

St. Lawrence-Lewis BOCES
Board of Cooperative Educational Services

CODE OF CONDUCT SUMMARY

September 2018

A Summary of the St. Lawrence-Lewis Board of Cooperative Educational Services Code of Conduct

INTRODUCTION:

The following is a summary of the Code of Conduct adopted by the St. Lawrence-Lewis BOCES. Each school district and BOCES Board of Education must adopt a Code of Conduct pursuant to the New York State Laws of 2000 popularly known as the SAVE law. This Code is a refinement of previous Codes and was developed with the involvement of staff, students, parents and law enforcement agencies in our community. Much of what is in the Code is required under the SAVE legislation and is designed to ensure all students go to school in a safe, orderly and civil learning environment. Copies of the full Code are available from any St. Lawrence-Lewis BOCES program office upon request.

CODE OF CONDUCT SUMMARY:

Section 1

Section 1 sets forth the **beliefs** upon which this Code of Conduct is based.

Section 2

Section 2 contains **legal definitions** including but not limited to discrimination, harassment and bullying as required by the regulations.

Section 3

Section 3 defines **student rights and responsibilities**.

Students have a right to:

1. A safe, healthy, orderly, and civil learning environment.
2. Take part in all BOCES activities on an equal basis regardless of actual or perceived race, color, age, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
3. Present their version of the relevant events to BOCES personnel authorized to impose a disciplinary penalty.
4. Access to BOCES rules and, when necessary, to receive an explanation of those rules from BOCES personnel.

Students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment.
2. Be familiar with and abide by all BOCES policies, rules and regulations dealing with student conduct.

3. Attend classes every scheduled day unless legally excused, and to be on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward high achievement.
5. React to direction given teachers, administrators and other BOCES personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for class and BOCES functions.
10. Accept responsibility for their actions.
11. Conduct themselves at all times as representatives of St. Lawrence-Lewis BOCES.

Section 4

Section 4 outlines the responsibilities of the **essential partners** in education (parents, teachers, guidance counselors, Dignity for All Students Act Coordinator, principals, district superintendent, and Board of Education.) These expectations are common sense, well-established practices, which support the education of students in a safe, orderly and civil learning environment.

Section 5

Section 5 outlines the **Student Dress Code**. Students are expected to dress in a manner, which is safe, appropriate and not disruptive. Uniforms, coveralls, safety shoes, etc. may be required in some career and technical courses.

Section 6

Section 6 lists **prohibited student conduct**. This list is not meant to be exhaustive, but contains the most common violations.

- Discrimination
- Harassment
- Bullying
- Disorderly conduct
- Insubordination
- Disruptive behavior
- Violent behavior
- Endangering the safety, morals, health or welfare of others
- Misconduct on a school bus
- Violation of traffic laws, parking regulations, other vehicle restrictions
- Academic misconduct
- Conduct which violates the penal law of New York State

Section 7

Section 7 defines **off campus misconduct**.

Off campus misconduct that endangers the health and safety of students or staff within the school or can reasonably be forecast to substantially disrupt the educational process is prohibited. Such

conduct includes, but is not limited to:

1. Cyber-bullying (example: Inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

Section 8

Section 8 lays out the requirements for **reporting violations** of the Code of Conduct.

Any violation of the Code of Conduct shall be reported immediately to the building principal, with the exception of discrimination, harassment or bullying. All incidents of discrimination, harassment or bullying must be reported to the Dignity for All Students Act Coordinator, who will refer the incidents to the principal or administrator in charge for investigation.

Any weapon, alcohol or illegal substance found shall be confiscated immediately and parents will be notified. The building principal will notify the local law enforcement agency of any code violation that constitutes a crime.

Violations are designated Level 1, Level 2 or Level 3 according to their severity. The chart below describes examples of violations at each of the 3 levels and the suggested range of penalties for each violation. However, each case will be analyzed on an individual basis.

