

2019-20
Gardner-Dickinson School
Wynantskill Union Free School District

A Code of Conduct
For Staff - Students - Parents
Visitors - Community Members

The Board of Education of the Wynantskill Union Free School District declares its full concurrence with and support for the principles and provisions of this Code of Conduct for the Gardner-Dickinson School. Further, the Board pledges its full support to the administration, teachers and staff of the School District in their fair and consistent enforcement of the Code.

Code of Conduct Review Committee

A Committee comprised of administrators, staff, and parents will review the Code of Conduct on a yearly basis. This committee will work to review and possibly revise the Code. The task of the committee is to continue to work toward meeting the mission of Gardner-Dickinson School.

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I. Introduction

The Wynantskill Union Free School District's Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

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

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

II. Definitions

For purposes of this code, the following definitions apply.

"Disruptive student" means any Gardner-Dickinson student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Gender expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

"Gender identity" is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

"Parent" means parent, guardian or person in parental relation to a student.

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

"School function" means any school-sponsored extra-curricular event or activity.

"Sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality.

"Violent student" means any Gardner-Dickinson student who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

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

III. Essential Partners

A. 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 and collaborate with the district to optimize their child's educational opportunities.
2. Send their children to school functionally 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 so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the district.
9. Build positive, constructive 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 complete.

B. 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 groups, religion, religious practice, disability, sexual orientation, gender or sex, 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. Maintain confidentiality in conformity with federal and state law.
6. 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.
7. Communicate as necessary with students, parents and other teachers concerning growth and achievement.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. School Counselor

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 or sex.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher /student /counselor conferences and parent/ teacher/ student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on

- school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.

D. Other School Personnel

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 or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the code of conduct.
4. Help children understand the district's expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.
8. Promptly report to the building principal building incidents of discrimination and harassment that are witnessed or otherwise brought to the attention of the school personnel.

E. Principal

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and have access to the principal for redress of grievances.
3. Maintain confidentiality in accordance with federal and state law.
4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
7. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students and staff.

F. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, ethnicity, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Inform the Board about educational trends relating to student discipline
3. Review with Principal the policies of the Board of education and state and federal laws relating to school operations and management.
4. Maintain confidentiality in accordance with federal and state law.
5. Work to create instructional programs that minimize incidence of misconduct and are sensitive to student and teacher needs.
6. Work with Principal in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.

G. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
4. 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.
5. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, 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 and staff.

IV. Visitors to the School and Community Members

The Board encourages parents and other district citizens to visit the school 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 school.

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 main office 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 main 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. All visitors must refrain from using alcohol, illegal drugs and e-cigarette or tobacco products on school grounds.

V. Prohibited Conduct of Staff, Students, and School Support Personnel

No person, either alone or in concert 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 student, 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 program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after is normally closed without prior approval of building principal.
7. Obstruct the free movement of any person legitimately present in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Use, possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, (including e-cigarette products) 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.

VI. Student Rights and Responsibilities

Student Rights

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

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or

attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

VII. Public Conduct on School Property

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

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

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

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 of Education Law and NYCRR.
3. Instructional staff members -They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law and NYCRR.
4. Staff members in the classified service of the civil service are entitled to the Protection of Civil Service Laws 875. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service law S75 or any other legal rights that they may have.
5. Other staff members shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The building principal and/or staff member shall be initially responsible for enforcing the conduct required by this code.

When the building principal and/or any staff member 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 and/or any staff member shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal and/or any staff member

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 shall have the individual removed immediately from school property.

VIII. Behavior Expectations - Grades K - 5

Good elementary schools are characterized by an appropriate atmosphere for learning. We are asking for the parents of our elementary school students to join us in our efforts to establish a pleasant environment in our school by reviewing these expectations for good behavior with your child(ren).

