendoes.
- g. Hats, clothing and attire which bear an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, or is disruptive, are forbidden.

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change, cover or remove his/her attire should it be deemed inappropriate according to the above guidelines.

STATUTORY REFERENCE: Education Law 2801 (2) (A); 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (a)

C. Language Deemed Appropriate and Acceptable

Students' language shall be considered appropriate if it is in compliance with all applicable provisions of the Code of Conduct. Students are expected to use language that is civil and respectful toward teachers, school administrators, other school personnel, fellow students and visitors on school property and school buses and at school functions, at all times.

STATUTORY REFERENCE: Education Law 2801 (2) (A); 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (a) Policy 3412, 3420

D. Acceptable Civil and Respectful Treatment of Teachers, Administrators and Others

Students shall treat teachers, school administrators, other school personnel, fellow students and visitors on school property and school buses and at school functions, in a civil and respectful manner, at all times.

All school employees are required to report violations of the Code of Conduct to the administration as soon as practical. Such reports shall be made in writing, on the form prescribed for such violations. The administrators shall have discretion to determine the appropriate level of response to any such report, including the filing of a criminal report, except where otherwise specified in the Code of Conduct.

V. PROHIBITED CONDUCT AND DISCIPLINARY MEASURES

The District Board expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. These expectations also apply to internships and student work experience.

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 develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property or engaged in a District function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

A. Engage in Conduct That is Disorderly

Examples of disorderly conduct include, but are not limited to:

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 6) Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

B. Engage in Conduct That is 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 District employees or otherwise demonstrating disrespect.
- 2) Missing or leaving school or class without permission.

C. Engage in Conduct That is Disruptive

Examples of disruptive conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.

A. Possession or Use of Illegal Substances

The Board of Education of Norwood Norfolk Central School recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs is prohibited unless it is dispensed by the nurse according to a physician's order. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Any staff member observing the possession, use, manufacture, sale and/or distribution of alcohol and/or other banned substances by anyone on school grounds, or at school functions, are required to report the incident immediately to the supervisor in charge. The appropriate administrator shall then take immediate action.

Any alcohol and/or other banned substances found shall be confiscated immediately, followed by notification of the person in parental relation to the student(s) involved.

In its effort to maintain an environment free of alcohol and/or other banned substances, the District shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

STATUTORY REFERENCE: Education Law Section 2801 (2) (D); 8 N.Y.C.R.R. Section 100.2 (1)(2)(ii)(d) Policy 5640,7320

B. Possession or Use of Weapons

The following acts shall be prohibited: (1) possession, while on school property, of any weapon including but not exclusive of a firearm or gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (2) the display, while on school property, of what appears to be a firearm or gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury.

STATUTORY REFERENCE: Education Law Section 2801 (2) (D); 8 N.Y.C.R.R. Section 100.2 (1) (2) (ii) (d) Policy 7360,3411

C. Use of Physical Force

The following acts shall be prohibited: any assault; any fighting; any act of violence upon a teacher, administrator or other school employee; and any act of violence upon another student or any other person lawfully upon school property.

STATUTORY REFERENCE: Education Law Section 2801 (2) (D) Policy 3430,3412

D. Vandalism

A student shall be subject to disciplinary action for knowingly and intentionally defacing, damaging or destroying the personal property of any individual and knowingly and intentionally defacing, damaging or destroying any school district property.

STATUTORY REFERENCE: Education Law Section 2801 (2) (D) Policy 7311

E. Violation of Another Student's Civil Rights

The District prohibits all forms of harassment, including but not limited to: sexual harassment, homosexual harassment, racial harassment, disability-related harassment.

STATUTORY REFERENCE: Education Law Section 2801 (2) (D) Policy 3420,3412,7551

I. Engage in Conduct That is Violent

Examples of violent conduct include, but are not limited to:

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
- 2) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- 3) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- 4) Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).
- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

J. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of such conduct include, but are not limited to:

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while 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. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- 4) Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- 5) Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- 9) Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- 10) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- 11) Selling, using, possessing or distributing obscene material.
- 12) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- 13) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.

- 14) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 15) Gambling and gaming.
- 16) Inappropriate touching and/or indecent exposure.
- 17) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 18) Violating gender privacy when using school restroom facilities.

