



Book	Policy Manual
Section	7000 - Students
Title	Code of Conduct - Plain Language Regulation
Code	7310-R-1
Status	Active
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### **CODE OF CONDUCT PLAIN LANGUAGE REGULATION**

**The foregoing Plain Language Code of Conduct is intended only as a general guide for permitted or prohibited conduct. The District's Code of Conduct is designated as Policy #7310 with accompanying Regulation #7310R. Any discrepancy or conflict between the Plain Language Code of Conduct and District Policy #7310 and Regulation #7310R shall be governed by District Policy #7310 and Regulation #7310R.**

#### **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents are responsible for acceptable student dress and appearance. They have the right to determine how the student dresses, provided that his or her attire is not destructive to District property, complies with requirements for health and safety, does not interfere with or distract from education process, or infringe upon the rights of others.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard is not permitted.
3. Not include items that are vulgar, obscene, and libelous or denigrate others on account of actual or perceived race, color, religion, creed, national origin, gender, sex, sexual orientation, disability, or other legally protected category.
4. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. Not display any signs of gang affiliation (as determined by law enforcement) that may increase the level of conflict or violent behavior in schools, or under circumstances in which school administration may reasonably forecast that violence or substantial disruption of school activities will occur.

Students who violate the student dress code shall be required to change or cover the offending item; failure to do so may result in discipline.

#### **Prohibited Student Conduct**

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:
  - a. fighting, assaulting or behaving violently,

- b. threatening another with bodily harm,
  - c. harassment, bullying, or intimidating students or school personnel (see also Anti-Bullying/Harassment, Hazing and Sexual Harassment policies),
  - d. making unreasonable noise,
  - e. being untruthful with school personnel or making false reports,
  - f. possessing electronic devices such as, but not limited to: video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
  - g. obstructing vehicular or pedestrian traffic,
  - h. driving recklessly,
  - i. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
  - j. loitering or trespassing,
  - k. being present on or entering into any school property, function or vehicle without authorization, and
  - l. disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers or
3. Engages in any of the following forms of academic misconduct:
- a. tardiness,
  - b. missing or leaving school or class without permission or excuse,
  - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct.
  - d. violation of the Board of Education policy on Student Publications, #7230, Use of Computer and Information Technology Policy #7151
  - e. improperly altering documents or records.
4. Endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
- a. fighting, assaulting or behaving violently, threatening another with bodily harm,
  - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner. (Reference policies on Sexual Harassment, Anti-Bullying, Hazing)
  - c. bullying
  - d. cyber-bullying
  - e. sexting
  - f. making unreasonable noise,
  - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, e-cigarettes/vapes, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri (see , "Substance Abuse" policy),
  - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nunchucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,
  - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
  - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
  - k. gambling,
  - l. hazing,
  - m. extortion,
  - n. theft,
  - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
  - p. misuse of school information technology (see applicable BOE policy in regard to information technology) or other school property.
5. Engages in conduct that violates Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

### **Definition of Bullying**

"Bullying" is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others. Bullying may occur on and/or off school property.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

#### **District Bully Prevention Rules:**

- Rule 1:** We will not bully others.
  - Rule 2:** We will try to help students who are bullied.
  - Rule 3:** We will try to include students who are left out.
  - Rule 4:** If we know that somebody is being bullied, we will tell an adult at school and an adult at home
- Olweus Anti-Bullying Prevention Program

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

#### **Reporting Procedures**

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a Sprigeo report or a student statement form located in each building's main office, or by reporting verbally to any district staff member.

Forms can also be accessed and completed online on the District's homepage. ([www.uek12.org/reportbullying\\_UECSD.aspx](http://www.uek12.org/reportbullying_UECSD.aspx))

#### **Dignity Act Coordinator**

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

#### **Union-Endicott High School**

**Principal**  
1200 East Main Street, Endicott, NY 13760  
(607) 757-2181

#### **Jennie F. Snapp Middle School**

**Principal**  
101 Loder Avenue, Endicott, NY 13760  
(607) 757-2156

#### **Ann G. McGuinness Elementary School**

**Principal**  
1301 Union Center Maine Highway, Endicott, NY 13760  
(607) 757-2131

#### **Charles F. Johnson, Jr., Elementary School**

**Principal**  
715 Paden Street, Endicott, NY 13760  
(607) 757-2137

#### **George F. Johnson Elementary School**

**Principal**  
999 Taft Avenue, Endicott, NY 13760  
(607) 757-2143

#### **Linnaeus W. West/Tiger Ventures**

**Principal**  
1201 Union-Center Maine Highway, Endicott, NY  
(607) 757-2149

#### **Thomas J. Watson, Sr., Elementary School**

**Principal**  
263 Ridgefield Road, Endicott, NY 13760  
(607) 757 2152

#### **Off campus & Non-School Day Misconduct**

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

#### **Disciplinary Penalties, Procedures and Referrals**

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

#### **Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

### **Remedial Consequences**

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

### **Minimum Periods of Suspension**

1. Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended for at least five days. For purposes of the code of conduct, "repeatedly, substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to educational law 3214 (3)(a) and this code on multiple occasions.

### **Referrals**

1. Counseling

The Pupils Services Staff members, including the Home School Coordinators, Psychologists and Guidance Personnel, shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a Juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42)

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **Visitors to the School**

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. (from Policy #3210)