General Rules: <i>Students are expected:</i>	Range of consequences:
<ol style="list-style-type: none"> 1. To be responsible for each other's safety by never pushing, shoving, fighting, or throwing objects. 2. To have respect for the personal property of others and for school property. 3. To avoid bad language and verbal abuse (teasing, bullying, name calling). 4. To keep our classrooms, hallways, restrooms, cafeteria and playground litter free. 5. To go through the building in a quiet manner. 6. To be in the building before or after school hours only with supervision by a staff member. 7. To dress in clothing that is not disruptive to the learning environment or is threatening to the student or to the other students. 8. To refrain from wearing coats inside the building and refrain from wearing hats during class and other instructional times. 9. To refrain from selling/small franchising outside of class projects. 10. To respect the rights of all students and to learn in an environment that is free of all forms of harassment (verbal, physical, sexual, racial). 	<ol style="list-style-type: none"> 1. An individual conference with the teacher or building principal with the student for the purpose of identifying the misbehavior and developing a plan for correction. 2. A disciplinary action appropriate to the misbehavior determined on a case-by-case basis. 3. A telephone call to the parent(s) by the teacher or building principal. 4. A temporary removal from class/school. 5. A conference with the parent(s) at school with the teacher or building principal. 6. A loss of student privileges. 7. A correct action plan developed may involve support personnel such as school counselor, school psychologist, etc., in developing plans for correction. 8. A Superintendent's hearing.

<p align="center">Threatening Another Student or Employee of the School District:</p>	<p align="center">Range of Consequences:</p>
<p>Students will refrain from engaging in threatening language or behavior directed towards other students or employees of the school district. Threatening language is speech that is likely to produce a clear and present danger of a serious substantive evil that rises far above public inconvenience, annoyance, hyperbole or jest, and which would cause a reasonable listener to apprehend direct and immediate mayhem from the speaker.</p>	<ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher, other support staff or principal or all. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing, PINS referral.
<p>In the Classroom: <i>Students are expected:</i></p> <ol style="list-style-type: none"> 1. To obey teachers, monitors, and other adult supervisors. 2. To behave in a way that does not interfere with the learning of others. 3. To follow individual classroom rules. 	
<p align="center">When Using Computers: <i>Students are expected:</i></p>	<p align="center">Range of Consequences:</p>
<ol style="list-style-type: none"> 1. To use the computers for school related work. 2. To treat equipment with respect. 3. To use appropriate language when using search strategies or the public access system. 4. To use only school materials and software with school equipment. 5. To not purposely damage equipment. 	<ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and identifying the misbehavior and developing a plan for correction. 2. The conference shall be conducted with the teacher or principal. 3. A disciplinary action appropriate to the misbehavior. 4. A telephone call to the parent(s) by the teacher or principal. 5. A temporary removal from class. 6. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 7. A loss of student privileges. 8. A temporary removal from school. 9. A Superintendent's hearing.

<p>In The Cafeteria: <i>Students are expected:</i></p> <ol style="list-style-type: none"> 1. To remain seated unless given permission to leave 2. To not throw food or anything else. 3. To eat with good table manners and talk quietly. 4. To move through the lunch line in an orderly fashion. 5. To clean up their table area when finished eating. 6. To keep all food in the cafeteria 7. Keep hands and feet to yourself and food on your tray. 8. To eat only food bought / brought by them, and not share / trade food. 	<p>Range of Consequences:</p> <ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. Temporary removal from cafeteria. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. Temporary removal from school. 8. May result in a Superintendent's hearing.
<p>In The Corridors: <i>Students are expected:</i></p> <ol style="list-style-type: none"> 1. To respect the displays and hallway bulletin board work done by other students and teachers by being careful not to touch or brush against them. 2. To walk, not run, and to stay to the right while quietly walking through the hallways. 	<p>Range of Consequences:</p> <ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.

In Assemblies: <i>Students are expected:</i>	Range of Consequences:
<ol style="list-style-type: none"> 1. To listen and watch attentively to the programs presented. 2. To show their appreciation in a polite manner 	<ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal: from the assembly. 5. A Conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.
On Playground: <i>Students are expected:</i>	Range of Consequences:
<ol style="list-style-type: none"> 1. To include others in their games. 2. To share playground properly and safely. 3. To use equipment properly and safely. 4. To not interfere in the games of others. 	<ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from playground. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.