Level 1

1. Safety Violations
2. Public displays of affection
3. Misconduct in Public or Common areas
4. Misuse of driving / riding permits.
5. Violation of cafeteria procedures.
6. Abusive and/or vulgar language/gestures
7. Disruptive behavior
8. Tardiness/Absentee
9. Loitering in or around the building
10. Violation of the dress code
11. Misuse or use in a restricted area of electronic devices such as portable sound systems, stereos, radios, recorders, cellular phones, pagers, and laser lights, etc...
12. Being in an unauthorized area
13. Unauthorized use of computers, the internet, phones

Level 2

1. Insubordination to school personnel
2. In possession of pornographic materials
3. Forging/falsifying a school-related document or form
4. Cheating
5. Plagiarism
6. Unauthorized cutting/absence from class
7. Leaving school property without permission
8. Use or possession of tobacco products. (Smoking/smokeless)
9. Use or possession of electronic/ vapor cigarettes
10. Conduct unbecoming a student.

Level 3

1. Discrimination
2. Bullying
3. Harassment
4. Fighting/assault
5. Theft
6. Vandalism
7. Possession of a weapon or fireworks
8. Possession of or inappropriate use of chemical irritants.
9. Use or possession of drugs, alcohol and/or related paraphernalia.
10. Verbal assaults or threats
11. Hazing
12. Disorderly conduct.
13. Extortion
14. False alarms, bomb threats,
15. Setting fires/arson

LEVEL I		
1ST Offense	2nd Offense	3rd Offense & Subsequent
<ul style="list-style-type: none"> • Verbal/written warning/reprimand • Structured Day(s) • SAS (Supervised Alt. Setting) • Lunch Detention(s) 	<ul style="list-style-type: none"> • Structured Day(s) • SAS 	<ul style="list-style-type: none"> • Short-term suspension • Structured day(s) • SAS • Parent conference may be called
LEVEL II		
1ST Offense	2nd Offense	3rd Offense & Subsequent
<ul style="list-style-type: none"> • Structured Day(s) • SAS • Short-term suspension • Verbal/written warning • Lunch detention(s) 	<ul style="list-style-type: none"> • SAS • Short-term suspension 	<ul style="list-style-type: none"> • SAS • Short-term suspension • Long-term suspension pending superintendent's hearing in home school
LEVEL III		
1ST Offense	2nd Offense	3rd Offense & Subsequent
<ul style="list-style-type: none"> • SAS • Short-term suspension • Long-term suspension pending superintendent's hearing in home school 	<ul style="list-style-type: none"> • Long-term suspension pending superintendent's hearing in home school 	<ul style="list-style-type: none"> • Long-term suspension pending superintendent's hearing in home school

Students with disabilities who have Behavior Intervention Plans as part of their IEP's may have a wide variety of consequences. For students in separate settings, the above levels may be modified.

In addition to the above possible penalties, the following may be added:

- At all Levels for 2nd, 3rd and subsequent offenses – responsibility report/behavior probationary contract.
- At all Levels for 2nd, 3rd and subsequent offenses – a conference.
- At all Levels for all offenses – Guidance referral.
- At all Levels for the 3rd offenses and any subsequent offenses - there may be a re-entry conference with a review committee required.

Section 9

Section 9 describes in detail **the disciplinary procedures and penalties** in the event a student is found to have violated the Code of Conduct. The range of penalties is:

1. Verbal warning
2. Written warning
3. Written notification to parents
4. Parent conference
5. Structured day
6. Supervised Alternative Setting (SAS)
7. Lunch detention
8. Suspension from social or extracurricular activities
9. Suspension of other privileges
10. Suspension from school (short-term, long-term, or permanent)
11. Exclusion from a class (temporary or permanent)
12. Involuntary transfer

Section 9 also covers **teacher removal of a student**, for cause, from his or her class. Teachers may remove a student for up to two days if the teacher determines the student is disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Violations which warrant **suspension** from school (short-term, long-term, or permanent) are referred to the student's home school district. The home school district is responsible for due process, parent notification and disciplinary hearings. Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year, unless the home school superintendent modifies the penalty.

Section 10

Section 10 details the requirements for **discipline of students with disabilities**. Students with disabilities are expected to adhere to the Code of Conduct of the BOCES facility or school district in which their special education, alternative education, or career and technical education program is located, to the best of their ability. Some students with disabilities will have a Behavior Intervention Plan as part of their Individual Education

Program.

