



# Canastota Central School District

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## Code of Conduct Summary

August 2017



Dear Parent/Guardian,

I am pleased to provide you with this summary of the Canastota Central School District's revised Code of Conduct.

This document is the result of collaboration among parents, teachers and students and includes updates under the Dignity for All Students Act (DASA). The purpose of the Code of Conduct is to ensure that we provide a safe, positive learning environment for all students and staff in the Canastota Central School District.

You can find copies of the Code of Conduct in the principals' offices at all of our schools and on the Canastota Central School District web site, [www.canastotacsd.org](http://www.canastotacsd.org)

Please review this summary with your child so that we can work together to implement the Code in a fair and consistent manner, which will help all of our students meet with success.

Thank you for your attention to this matter. I look forward to an exciting new school year!

June C. Clarke  
Superintendent of Schools

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## **CODE OF CONDUCT FACT SHEET FOR PARENTS**

Why do we need a code of conduct?

Project SAVE (Safe Schools Against Violence in Education) is a New York State law that requires school districts to develop an expanded code of conduct in collaboration with students, parents, teachers, administrators and other school personnel. It became effective on July 24, 2000. Some highlights of Project SAVE are:

- Character & civility education must become part of the K-12 curriculum;
- Each school must have a comprehensive safety plan and a safety team;
- Teachers may remove a student from class for one or two days in accordance with a specific process, and
- All prospective employees must be fingerprinted

In addition, DASA (Dignity for All Students Act) became a New York State law effective July 1, 2012. It provides all students in New York public schools an environment free of discrimination and harassment. It states that no student shall be subjected to discrimination based on their actual or perceived: race, color, weight, national origin, religion, religious practice, disability, sexual orientation, gender identity, or sex.

### **What is the purpose of the code of conduct?**

School districts must adopt a code of conduct for the maintenance and enforcement of order on school property, including school functions.

### **Who is governed by the code of conduct?**

The code governs the conduct of students, teachers, and other school personnel, as well as visitors.

### **What is the rationale for the school district's dress code?**

Rules concerning student dress must relate to a specific educational purpose, such as health, safety, or full participation in school activities. School authorities may prohibit dress that is so distracting as to interfere with the learning process.

Students dress must be safe, appropriate and not disruptive to the educational process.

### **What is prohibited student conduct?**

Any disruptive behavior, misuse of computer/electronic communication devices, insubordination, violence, any conduct which endangers the safety, morals, health or welfare of others, as well as academic misconduct (ex: cheating) constitute prohibited behavior.

### **What is the process for a teacher removal of a disruptive student?**

A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student

demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. In such a case, the teacher may remove the student from his/her class for up to two days. The teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours.

### **When are the parents informed?**

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

### **CODE OF CONDUCT SUMMARY**

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

### **Definition and Philosophy of Discipline**

Maintaining appropriate behavior within a school is essential to the instructional process. The District acknowledges that this is a cooperative effort that involves the student, teacher, the administrator and the parents. Effective discipline is a student's demonstration of, and responsibility for, socially appropriate behavior in a variety of school community real life situations. Effective discipline is accomplished by adults and students building on the following tenets:

- All individuals recognize a need to do what is socially appropriate
- Behavior is ultimately determined by controls internal to the person
- Students need assistance to analyze, reflect, and address their needs in the school and the community
  - Rewards are internal to the person and related to the satisfaction of needs
  - The individual's internal controls grow through strong and wholesome relationships with family, adults and peers
  - Socially acceptable behavior is nurtured through teaching, modeling and interventions
- Rules are necessary as external controls that establish guidelines for behaviors

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

- The student's age
- The nature of the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others
- Other extenuating circumstances

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

### **Students' Rights**

Access to educational and extracurricular activities on an equal basis, without regard to a person's actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm:

Learn in an environment free of discrimination, harassment, and bullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other reason;

Have complaints about school-related incidents that occur on school property or at school functions, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to.

### **Prohibited Student Conduct**

#### **Disruptive conduct**

1. fail to comply with reasonable direction/request
2. run in hallways
3. make unreasonable noise
4. bring unauthorized pets
5. use profane, lewd, vulgar or abusive language or gestures
6. obstruct vehicular or pedestrian traffic
7. cause a willful disruption of normal operation of school community
8. enter a school building without permission from the administrator in charge
9. enter any school premises without authorization or remaining in any school building after it is normally closed

10. misuse computer/electronic communication
11. use unauthorized objects (cell phones, ipods, MP3,CD players, etc)
12. bring in unauthorized objects (laser pointers, obscene materials, etc.)
13. chew gum
14. consume food or beverages outside designated area

### **Insubordinate Conduct**

1. fail to comply with reasonable directions/request
2. are tardy, miss or leave school without permission
3. skip detention or class