<p>On School Bus: <i>Students are expected:</i></p> <ol style="list-style-type: none"> 1. To obey the posted rules 2. To listen and follow the bus driver's directions. 3. To remain seated while the bus is in motion. 	<p>Range of Consequences:</p> <ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal 4. A temporary removal from the bus. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.
<p>Sexual Harassment:</p> <p>Student will refrain from making any verbal or nonverbal comments/gestures that may be interpreted by an individual as sexual harassment. This applies for any place in school, on school property, including school buses.</p>	<p>Range of Consequences:</p> <ol style="list-style-type: none"> 10. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 11. A disciplinary action appropriate to the misbehavior. 12. A telephone call to the parent(s) by the teacher or principal. 13. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.

Possession of Lasers:	Range of Consequences:
<p>Students will refrain from having lasers to or from school or while on school property.</p>	<ol style="list-style-type: none"> 1. A device may be confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.
Possession of Fireworks:	Range of Consequences:
<p>It is illegal for students to have in their possession fireworks of any kind. In the State of New York; it is illegal to have fireworks.</p>	<ol style="list-style-type: none"> 1. A device(s) may be confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. 6: A loss of student privileges. 7. A temporary removal from school 8. A Superintendent's hearing.

<p style="text-align: center;">Use of Electronic Devices:</p> <p>Electronic devices include, but are not limited to, cell phones, ipods, cameras (whether or not the camera accompanies a cell phone) or any other instrument that can be used to transmit images or information from one source to another. The use of electronic devices is prohibited during the instructional day (8:15 a.m.-dismissal unless approved by the teacher or principal for educational purposes.</p>	<p style="text-align: center;">Range of Consequences:</p> <ol style="list-style-type: none"> 1. A device(s) maybe confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss student privileges 7. A temporary removal from school. A Superintendent's hearing, PINS referral.
<p style="text-align: center;">Internet Use:</p> <p>Disseminating information that is illegal, defamatory, abusive, threatening, racially offensive, designed to affect school functions or the daily activity of the school, or adult-oriented is not allowed whether or not the dissemination of the information occurs from the school terminals.</p>	<p style="text-align: center;">Range of Consequences:</p> <ol style="list-style-type: none"> 1. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school. 8. A Superintendent's hearing.

IX. Middle Schools Grades 6th -8th

Behavior Expectations and Discipline Regulations

We all recognize that students, faculty, staff and parents must work together to ensure a safe, respectful and cooperative atmosphere in order to provide the best learning environment possible. Our basic philosophy encourages each student to become more responsible for his/her own actions and to accept the consequences resulting from those actions. The essence of effective middle school discipline is cooperation, respect and courtesy. Parents are urged to join this effort by carefully reviewing these rules for good behavior with your child(ren).

I: General Comments

General Rules:

1. Students will not engage in disruptive behavior.
2. Students will show respect to staff and to one another through language and/or actions.
3. Students will come to class on time with required materials.
4. Students will refrain from selling/small franchising outside of class projects.
5. Students will refrain from chewing gum or wearing coats inside the building. Students will refrain from wearing hats during class and other instructional times.
6. Students will not be in the building before or after school hours without being supervised.
7. Students are prohibited from possessing weapons or perceived weapons of any kind while on school property.

Discipline Regulations:

1. Student behavioral incidents are first handled by the staff member who is in direct control of the situation.
2. Follow-up action to all behavioral problems includes one or more of the following interventions:
 - a. Counsel student
 - b. Loss of privileges (i.e., stay in at lunch time, no free time)
 - c. Remove child to hallway (not to exceed ten minutes)
 - d. Peer mediation
 - e. Child writes note to parent explaining behavior
 - f. Consequences to fit infraction (i.e., if you write on desk, you clean the desk; if you make a mess in the cafeteria, you clean up the mess; if you tear a book, you repair or replace the book, etc.)
 - g. Individual parent conferences
 - h. Parent/teacher/administrator conference
 - i. Referral to Child Study Team
 - j. School counselor/teacher/student conference
 - k. Case conference
 - l. Ask student to explain behavior
 - m. Verbal warning
 - n. Permanently change seat

