

TRI-VALLEY CENTRAL SCHOOL DISTRICT
CODE OF CONDUCT SUMMARY
2022-2023

The Tri-Valley Central School District (the “District”) strives to maintain high standards of education and conduct. To accomplish this goal, the District has developed a Code of Conduct (the “Code”) that clearly defines students’ responsibilities, describes unacceptable behavior, and provides many alternative disciplinary options and responses. The complete Code is available on the District’s website (<http://www.trivalleycsd.org>) and at the District’s main office.

The following is a plain language summary of the Code. It is intended to help parents inform their children of the basic rights, responsibilities, and consequences attached to misconduct. If there is a conflict between this plain language summary and the District’s Code, the provisions of the Code will always prevail.

STUDENT RIGHTS & RESPONSIBILITIES (*see Section 5300.15 of the Code*)

A. Student Rights

To safeguard the rights given to all students under state and federal law, and to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

- Take part in all district activities on an equal basis regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.
- To be respected as an individual and treated fairly and with dignity by other students and school staff.
- Express his/her opinions verbally as long as his/her expression is respectful and does not interfere with the rights of others or disrupt normal school operations.
- Present his/her version of the relevant events to school personnel authorized to impose consequences.
- Access school policies, regulations and rules available for review and, when necessary, receive an explanation by school personnel.
- To be provided with clear expectations regarding:
 - Course objectives, requirements and state standards;
 - Grading criteria and procedures;
 - Assignment requirements and deadlines; and
 - School and classroom rules and expectations regarding behavior.

B. Student Responsibilities

All District students have the responsibility to:

- Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
- Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their

- highest level of achievement possible.
- Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Use a polite tone of voice and appropriate body language, listening when others are speaking to you.
- To be truthful when speaking with school officials regarding Code of Conduct violations.
- Respect personal space.
- Work to develop skills to manage their emotions and reactions and resolve conflict with others.
- Ask questions when they do not understand.
- Seek help in solving problems.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- 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.
- Respect school property and maintain any school property issued to them for their participation in athletics, extracurricular or other student activities.
- Make constructive contributions to the school, to report fairly the circumstances of school-related issues and to bring concerns about school district policies or actions to the appropriate member of the District.

STUDENT DRESS CODE (*see Section 5300.25 of the 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 have the primary responsibility for acceptable student dress and appearance. 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, grooming and appearance, including hair style/color, jewelry, make-up, and nails, must:

- Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
- Recognize that extremely brief garments and see-through garments are not appropriate. Clothing shall fully cover undergarments, shoulders, backs, stomachs, breasts and bottoms.
- Include footwear at all times. Footwear must be safe and appropriate for the specific school setting and task.
- Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Any student in violation will be required to change their clothes. Continued violations may result in more serious consequences.

Each Building Principal and his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an

acceptable item. Any student who refuses to do so will be subject to discipline, up to and including out-of-school suspension.

PROHIBITED STUDENT CONDUCT (*see Section 5300.30 of the Code*)

The Board of Education expects all students to conduct themselves in an appropriate and respectful manner, with the proper regard for the rights and welfare of other students, District personnel, and school community members, and for the care of school facilities, equipment and other property. The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior. District personnel are expected to use disciplinary action only when necessary and to emphasize the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students will be subject to disciplinary action, up to and including suspension from school, when they:

- **Engage in conduct that is disorderly.** Examples include running in hallways; making unreasonable noise; using verbal or written language or gestures that are profane, lewd, vulgar, or abusive; obstructing vehicular or pedestrian traffic; failing to return school property, equipment or uniforms provided for athletics or other school related activities; engaging in any willful act which disrupts the normal operation of the school community; trespassing; computer/electronic communications misuse; or any other violation of the district's Acceptable Use Policy.
- **Misuse computer/electronic communications.** Examples include but are not limited to any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; use of personal electronic devices in the classrooms, except as expressly permitted by a teacher for instructional purposes; use of personal electronic devices in other prohibited areas, as designated by the principal; sexting (sending sexually explicit messages, photos, or videos via cell phone or other electronic means; cyberbullying (engaging in electronic social cruelty, abuse or threats); or any other violations of the District's Acceptable Use Policy.
- **Engage in conduct that is insubordinate.** Examples include failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect; lateness for, missing or leaving school without permission; and skipping detention.
- **Engage in conduct that is disruptive.** Examples of include failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students; and interfering with or halting classroom instruction.
- **Engage in conduct that is violent.** Examples include committing or threatening an act of violence upon a teacher, administrator, or other school employee or attempting to do so; committing or threatening an act of violence upon another student or any other person lawfully on school property or attempting to do so; possessing a weapon; displaying what appears to be a weapon; threatening to use any weapon, or threatening bodily harm or violence against anyone, while on school property; intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson; and intentionally damaging or destroying school district property.
- **Engage in any conduct that endangers the safety, morals, health or welfare of others – including harassment/bullying.** Examples of such conduct include lying to school personnel; stealing the property of other students, school personnel or any other person lawfully on school property or

attending a school function; defamation; discrimination (which includes the use of the person's actual or perceived race, color, creed, national origin, religion, religious practices, ethnic group, gender, weight, sexual orientation, disability or any other characteristic protected by applicable federal, state or local law as a basis for treating another in a negative manner); harassment/bullying; touching or grabbing another student on a part of the body that is generally regarded as private; removing another student's clothing to reveal undergarments or a part of the body that is generally regarded as private; touching another student in a sexual or proactive manner; engaging in a sexual act with another student or oneself.

Under the Dignity for All Students Act ("DASA"), harassment /bullying is defined as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. (*see Section 5300.10 of the Code for a more descriptive definition*).

- **Engage in misconduct while on a school bus.** Examples of such conduct include making excessive noise, pushing, throwing, shoving and fighting.
- **Engage in any form of academic misconduct.** Examples include truancy from, lateness for, missing, cutting or leaving any class or required instruction without permission or excuse; cheating; plagiarizing, or altering records.

A student may be subjected to discipline for out of school conduct (including but not limited to internet use) that would violate the Code if committed on school grounds, if such conduct creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

DIGNITY ACT COORDINATORS (*see Section 5300.20 of the Code*)

The Dignity for All Students Act requires school districts to designate at least one staff member at every school to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The following are the Dignity Act Coordinators for the 2022-2023 school year:

Elementary School: Jennifer Williams, Principal: 845-985-2296 ext. 5305

Secondary School: David Pulley, Principal: 845-985-2296 ext. 5301

District: Danielle Cornish, Dir. of Pupil Personnel Services: 845-985-2296 ext. 5516

District Mailing Address: 34 Moore Hill Road, Grahamsville, NY 12740

REPORTING VIOLATIONS (*see Section 5300.35 of the Code*)

A. Reporting Violations of the Code

- All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function is expected to report this information immediately to a teacher, the Principal, the Principal's designee or the

Superintendent of Schools. Reports and reporters will be held in the strictest of confidentiality to the extent possible.

- All students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.
- All district staff who are authorized to impose disciplinary consequences are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who will in turn impose an appropriate disciplinary consequences if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate consequences
- Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary consequences, which may include permanent suspension and referral for prosecution.

B. Reporting Complaints of Bullying, Harassment, and Discrimination

- School employees who witness bullying, harassment, or discrimination, or receive an oral or written report of such acts, must promptly orally notify the Building Principal and his or her designee, Superintendent, or the Dignity Act Coordinator not later than one school day after the employee witnesses or receives a report of such acts, and must also file a written report with the principal, superintendent, or the Dignity Act Coordinator no later than two school days after making an oral report. The Building Principal and his or her designee, Superintendent or the Dignity Act Coordinator will lead or supervise the thorough investigation of all reports of bullying, harassment, and discrimination, and ensure that the investigation is completed promptly after receipt of any written reports.
- When an investigation verifies a material incident of bullying or discrimination, the Building Principal and his or her designee, Superintendent, or Dignity Act Coordinator will take prompt action, reasonably calculated to end the bullying, harassment, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.
- The Building Principal and his or her designee, Superintendent, or Dignity Act Coordinator will promptly notify the appropriate local law enforcement agency when it is believed that any bullying, harassment, or discrimination constitutes criminal conduct.
- Retaliation by any school employee or student is prohibited against any individual who reports or assists in the investigation of bullying, harassment, or discrimination in good faith.