K. Engage in Misconduct While on a School Bus

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

L. Harassment and Threats of Violence

All harassment and threats of violence are prohibited. Sexual, racial, religious and other forms of discriminatory harassment are covered by a separate provision in this Code of Conduct. Any student who makes any sort of threat, while on school property, to use any instrument that appears capable of causing physical injury or death, is deemed to be a "violent pupil", and must be referred to the principal or Superintendent for imposition of a minimum suspension period, in accordance with a separate provision in this Code of Conduct.

The District is also sensitive to other forms of harassment including sexual, alternative aggression, relational aggression and social aggression as defined below.

Sexual Harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome such as inappropriate touching, verbal comments, sexual name calling, spreading of sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Relational Aggression. Acts that "harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship or group inclusion." Examples:

1. death stares/hate stares
2. eye rolling
3. turning your back to someone
4. whispering to one person while another person is looking on
5. making up lies about someone
6. telling confidences
7. ignoring someone or pretending the person is invisible
8. repeating unflattering information about someone
9. dirty looks
10. mean notes/pictures/comments
11. making threats

Indirect Aggression. Covert behaviors that make it seem as if there has been no intent to harm at all.

Social Aggression. Behaviors which are intended to damage self-esteem or social status within a group.

M. Searches and Interrogations

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds or in a school building only by a School District Administrator only when the School District Administrator has reasonable suspicion to believe the student is engaging in proscribed activity which is in violation of school rules and/or illegal. To perform a search of a student two (2) district personnel must be present and be under the direction of the Superintendent of Schools and/or another administrator. (Policy 7330)

N. Corporal Punishment

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of this School District.

However, if alternative procedures and methods which would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons:

1. Self-protection
2. Protection of others
3. Protection of property
4. Restraining/removing a disruptive student/visitor

STATUTORY REFERENCE: Education Law Sections 2801 (2) (D) and 3214 (2-a) (a); 8 N.Y.C.R.R. Section 100.2 (1) (2)(ii)(d) Policy 3412, 3420, 7551, 7550, 6120, 6121, 7360, 8212, 3430, 7330, 7350

O. Plagiarism and Cheating

Plagiarism is when a student “passes off” an idea or work of another as one of his/her own without crediting the person whose work it is. Plagiarism is taken very seriously at Norwood-Norfolk Central School and absolutely will not be tolerated. Disciplinary measures will be administered on case-to-case basis.

Cheating is when a student is dishonest about how they got the information they are passing off as their own. i.e.: homework, test, reports, labs, etc. Disciplinary measures will be administered on a case-to-case basis.

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Altering records.
- 4) Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 5) Violation of the District Acceptable Use Policy for technology.
- 6) Assisting another student in any of the above actions.

P. Range of Disciplinary Measures

The table below outlines the major types of improper student conduct and suggested consequences. A range of possible consequences is indicated for each type of misconduct. In general, first offenses or offenses deemed relatively “minor” by school administrators will incur consequences at the low end of the range while second or more serious offenses will receive sterner consequences.

In all cases, repeated offenses or extreme misconduct may be subject to out-of-school suspension. The following is intended to serve as a guideline for students, parents, and administrators. It is not intended to be an exhaustive list of improper conduct; behaviors not on the list which are in violation of New York State statutes or Norwood-Norfolk Central School rules or regulations shall be punished by appropriate penalties as determined by appropriate school personnel. Likewise, the consequences suggested are not intended to be inflexible. School administrators have the authority to impose sterner or more lenient consequences if, in their judgment, the individual situation so warrants.

The penalties available to teachers to remedy violations of this Code of Conduct include but are not limited to the following: conference with students; verbal and written warning; written parental notification; time-out or in-class sequestration; detention; removal from the classroom. Referral for the following penalties, which may only be imposed by a principal or the Superintendent: administrative detention; in-school suspension; social probation; suspension from transportation; suspension from extracurricular or other privileges; out-of-school suspension; referral to law enforcement.

STATUTORY REFERENCE: Education Law 2801 (2) (A) and 3214; 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (a) Policy 7313

HIGH SCHOOL 9-12

CONDUCT

Insubordination

Failure to comply with any school rule, regulation or policy or failure to comply with reasonable requests from school district personnel (consequences for plagiarism are included in this category). Requiring a student to stay after school, when supported by the parent, is considered a reasonable request.