- o. Class apology
 - p. Call home
 - q. Note to parent
 - r. Completion of behavior contract
3. When a teacher's efforts to resolve the behavioral problem have proven unsuccessful or a behavior contract proves to be ineffective, one or more of the following may occur:
- a. A written behavioral referral submitted to the principal by the teacher indicating actions already taken and -requesting assistance from, school counselor, school psychologist, and nursing staff.
 - b. Conference with parent to seek help and support.
 - c. Administrative intervention with consequences keyed to infractions listed in Sections 2 and 3 on the following pages.
4. In cases where a student has a record of disruptive and inappropriate behavior, or it is deemed necessary by the administration, one or more of the following may occur:
- a. Extended suspension from school and all school related activities.
 - b. Legal/court assistance in the form of a PINS (Person in Need of Supervision) petition.
 - c. A Superintendent's hearing.
 - d. Exclusion of the student from extra-curricular activities and/or school sponsored field trips and other events (i.e., assembly program, sports competitions, dances, concerts, etc.).

Consequences for Infractions

	First Time	Second Time	Third Time	Fourth Time
Level I (Minor Offense)	Warning, with documentation	Written Warning, Parent Contact	Detention, and/or in School Suspension	Referral to Administrator
Level II (More Serious Offense)	Detention, and/or In School Suspension	2 days Detention, In School Suspension	Out - of - School Suspension	Referral to Administrator
Level III (Most Serious Offense)	Out - of - School Suspension	Referral to Administrator	PINS * or other penalty determined by	PINS*
Detention		Administrator		

Infractions

Level I	Level II	Level III
Running in halls Profanity/obscene gestures Inappropriate wardrobe	Cheating Disrespect Throwing food or objects	Drugs (use or possession) Tobacco e cigarette (use or possession)

Lying Disruptive Behavior Tardiness Leaving cafeteria without permission Disobeying fire drill rules Inappropriate use of electronic equipment Loitering Food/beverage on bus	Misuse of hall pass Improper locker use Standing on seats on bus Creating a disruptive and caustic environment by over use of perfume or cologne Skipping class Hands or items out bus window Truancy Inappropriate behavior	Vandalism & Theft Weapons Fighting & physical aggression Harassment Threats & Intimidation Fireworks Leaving school grounds Inappropriate touching Pulling fire alarm Insubordination Gambling Bomb threats Inappropriate internet use
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Students are responsible to know and obey the rules of the classroom specified by teachers.

*PINS -Person in need of supervision petitioning at County Court

II Level III Infractions

Level III infractions refer to those infractions for which the consequences may be EXTERNAL SUSPENSION or EXCLUSION FROM SCHOOL. These infractions are in direct disregard of Board of Education policies, federal, state and municipal laws.

Infraction:	Range of Consequences:
Bomb Threat or falsely reporting a Fire(pulling Fire Alarm)	1. Complaint filed with police immediately with legal action taken. 2. Immediate suspension of 3 -5 days with a phone call to parent and a confirming letter. May result in a Superintendent's hearing 3. Parent conference during suspension period. 4. Conference with school counselor. 5. Second offense will again result in immediate external suspension pending a Superintendent's hearing.

Infraction:	Range of Consequences:
<p>Possession of Fireworks It is illegal for students to have in their possession fireworks of any kind.</p> <p>In the State of New York, it is illegal to have fireworks</p>	<ol style="list-style-type: none"> 1. A device(s) will be confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. 2. A disciplinary action appropriate to the misbehavior. 3. A telephone call to the parent(s) by the teacher or principal. 4. A temporary removal from class. 5. A conference with the parent(s) at school. This conference shall be conducted with the teacher or principal or both. 6. A loss of student privileges. 7. A temporary removal from school 8. A Superintendent's hearing.
Infraction:	Range of Consequences:
<p>Possession of firearms, weapons, or destructive devices including "stink bombs".</p>	<ol style="list-style-type: none"> 1. Complaint filed with police immediately and confiscated weapon turned over to them. 2. Immediate suspension with phone call to Parent. 3. Any student who is determined to have brought a firearm, weapon, or device on school premises or possesses a firearm, weapon or device on school premises will result in an automatic expulsion for school for not less than one year. The Superintendent of Schools, following a Superintendent's hearing, may modify such expulsion requirements on a case-by-case basis. 4. Parent conference during suspension period.