### **Violent Conduct**

1. perform acts of violence (hitting, punching, scratching) or attempting
2. possess a weapon
3. display what appears to be a weapon or inappropriate objects (pepper spray)
4. threaten to use any weapon
5. cause intentional or reckless damage or destruction of personal property
6. cause intentional or reckless destruction of school property

### **Conduct that endangers safety, morals, health or welfare of others**

1. lie to school personnel or forge a signature
2. steal property of others
3. defamation of individual or groups
4. discrimination
5. harassment/bullying ù ridiculing & demeaning
6. cyberbullying
7. intimidation
8. hazing (intentional or reckless)
9. sell, use or possess, or download obscene materials
10. use vulgar or abusive language, cursing, swearing
11. possessing, selling, distributing, exchanging or smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. possessing, consuming, selling, distributing or exchanging alcohol, illegal substances or being under influence [illegal = but not limited to: inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, designer drugs]

13. inappropriate use or sharing prescription or over the counter drugs
14. gambling
15. indecent exposure
16. initiating report of fire, bomb threat, or other catastrophe without valid cause, misuse of 911 or discharging of fire extinguisher

### **Misconduct on school bus**

1. excessive noise
2. pushing, shoving, fighting
3. distracting driver
4. use of vulgarity
5. abusive behavior

### **Involvement in any form of academic misconduct**

1. plagiarism
2. cheating
3. altering records
4. copying another student's work
5. assisting another student in any of above actions
6. skipping classes

### **Consequences**

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

1. oral warning
2. written warning
3. written notification or phone call 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. suspension or revocation of student's access to District computers and internet connections
10. removal from classroom by teacher



11. short term suspension from school
12. long term suspension from school
13. removal from a regular school program
14. permanent suspension from school
15. school or community service that relates to behavior
16. superintendent's hearing/possible assignment to alternate program
17. police involvement

### **Procedures for reporting problems:**

School employees who witness conduct that may be harassment, discrimination, or bullying, or who receive a report of such conduct, are required to report that conduct to the Dignity Act Coordinator of that student's building no more than one school day later. The DACs are as follows: Jennifer Carnahan- principal of PSES and SSES, Melissa Stanek - principal of RSES and Jay Altobello - principal of the JSHS. Parents and students who wish to report any of the above conduct covered by this policy would report to the Dignity Act Coordinators listed above.

### **Acceptable Use Policy Regarding Use of Computer Technology Inappropriate Uses of Technology Among Users Includes:**

1. Violation of the property rights and copyrights in data and computer programs.
2. Intentional or neglectful destruction or damage of other users data or programs.
3. Unauthorized access to and use of an account, and the network facilities, or use of such facilities, for purposes other than those for which they were permitted to the user.
4. Unauthorized access to and use of an account, and the network facilities for personal or private gain.
5. Reading or use of private files/data without proper authorization.
6. Unauthorized attempts to alter computer hardware or software.
7. Prohibit the use of "outside" software.
8. Use of the network for slanderous, abusive, intimidating or otherwise offensive messages.
9. Using the network to send or display unsolicited, non-educational related messages or pictures which are offensive, obscene, harassing, attacking, or insulting to others, including games and chat rooms.
10. Fraudulent use of another person's name or ID to send or receive messages or pictures - or to gain access to network software.

When there is any indication of unauthorized use or abuse of the system, or any other action which interferes with the proper functioning of the system, or infringes on the rights of other users, Canastota Central School will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the building principal for appropriate disciplinary or legal action.

## **DISTRICT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students will not be required to dress in a fashion that would violate their religious or ethnic beliefs. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress shall:

1. be safe, appropriate and not disrupt or interfere with the educational process.
2. exclude extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriff tops and bottoms, and see-through garments which are not appropriate. Abdomens must be covered at all times.
3. ensure that underwear, including tank top style undershirts are completely covered with outer clothing. Pants falling below the hips are not acceptable.
4. include footwear at all times. Footwear that is a safety hazard will not be allowed and all footwear needs to have a sturdy sole.
5. not include wearing of head coverings except for a medical or religious purpose (Matter of Jimenez 9 Ed. Dept., Rep. 172).
6. not include items that are vulgar, obscene, libelous or denigrate others on matters of race, color, weight, national origin, ethnic group, religion, creed, religious practice, disability, sexual orientation, gender or perceived gender and sex.
7. not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. not include cut off shirts and sleep wear
9. not depict or suggest association with gang/cult.
10. not include outerwear such as coats, jackets, hats.
11. not include sunglasses or tinted eye wear to be worn inside school buildings; spiked collars, choke chains, wallet chains or other dangerous jewelry
12. not include backpacks.

### **Consequences for Violating Dress Code**

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline.



**Canastota Central Schools**

Canastota, NY 13032

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