Improper Behavior

- In hall without pass
- Cutting class
- Leaving school without permission
- Vulgar/offensive/abusive language
- Lewd behavior
- Disruption of education process
- Gambling

- Activation of a fire alarm
- Bomb Threats

Truancy

- Cutting school
- Leaving without permission

Possession or use of contraband

- Possession
- Forgeries (e.g., passes)
- Tobacco products and paraphernalia (including lighters)
- Possession or use of drugs or alcohol violating the District's Drug & Alcohol Policy
- Illegal drugs or drug paraphernalia
- Weapons and/or explosives

- Possession or display of obscene or offensive materials
- Electronic devices must be turned off during the school day

CONSEQUENCES

(see appendix A for definitions of consequences)

**1-5 detentions or
1-5 days OSS**

**1-2 detentions
1-3 detentions
3-5 detentions or ISS/Planning Room
1-2 detentions, ISS/Planning Room, OSS
1-2 detentions, OSS
1-2 detentions or 1-2 days OSS
1-3 detentions, 1-3 days OSS or 1-3
ISS/Planning Room
OSS, referral to law enforcement
OSS, Superintendent's Hearing, referral
law enforcement**

**3-5 detentions, 1-3 ISS/Planning Room
1-4 detentions, 1-2 ISS/Planning Room**

Confiscation

**1-3 detentions or 1-3 days OSS
3 detentions or 3 days OSS**

5 days OSS and/or Superintendent's Hearing

**5 days OSS and/or Superintendent's Hearing
1 year minimum suspension, 5 days OSS
Superintendent's Hearing and referral to
law enforcement agency
Detentions, OSS**

Offenses Against People

- Verbal Abuse
- Harassment
- Reckless endangerment
- Fighting
- Gang related activities

3-5 detentions or 3-5 days OSS
3-5 detentions or 3-5 days OSS
1-2 detentions or 1-3 days OSS
3-5 days OSS
detentions, OSS, referral to law enforcement

Property Offenses

- Loitering
- Trespass
- Defacement (graffiti, etc.)
- Vandalism/destruction

- Theft
- Improper use of computers

1-3 detentions or 1-3 days OSS
3-5 days OSS
1-3 detentions
1-3 detentions, OSS, restitution and Referral law enforcement
3-5 days OSS/referral to law enforcement
loss of access based on incident

MIDDLE LEVEL SCHOOL 5-8

CONDUCT

Insubordination

- Failure to comply with any school rule, regulation or policy OR failure to comply with reasonable requests from school district personnel. Requiring a student to stay after school, when supported by the parent, is considered a reasonable request.

Improper Behavior

- In hall without a pass
- Cutting class
- Leaving school without permission
- Vulgar/offensive/abusive language
- Lewd behavior
- Disruption of educational process
- Gambling
- Activation of a fire alarm
- Bomb Threats

Truancy

- Cutting school
- Leaving without permission
- Not coming to school

CONSEQUENCES

Lunch Detention/Loss of Recess/Detention
1-3 Days OSS/ISS

Verbal Warning up to 1-2 Detentions
1-3 Detentions
1 Detention up to 3 Days ISS
1-3 Detentions up to 3 Days ISS
1-2 Detentions up to 3 Days ISS
1-2 Detentions up to 3 Days ISS
1-2 Detentions up to 1-3 Days OSS
OSS, referral to law enforcement
OSS, Superintendent's Hearing, referral to law enforcement

1-3 Detentions up to 3 Days ISS

Possession or use of contraband

- Forgeries (e.g., passes)
- Tobacco products and paraphernalia (including lighters)
- Possession or use of drugs or alcohol violating the District’s Drug & Alcohol Policy
- Illegal drugs or drug paraphernalia
- Weapons and/or explosives

1-3 detentions or 1-3 days OSS
3 detentions or 3 days OSS

5 days OSS and/or Superintendent’s Hearing

5 days OSS and/or Superintendent’s Hearing
1 year minimum suspension
5 days OSS
Superintendent’s Hearing and referral to law enforcement agency
Detention, OSS

-Possession or display of obscene or Offensive materials

-Electronic devices are allowed (including MP3 players, CD players with headphones, *I-PODS and PDA’s) with the following guidelines:

- A. Cannot be used or turned on during educational periods including: all classes, Library, AIS, detention, Homework Club
- *PDA’s and I-PODS can be used for educational reasons only, and only with the permission of the teacher. Headphones will only be permitted through CSE or Administrative permission.
- B. Cell phones may be brought to school, but use is prohibited between the hours of 7:30 A.M. to 2:15 P.M. Cell phones will be prohibited from being on the student’s person.
- C. The school is not responsible for the theft or damage of any of the above electronics.