"Firearm" is defined as a weapon which will or is designed to or may be converted to expel a projectile. Firearms may include, but are not restricted to, guns, B.B. guns, pellet guns, starter pistols, slingshots, the frame or receiver of such weapons, and any firearm muffler or firearm silencer. "Weapon" is defined as a knife, club, bat, or any object that could be used to cause harm to another person.

"Destructive device" means any explosive, incendiary or poison gas, bomb, grenade. Or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one ounce, a mine or device similar to any of the devices described. The code also includes devices which simulate the appearance of destructive or harmful devices.

Infraction:	Range of Consequences:
Smoking/possession of tobacco, e cigarette and smoking related paraphernalia.	<ol style="list-style-type: none"> 1. Administrative action of suspension up to 5 days with a phone call to parent and confirming letter. <ol style="list-style-type: none"> a. Parent conference during suspension period. b. School counseling referral. 2. Second offense will result in suspension of 3 – 5 days and a principal’s conference. 3. Third offence will result in a Superintendents hearing.
Infraction:	Range of Consequences:
Fighting (use of physical force), or act of violence	<ol style="list-style-type: none"> 1. May result in the completion of a behavioral packet. 2. May result in immediate suspension of up to 5 days. This applies to all if aggressor cannot be determined. A phone call to parents and a confirming letter will follow a student/parent conference. 3. Repeated altercations may result in a Superintendent's hearing.
Infraction:	Range of Consequences:
Vandalism or theft of property	<ol style="list-style-type: none"> 1. Meet with Principal, contact parent and may result in immediately suspension up to 5 days. 2. If appropriate, police may be notified and complaint filled out. 3. Parent conference during suspension period. 4. Request payment/restitution of costs resulting from damages. 5. File vandalism/theft report with Superintendent of Buildings and Grounds. 6. Vandalism/theft may result in a Superintendent's hearing.
Infraction:	Range of Consequences:
Insubordination: Defiance of and/or disrespect to any staff member	<ol style="list-style-type: none"> 1. Suspension from school, contact parent and support staff. 2. If staff intervention is ineffective, student may be referred to: <ol style="list-style-type: none"> a. School counseling b. Peer mediation c. Administrative mediation d. Parental supervision 3. If administrative intervention does not bring resolution:

	<ul style="list-style-type: none"> a. Disciplinary action may result in up to 5 days internal or external suspension. b. Phone call to parent with confirming letter sent and mandatory conference held. <p>4. In the instance of repeated infractions and/or physical abuse to a staff member, the student will be suspended for up to 5 days pending a Superintendent's hearing.</p>
Infraction:	Range of Consequences:
Card playing and/or gambling and/or possession of gambling materials and/or possession of tobacco products.	<ul style="list-style-type: none"> 1. May result in up to 3 days internal/ external suspension. 2. Confiscate materials. 3. Mandatory parent conference during suspension period with confirming letter. 4. School counseling if deemed necessary.
Infraction:	Range of Consequences:
Harassment of a verbal, written or physical nature, or treats (i.e. bullying, sexual harassment, intimidation, inappropriate touching, threatening behavior).	<ul style="list-style-type: none"> 1. Immediate suspension, contact Parents and police may be called. 2. Administrative conference in all cases. At the discretion of the administrator one or more of the following may occur: <ul style="list-style-type: none"> a. Student is given an educational packet and student signs off on packet. b. Phone call is made to parent/guardian. c. School counseling referral is made. d. Student may be suspended. 3. If appropriate, police may be notified and a complaint filed. 4. Second offense mandates a parent, principal, and student conference with: <ul style="list-style-type: none"> a. One or more counseling sessions assigned and/or suspension. b. Possible police notification. 5. Repeated offenses may result in a Superintendent's hearing.
Infraction:	Range of Consequences:
Inappropriate Internet Use: Disseminating information that is illegal, defamatory, and abusive, threatening, racially offensive, designed to affect school, or adult-oriented is not allowed whether or not the dissemination of the information occurs from the school terminals.	<ul style="list-style-type: none"> 1. Principal's conference with student and parents and may result in 3 - 5 days' external suspension. 2. Superintendent's hearing.