Students with disabilities have the right to certain procedural protections whenever school authorities intend to discipline them. The student's home school Committee on Special Education is responsible for all regulatory and due process requirements for students with disabilities.

Parents of students in BOCES Special Education programs should contact the Special Education department or their child's special education teacher for detailed procedures for student management and discipline in those programs.

Parents can also request a copy of the Code of Conduct of the host school district in which their child's special education program is located from a special education supervisor or the Special Education office.

Section 11

Section 11 deals with **corporal punishment**. Corporal punishment of any student by any BOCES employee is forbidden. A BOCES staff member may use reasonable physical force to:

- protect oneself, another student, teacher or any person from physical injury;
- protect the property of the school or others;
- restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Section 12

Section 12 deals with **student searches and interrogations**. Any property of BOCES including lockers, desks, computers etc. can be searched at any time and for any reason by BOCES officials. Students should have no expectation of privacy in spaces they are using which are the property of BOCES. Student belongings may be searched only if there is a reasonable suspicion that the student violated the law or the Code of Conduct.

Section 13

Section 13 describes the rules that pertain to **visitors** to BOCES facilities. All visitors are required to report to the principal's office upon arrival at the school and sign a register.

Section 14

Section 14 describes the rules governing **public conduct** on BOCES property.

Prohibited Conduct:

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.

2. Intentionally damage, destroy or remove BOCES property.
3. Disrupt the orderly conduct of classes.
4. Distribute or wear obscene or otherwise inappropriate garments or materials.
5. Discriminate against, harass or bully any person on the basis of actual or perceived race, color, age, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
6. Enter BOCES premises without proper authorization or remain after closing.
7. Obstruct the free movement of anyone where this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell distribute or exchange alcoholic beverages, controlled substances or be under the influence of either.
10. Possess or use firearms or other weapons except for law enforcement officers.
11. Loiter on or about BOCES property.
12. Gamble on BOCES property or at BOCES functions.
13. Refuse to comply with any reasonable order of identifiable BOCES officials performing their duties.
14. Willfully incite others to commit acts prohibited by this Code.
15. Violate any federal, state or local laws or BOCES Board policy while on BOCES property.
16. Smoke or otherwise use any tobacco product.
17. Persons who engage in prohibited conduct will be asked to leave the BOCES premises, if appropriate. Students or staff who violates this section of the Code may be subject to disciplinary action in accordance with statute, contracts, Board policy, or other sections of the Code of Conduct.

If there is reason to believe that any student, employee or visitor has violated a law in a BOCES facility or at a BOCES function, the appropriate law enforcement agency will be notified without delay.

Section 15

Section 15 describes the **procedures for distributing** this Code to students, staff, parents of students and the community. The procedures are:

1. Provide the Code Summary and an explanation to students at the start of each school year.
2. Mail the Code Summary to the parents of students at the start of each school year.
3. Provide all teachers and staff with the Code of Conduct and training in the administration of the Code at the start of each school year and make this training a part of new staff orientation.
4. Make full copies of the Code available upon request in all program offices.

Important Phone numbers:

To ask for information or request a copy of the full Code, contact the appropriate office.

BOCES Central Office (315) 386-4504

Special Education (315) 386-4504

Adult Education (315) 379-7963

Career and Technical Education (315) 386-4504

Northwest CTE Center (315) 393-4570

Seaway CTE Center (315) 353-2293

Southwest CTE Center (315) 287-3590

Civil Rights Officer
Assistant District Superintendent of Instruction

(315) 386-4504 extension 10501
Darin Saiff – darin.saiff@sllboces.org

Dignity Act Coordinators:
Northwest Technical Education Center
(315) 393-4570
Brenda Thurman – bthurman@sllboces.org

Off Site Programs
Zachary Dupray – zdupray@sllboces.org

Seaway Technical Education Center
(315) 353-2293
Julie Stoner – jstoner@sllboces.org
Tara Bartlett – tbartlett@sllboces.org

Southwest Technical Education Center
(315) 287-3590
Ami Larson – al Larson@sllboces.org