



Code of Conduct

Summary
2019-20



West Irondequoit Central Schools Code of Conduct – Summary

2019-2020

This brochure is a summary of the West Irondequoit CSD *Code of Conduct*. A copy of the full *Code* is available at the District Offices, 321 List Avenue, Rochester, NY 14617-3125 and on the district Web site at www.westirondequoit.org.

Purpose and Applicability

In compliance with the New York State Project SAVE legislation, the purpose of the *Code* is to assure the orderly functioning of our schools, the safety of all persons involved with our schools, and the security of school property. The *Code* governs the conduct of all persons, including students, on school grounds and at school functions. The *Code* describes appropriate conduct, prohibited conduct, responses to violations, and other related issues. It seeks to establish and maintain an atmosphere of mutual respect, self-restraint, civility and trust.

General: All Persons

Dress

Dress must comply with requirements for health and safety, and must not interfere with the educational process or impinge on the rights of others. Administrators are authorized to assure the requirements are met. The Board specifically discourages dress that could be offensive to others or that promotes or celebrates the use of violence, alcohol, drugs, tobacco, or other threats to health and safety.

Language

Language that constitutes profanity, obscenity, threat, hazing, discrimination, harassment or that interferes with the educational process is prohibited in public transactions, except as a topic of academic study. The board expects the language of private transaction to reflect civility and mutual respect.

Appropriate Conduct

Appropriate conduct is that which respects, protects, and enhances the district's educational mission and procedures, the authority and dignity of school personnel, and the rights of all persons associated with the district to a safe, secure, and productive environment.

Prohibited Conduct

The following behaviors are prohibited in school buildings, on school grounds or at any school-sponsored activity. (This includes the BOCES campuses and any school transportation vehicles.) Prohibited behaviors include, but are not limited to:

- Willfully causing personal injury, physical restraint, or property damage, including bullying, electronic aggression and hazing behaviors
- Disruption of school programs
- Trespassing
- Demonstrations and picketing
- Possession of a weapon
- Use or possession of prohibited substances. Prohibited substances refers to the use of all substances including, but not limited to, alcohol (in any form) and other drugs, tobacco (smoke or smokeless), electronic cigarettes, vaporizers, mood altering substances, nicotine, unauthorized prescription drugs and any substance referred to as "designer drugs." Paraphernalia

related to possession, purchase, sale or use of any of the aforementioned substances is prohibited upon any premises to which the rules apply.

Penalties

- Student violators: disciplinary action
- Visitors or trespassers: ejection from school property and other appropriate legal consequences
- Instructional and non-instructional staff members: disciplinary action in accordance with law and collective bargaining agreements

Guidelines/Enforcement

Enforcement is not intended to curtail the rights of individuals to express themselves in a legitimate manner. Where violations of the *Code* occur, the superintendent or his designee will notify the offender that the behavior must cease prior to taking action to eject or impose disciplinary consequences. Police may be summoned as a situation warrants.

In accordance with the Dignity for All Students Act (DASA), the Board of Education has appointed a DASA coordinator in each school who is trained in human relations situations with respect to the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexuality, gender identity, gender expression, and sexism. The coordinators will play an active role in prevention, intervention and follow-up to incidents of harassment or discrimination. Contact information for DASA coordinators is listed on the district website and in the Code of Conduct booklet and the Back to School newsletter, *The Quote*.

Safety and Security

Safety and security of students and staff are paramount. Any actions, threats or potential actions or events that may jeopardize safety or security must be reported immediately to administration by anyone who has reasonable cause to suspect they have occurred or may occur. Administrators will take all reasonable steps to protect safety and security and will notify the superintendent at the earliest possible time.

Students

Purpose

The vast majority of students behave in ways that respect the rights of others and the educational mission of the schools. The *Code* – and the timely consequences for infractions – is intended to protect those rights and that mission from the few students whose behavior may require intervention and change.

Student Rights and Responsibilities

As specified in Board policy 7315 and the *Code*, students have the right to attend school and to participate in co-curricular programs, and to a safe, healthy, orderly and respectful school environment, subject to governing laws and policies. Students have the responsibility to attend school faithfully and to refrain from disruptive, dangerous, or disrespectful conduct.