III: Level II Infractions

Level II Infractions refer to infractions which interfere with the orderly school environment or impinge upon the rights of each individual student to gain an education. The consequences are weighted as the number of offenses increases. Although every effort is made to handle these infractions within the school, there may be times when a parent is called to remove the student from school.

Infraction:	Range of Consequences:
Inappropriate behavior such as knowingly spreading inaccurate information that may pose a potentially unsafe situation or disorderly function of school.	<ol style="list-style-type: none"> 1. May warrant removal from class to Principals Office. 2. May result in suspension. 3. Parent conference may be held. 4. Counseling, if deemed necessary.
Infraction:	Range of Consequences:
Truancy: Defined as an illegal absence from school without the knowledge and consent of a parent or guardian.	<ol style="list-style-type: none"> 1. May result in internal suspension for up to 3 days. 2. Notify parents and discuss petition to Family Court. 3. School counseling if it is deemed necessary. 4. Repeated offense will result in principal's conference and/or Superintendent's hearing.
Infraction:	Range of Consequences:
Inappropriate use of electronic devices and possession of distracting devices (i.e., radio, CD player, video games, toys, laser pointers, beepers, cellular phones or other electronic devices) The use of cell phone and other electronic device is strictly prohibited during the instructional day (8:15 a.m. -dismissal unless approved by the teacher and/or Principal for educational purposes.	<ol style="list-style-type: none"> 1. Device is confiscated for remainder of day. Parent notified. 2. Device is confiscated and returned to parent at mandatory conference. Development of behavioral contract may take place. 3. Device is confiscated pending a parent/principal conference. Parent notified. <p style="text-align: center;">Out-of-school suspension.</p>

<p>Infraction:</p> <p>Inappropriate Language: Defined as profanity, vulgarity, sexual innuendo, crude reference, demeaning remarks, threats of violence, creating a class disruption, offensive to a person's race, religion, and creed.</p>	<p>Range of Consequences:</p> <ol style="list-style-type: none"> 1. If staff intervention is ineffective, student may be referred to: <ol style="list-style-type: none"> a. School counseling b. Peer mediation c. Administrative mediation d. Parental supervision 2. May warrant removal to Time Out/parent conference/suspension. 3. Repeated offenses may result in administrative conference or superintendent's hearing.
<p style="text-align: center;">Infraction:</p> <p>Tardiness: Defined as failure of student to report on time to homeroom/classroom or to attendance office with a valid excuse</p>	<p style="text-align: center;">Range of Consequences:</p> <ol style="list-style-type: none"> 1. <u>Three tardies</u> will result in administrative action which may include the development of a behavioral contract or assignment to time out. 2. <u>Chronic tardiness</u> will result in increased administrative action which includes parental contact and discussion of petition to Family Court. 3. School counseling if deemed necessary. 4. Repeated offenses may result in principal's conference or Superintendent's hearing.
<p style="text-align: center;">Infraction:</p> <p>Cutting Classes: Student's classes are scheduled in order to allow the best possible educational program in a healthy, safe, and secure environment. When a student cuts a regularly scheduled class, his/her safety cannot be assured. That student risks the probability of lower grades or failure as a result of missing valuable class work. Therefore, when a student misses a class and has no legal excuse, one or more of these may occur.</p>	<p style="text-align: center;">Range of Consequences:</p> <ol style="list-style-type: none"> 1. Development of a behavioral contract. Parent conference. Student expected to make up work missed. 2. Administrative conference. 3. Possible suspension. 4. Immediate suspension. Parent conference and counseling referral. Student expected to make up work missed. <p>Immediate suspension. Parent conference. File PINS with Family Court. Student expected to make up work missed.</p>