Offenses Against People

- Verbal abuse
- Harassment
- Reckless endangerment
- Fighting
- Gang related activities

1-3 Detentions up to 1-5 Days OSS
1-3 Detentions up to 1-5 Days OSS
1-3 Detentions up to 1-3 Days OSS
1-3 Days ISS up to 1-5 Days OSS
Detentions, OSS, referral to law enforcement

Property Offenses

- Loitering
- Trespassing
- Defacement (graffiti, etc.)
- Vandalism/Destruction

Verbal Warning – 1-2 Detentions up to 1-3 Days OSS
3-5 Days ISS up to 3-5 Days OSS
1-2 Detentions up to 1-3 Days OSS
1-3 Detentions up to 1-3 Days OSS and Restitution/Prosecution

- Theft
- Improper use of computers

**1-5 Days OSS and/or Prosecution
Loss of access based on incident**

ELEMENTARY UPK-4

Disciplinary consequences at the elementary level are educational in nature as opposed to punitive. These consequences range from a warning to out-of-school suspension (i.e., detention, written behavior plan, restitution, parent conference, etc.) and in every case involved parental contact unless otherwise noted.

CONDUCT CONSEQUENCES

Insubordination

Failure to comply with any school rule, regulations or policy or failure to comply with reasonable requests from school district personnel

Improper Behavior

- Leaving school without permission
- Vulgar/offensive/abusive language
- Lewd behavior
- Disruption of educational process
- Gambling
- Activation of fire alarm
- Bomb Threats

**OSS referral to law enforcement
OSS, Superintendent's Hearing, referral
to law enforcement**

Possession or Use of Contraband

- Electronic devices

**Confiscated for the day.
Students are to leave these devices at
home. The school is not responsible
for the theft or damage of any
electronics.**

- Forgeries (e.g., passes)
- Tobacco products and paraphernalia
(including lighters)
- Possession or use of drugs or alcohol
violating the District's Drug & Alcohol
Policy
- Illegal drugs or drug paraphernalia
- Weapons and/or explosives

**5 detentions or 1-5 days OSS
3 detentions or 3 days OSS**

**5 days OSS and/or Superintendent's
Hearing**

**5 days OSS and/or Superintendent's
Hearing**

**1 year suspension allowed
5 days OSS, Superintendent's Hearing
and referral to law enforcement agency
Detention, OSS**

- Possession or display of obscene or offensive
materials

Offenses Against People

- Verbal Abuse
- Harassment
- Reckless Endangerment
- Fighting
- Gang related activities

Property Offenses

- Defacement (graffiti, etc.)
- Vandalism/Destruction
- Theft
- Improper use of computers

VI. COMPLIANCE WITH LAWS FOR THE DISABLED

School administrators shall comply with the provisions of Education Law Section 3214(g) and other applicable law when disciplining students with disabilities and behavior is repeatedly substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom to the Committee on Special Education for functional behavioral assessment and the development of a behavioral intervention plan or, if such plan already exists, for review of same.

STATUTORY REFERENCE: Individuals with Disabilities Education Act; Education Law Sections 2801 (2) (G) and 3214 (3) (g); 8 N.Y.C.R.R. Section 100.2 (1) (2) (ii) (g)

VII. STANDARDS AND PROCEDURES TO ASSURE SAFETY OF STUDENTS AND SCHOOL PERSONNEL

The Board of Education of the Norwood Norfolk Central School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purpose of the District. The District's standards and procedures for assuring the security and safety of students and school personnel are set forth in the District-Wide School Safety Plan and its building-level safety plans, copies of which are available for inspection by the public at the District Office, except those portions of said plans which are confidential.

STATUTORY REFERENCE: Education Law 2801 (2) (B); 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (b) and 155.17 Policy 5680

VIII. PROVISIONS FOR REMOVAL OF STUDENTS FROM THE CLASSROOM AND FROM SCHOOL PROPERTY

A teacher may remove a "disruptive" student from the classroom only where the teacher has first attempted to deal with the student's misbehavior through other means. Teachers are encouraged to consider other penalties than removal in any case. In no case may a teacher remove a student from his/her classroom for more than two class periods beyond the period the student was removed. A teacher may not remove a disabled student from his/her class until he/she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under federal or state law or regulations. It is the teacher's responsibility to contact both the administrator and the parent to explain and discuss the student's removal. A written report of the incident must be completed and clear attempts by the teacher to contact the parent must be made within 24 hours of the removal. The Building Principal will treat such a removal as a suspension ensuring the following procedures were met:

1. Student was provided a notice of charges against him/her and an opportunity for due process was available;
2. special education services check was conducted to determine if any implications exist;
3. homework/class work arrangements made;
4. parents have been contacted by phone with a written notice to follow;
5. law enforcement contact made when appropriate.