In accordance with this right, the responsible use of electronic devices, cell phones and social media before, during and after the school day is critical to promoting healthy decision making and a positive climate and culture in our schools. Inappropriate electronic transmission of information, either on or off school grounds, use that includes but is not limited to harassment, bullying, threatening or intimidation of any kind or that creates a disruption to the normal business of the school day will result in school based consequences that may include in-school or out-of-school suspension.

Prohibited Behaviors

Behaviors which threaten or endanger others, or which disrupt the educational program or climate are prohibited. Students are expected to comply with all reasonable requests and directives of teachers, staff, and administrators. Failure to do so constitutes insubordination.

The *Code* lists board policies that define prohibited behaviors and their consequences in further detail. Building handbooks also provide further information.

Range of Responses

Responses to prohibited behaviors may include restorative interventions, warnings, parent notification, and conferences, as well as any of the following, depending on the seriousness of the infraction:

- Time away
- Teacher Detention – assigned by a teacher
- Study Detention – assigned by an administrator
- Bus restrictions – for misbehavior on buses; may include suspension from transportation
- Suspension from athletic/extracurricular participation – in keeping with Co-curricular Participation Regulations established for the activity
- Removal from the classroom (assigned by the teacher) – includes student/parent rights to a timely conference with the teacher and principal

- Short-term in-school or out-of-school suspension (assigned by the principal) – includes student/parent rights to a timely conference with the principal
- Long-term suspension beyond five days (assigned by the superintendent) – includes student/parent rights to a formal hearing prior to a decision by the superintendent

Removal/Suspension Procedures for Students with Disabilities

Discipline of students with disabilities will be in accordance with the terms of the *Code of Conduct*, except where those terms conflict with protections such students have under applicable state and federal laws. The Committee on Special Education may be involved to determine the relationship between a student's behavior and his/her disability, and to review the appropriateness of the student's placement.

Minimum Suspension Periods

Minimum suspension periods, along with other consequences, apply as indicated for the following offenses:

- Repeated substantial disruption – up to five days. If warranted, the principal may call for a Superintendent's Hearing to consider long-term suspension.
- Violence – up to five days. If warranted, the principal may call for a Superintendent's Hearing to consider long-term suspension.
- Alcohol and other drugs – a short-term suspension of up to five days and a Superintendent's Hearing to consider long-term suspension (typically 7-20 weeks). Consequences for students found guilty will be firm. Offenses related to illicit substances include use, including inappropriate involvement with prescription or over-the-counter drugs, possession, sale or distribution and possession of drug paraphernalia.
- Weapons possession (or facsimiles of weapons) – Students who possess a facsimile of a weapon, or who possess a weapon they do not intend to use, will be suspended for up to five days. The principal may request a Superintendent's Hearing to consider longer term suspension. Students who possess a weapon they do intend to use will be suspended for five days and a Superintendent's Hearing to consider long-term suspension will be scheduled. In keeping with the Gun-Free Schools Act, students who possess a "firearm" (as defined by board policy 7360) will face a Superintendent's Hearing and a suspension of no less than one year. The superintendent has the authority to modify such a suspension on a case-by-case basis.

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www.westirondequoit.org

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***Reporting Violations, Discipline, Police Notification,
Parent Notification***

Students are expected to report violations of the *Code* to school officials, who will promptly inform building administration, which will investigate and take appropriate disciplinary action. In situations of real or potential danger, such notification will be without delay, and administrators will invoke whatever actions or emergency plans may be necessary to protect the safety of all persons. Administration will notify parents of students whose behavior poses a danger. Parents will receive written notice of disciplinary actions. Administration will notify police of situations which constitute a crime.

Referrals to Outside Agencies

In conjunction with the police and upon authorization from the superintendent, building principals may file court complaints or juvenile delinquency petitions in response to criminal behavior on the part of a student. In collaboration with building Pupil Support Teams, building principals may file a PINS (Person in Need of Supervision) or a human services referral. In such cases, parents will be consulted and their collaboration encouraged.

In-service Programs

The district will establish and maintain in-service programs for all district staff members to ensure effective implementation of the terms of the *Code*.