Infraction:	Range of Consequences:
Students leaving building without permission: When students leave the building without permission, their safety cannot be assured. Therefore, when students leave the building without permission, one or more of these may occur.	<ol style="list-style-type: none"> 1. Mandatory parent conference. Student may be suspended. 2. Mandatory parent conference and referral to school counseling. Student may be suspended. 3. Mandatory parent conference. Student may be suspended. Possible petition to Family Court (PINS) 4. Mandatory parent conference. Student may be referred to a Superintendent's Hearing.
Infraction	Range of Consequences
Distraction/offensive attire (i.e., shirts, headgear with profanity, sexual innuendoes, etc.): Clothing that creates a disruption to the orderly manner and smooth operation of the school.	<ol style="list-style-type: none"> 1. First offense: <ol style="list-style-type: none"> a. Reprimand, warning, counseling. b. Object covered or confiscated. c. Parent contact. 2. Second offense: Mandatory parent conference and possible development of a behavioral contract. 3. Third offense: Immediate administrative conference. Possible suspension. School counseling referral.

X. Students Dress Code

Appropriate dress in school means neatness in grooming and cleanliness. You should dress by thinking of school as your workplace. Use common sense which demonstrates respect for and responsibility to yourself and others. Halter tops, crop tops, short shirts, short skirts, and "short shorts" are not appropriate to wear within the school building. Any undergarments showing are not appropriate, for the workplace or school. Dress that is so distracting as to interfere with the learning process may be prohibited. Hats and other types of non-religious headgear are not allowed. Clothing advertising alcohol, tobacco or drug use will not be allowed. Beads, bandanas, etc. that may be used to identify an association are also prohibited. In all respects, students must comply with the dress requirements established within Section V hereof.

In general, rules apply to all facets of school life. There is no distinction between the library, the cafeteria, the playground, the bus, or the classroom. At all times, students are to keep in mind the rules of the school (see behavior expectations page 29), and adhere to them.

Incidents not specifically covered in this document may be handled in a professional manner at the discretion of the school staff. A safe, orderly, healthy educational environment is the result of students, staff, administration and parents working together in cooperative effort.

The Gardner -Dickinson School Discipline Code is in compliance with all laws relating to students with disabilities under in Individuals with Disabilities Act (IDEA).

XI. Disciplinary Actions (Definitions)

In-School Suspension:

In-School Suspension (ISS) is a supervised study time from 8:35am to 3:17pm. Students assigned to In School Suspension are suspended from all extra activities, (i.e., athletic practices and contests, concerts, dances, clubs, etc.) for the entire day of suspension. Students assigned to ISS are required to sign an agreement acknowledging the rules and expectations for their behavior. If a student refuses to attend ISS the student is suspended out of school. Upon the students return, the student must serve his/her assigned days in a specific designated area

Out of School Suspension:

Out of School Suspension (OSS) is employed when other consequences have been unsuccessful or if the student has engaged in actions, which endanger the health and safety of themselves or others. Tutoring is provided by the district at Gardner -Dickinson School 3:20pm to 4:30pm. Students assigned to Out of School Suspension are suspended from all extra activities, (i.e., athletic practices and contests, concerts, dances, clubs, etc.) for the entire length of suspension.

Principal's Conference:

This conference is indicated in the Code of Conduct as a requirement for a student readmission to school or is scheduled at the discretion of the Building Principal in response to serious or repeated infractions of the Code of Conduct. At minimum, this conference will include the Building Principal, the student and the student's parent or guardian. This conference will conclude with clearly communicated expectations, which the student will follow.

Superintendent's Hearing:

When all other interventions have failed to produce a positive behavior change or when a specific behavior seriously interferes with the educational process or safety of the building, the Building Principal may request the Superintendent to schedule a Superintendent's Hearing. This hearing may result in a student's long term suspension from school.

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 whom demonstrates that he or she requires supervision and treatment by:

1. Being habitually tardy and not attending school as required by one of Article 65 of the Education Law.
2. 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
3. Knowingly and unlawfully possesses marijuana in violation of Penal Law 221.05. A single violation of Penal Law 221.05 will be a sufficient basis for filing a PINS Petition.

Counseling Services

Students may be referred to Gardner-Dickinson School's school counselor or school psychologist for assistance or evaluation. Students may also be referred to outside agencies.