The exclusion of a student from a classroom for less than a full class period, e.g., to a hallway, office or time-out area, shall not be considered a 'removal'.

STATUTORY REFERENCE: Education Law 2801 (2) (C); 8 N.Y.C.R.R. 100.2 (1) (2) (ii)

IX. NOTICE TO LOCAL LAW ENFORCEMENT AGENCIES

School administrators shall have discretion to determine the appropriate level of response to any other report of criminal wrongdoing, including the filing of a criminal report, except where otherwise specified in this Code of Conduct. School administrators shall promptly report to the responsible local law enforcement agency any evidence of “child abuse in an educational setting” as defined by Article 23-B of the Education Law.

STATUTORY REFERENCE: Education Law Sections 1125-1129, and 2801 (2) (H); 8 N.Y.C.R.R. Section 100.2 (1) (2) (ii) (h)

X. PROCEDURES FOR FILING CRIMINAL, JUVENILE DELINQUENCY AND PINS PROCEEDINGS

School administrators shall refer the following students to the County Attorney or other presentment agency:

1. Students who have been truant or tardy frequently;
2. Students who are incorrigible, ungovernable or habitually disobedient and beyond the lawful control of parental or other lawful authority;
3. Students who are suspected to have committed a crime on school property or at a school function.

STATUTORY REFERENCE: Education Law 2801 (2) (J); Family Court Act Article 7; 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (j)

XI. PROCEDURES FOR REFERRAL FROM HUMAN SERVICE AGENCY

The Norwood-Norfolk Central School District Designated Educational Official, or DEO, shall be Elizabeth Kirnie. The DEO shall receive notifications from the criminal and family courts regarding students who are adjudicated as youthful offenders, juvenile delinquents or persons in need of supervision. The information contained in such notifications shall be deemed confidential, and shall be kept separate and apart from the student’s school records. Such information shall be accessible only by the DEO, except as necessary to coordinate the student’s participation in programs which may exist in the School District or community, e.g., for the following purposes:

1. Execution of the student’s educational plan;
2. Successful school adjustment and re-entry in the community; and
3. Coordination of the student’s participation in school or community programs such as non-violent conflict resolution programs, peer mediation programs, youth courts, and extended day programs.

Such information must be destroyed when the student is no longer enrolled in the School District.

STATUTORY REFERENCE: Education Law 2801 (2) (K) and 3209; Social Services Law, Article 10; Family Court Act 301.2, 380.1 and Article 10; Criminal Procedure Law 380.90 and 720.35; 8 N.Y.C.R.R. 100.2 (1) (2) (ii) (k)

XII. VISITORS/VOLUNTEERS TO THE SCHOOL

The Board encourages parents and other District citizens to visit the District’s schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or 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 when school is in session and at school-related activities:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in 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, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
8. Parents who are also registered sex offenders may be required to have a staff escort, depending on the level of risk they may present to students.

A. 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.

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. (Policy 3280)

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.

B. 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.
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 activities.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.

9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable School District officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. Penalties

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

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

D. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this Code. When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences 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 or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, 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.

XIII. APPENDIX A

CONSEQUENCES

The goal of the disciplinary program at Norwood-Norfolk Central School is to effect positive change in student's behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are several forms of action that may result from inappropriate behavior or from violating school rules, regulations or policies. These actions may include, but are not limited to the following:

1. **Student Conference** held with appropriate individuals which may include teachers, counselor, administrator, parent.

2. **Parent Conference** held with appropriate individuals which may include teacher, counselor, administrator, parent.
3. **Activity Suspension.** The student is suspended from attendance or participation in school activities. Student is not suspended from class or from the building. Parent will be notified.
4. **Detention.** This is held after school. The student is obligated to attend as scheduled. **If absent on the day of a scheduled detention, the date of the detention is automatically changed to the next detention date.** If you cannot attend as scheduled, your parents must make arrangements for you to be excused **IN ADVANCE** with the principal.
5. **In School Suspension (Planning Room).** The student is directed to the Planning Room for the day, or part of the day, as assigned. Students will be given assignments for that day to be completed in the Planning Room.
6. **Out-of-School Suspension. (OSS)** The student is suspended from the building and all classes for a definite period of time, maximum of five (5) days. This period of time may be extended or duplicated by the Superintendent. A parent conference is normally necessary for readmittance to school. A student suspended from school may not loiter on school property or attend any school-sponsored event at or away from school. It will be the suspended student's responsibility to make up all work missed during the suspension period. The student will have to make arrangements with the individual teacher for class work assignments, etc. Parents are to assume complete responsibility for the student during the period of suspension. Upon termination of suspension students are expected to complete a reinstatement contract.
7. **Superintendent's Hearing.** A Superintendent's Hearing is a formal disciplinary process. The student has the right to counsel and may call witnesses on his/her behalf. Following a Superintendent's Hearing, the Superintendent may take whatever action is deemed appropriate including indefinite suspension from school.
8. **Long-Term Suspension.** The student may be suspended out of school for the balance of the semester, or the school year, subject to Superintendent's decision. Parent notified.
9. **Permanent Suspension.** The student may be suspended out of school permanently, subject to Superintendent's decision. Parent notified.
10. **Police Notification.** In cases involving criminal conduct (illegal drugs, underage drinking, etc.), school authorities will refer the matter to appropriate law enforcement authorities.
11. **Personal Liability.** The School District may pursue, on behalf of itself or any individual, all available rights and remedies to recover any restitution for damages to personal property.

XIV. APPENDIX B

1. **Confiscation.** To forfeit or to seize by authority.
2. **Disruptive Student.** As defined pursuant to law, shall refer to an elementary or secondary student under twenty-one years of age who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. (Policy 7315)
3. **Person In Need of Supervision (PINS).** A male or female less than eighteen years of age who does not attend school in accordance with the provisions of Part One of Article 65 of the Education Law or who is incorrigible, ungovernable or habitually disobedient and beyond the lawful control of parent or other lawful authority or who violates the provisions of Section 221.05 of the penal law. The school considers the following criterion when recommending PINS for a student: behavior at school, behavior at home, attendance, academic performance.

4. **Repeatedly is substantially disruptive of the educational process and substantially interferes with the teacher's authority over the classroom.** Shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four or more occasions during the semester, or three or more occasions during a trimester, as applicable.
5. **Restitution.** A restoration of something to its rightful owner or making good for or giving an equivalent value for something in replacement.
6. **School Function** shall mean any school-sponsored curricular or extra-curricular event or activity, whether on or off school property, if sanctioned or approved by the school, including but not limited to off-site athletic events, school dances, field trips, ski club outings, plays, musical productions, or any other school-sponsored activity.
7. **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 Section 142.
8. **Violent Student.** An elementary or secondary student who: (1) commits an act of violence upon a teacher, administrator or other school employee; (2) commits, while on school property, an act of violence upon another student or any other person lawfully upon school property; (3) possesses, while on School District property a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (4) displays, while on school property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury; (5) a threat, while on School property, to use any instrument that appears capable of causing physical injury or death; (6) knowingly and intentionally damaging or destroying the personal property of a teacher, administrator, other school district employee or any person lawfully upon School District property; or (7) knowingly and intentionally damaging or destroying School District property.
9. **Weapon** means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or bodily injury. (Policy 7360)

DISSEMINATION AND REVIEW

Dissemination of Code of Conduct

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

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code to all students, in an age-appropriate, plain-language version, at a general school assembly held at the beginning of each school year.
- 3) Making copies of the Code available to all parents at the beginning of the school year.
- 4) Providing 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.
- 5) 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.
- 6) Providing all new employees with a copy of the current Code of Conduct when they are first hired.

- 7) Making copies of the Code available for review by students, parents and other community members and provide opportunities to review and discuss this Code with the appropriate personnel.

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, via a committee of representative stakeholders, will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

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 District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

Adopted by the Board of Education – July 2001
Revisions Approved by the Board of Education – June 24, 2003
Revisions Approved by the Board of Education – July 12, 2005
Revisions Approved by the Board of Education – June 13, 2006
Revisions Approved by the Board of Education – September 11, 2007
Revisions Approved by the Board of Education – August 16, 2011
Revisions Approved by the Board of Education – September 18, 2012