The Building Principal and his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of the school as soon as practical, but in no event later than the close of business the day the Building Principal and his or her designee learns of the violation.

DISTRICT PENALTY GUIDELINES FOR SPECIFIC MISCONDUCT

The following chart outlines the District's guidelines for imposing disciplinary actions for specific forms of misconduct. The District has the discretion to impose the penalties it deems appropriate based on the circumstances of the misconduct or the student's past disciplinary record. In appropriate circumstances the Building Principal and his or her designee is granted the authority to exercise his-her good judgment and apply a greater or lesser consequence than those stated below

<i>Behavior-</i>	Elementary	Secondary
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Infraction	Grades UPK-2	Grades 3-6	Grades 7-12
<i>Forgery, Cheating, Plagiarism or Altering Records</i>	Warning - Lunch Detention	Zero score; Detention - OSS (1-5 days)	Zero score; Detention - OSS (1-5 days)
<i>Inappropriate Language-Gestures</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Electronics Violation</i>	Warning; Confiscation - OSS (1-5 days)	Warning; Confiscation - OSS (1-5 days)	Warning; Confiscation; OSS (1-5 days)
<i>Physical Horseplay</i>	Lunch Detention - OSS (1-5 days)	Lunch Detention - OSS (1-5 days)	2 days Detention - OSS (1-5 days)
<i>Fighting</i>	ISS (1-5 days) - OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement
<i>Bullying/ Harassment (physical)</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing	OSS (1-5 days); Possible Superintendent's Hearing	OSS (1-5 days); Possible Superintendent's Hearing
<i>Bullying/ Harassment (verbal)</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing	Lunch Detention - OSS (1-5 days); Possible Superintendent's Hearing	ISS (1-5 days) - OSS (1-5 days); Possible Superintendent's Hearing
<i>Physical and/or sexual contact/behavior</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Theft-Vandalism</i>	Warning - OSS (1-5 days)	ISS (1-5 days)- OSS (1-5 days); Possible Superintendent's Hearing	ISS (1-5 days) -OSS (1-5 days); Possible Superintendent's Hearing
<i>Threatening</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	Lunch Detention - OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement
<i>Use, possession or sale of Alcohol, Tobacco, Non-prescribed Medicinal Inhalers, or any other Drugs</i>	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement
<i>Bus Incident</i>	Warning; Bus Suspension - After school Detention	Warning; Bus Suspension - OSS (1-5 days)	Warning; Bus Suspension - OSS (1-5 days)

<i>Inappropriate Behavior</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Insubordination-Disrespect</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Inappropriate Display of Affection</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Late to Class- every 3 lates</i>	N-A	N-A	Warning - ISS (1-5 days)
<i>Late to School- every 3 lates</i>	N-A	N-A	Warning - Detention
<i>Motor Vehicle Violation</i>	N-A	N-A	Warning - Driving Permission Revoked; OSS (1-5 days); Possible Superintendent's Hearing; Possible referral to Law Enforcement

MINIMUM PERIODS OF SUSPENSION FOR CERTAIN OFFENSES

- Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. The Superintendent will also refer any student found guilty of bringing a weapon to school to law enforcement. Before being suspended, the student will have an opportunity for a hearing. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.
- Any student who is found to have committed a violent act, other than bringing a weapon onto school property, may be subject to suspension from school for at least five days.
- Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Notwithstanding the foregoing disciplinary guidelines, a student with a disability may be suspended only in accordance with the requirements of state and federal law. Please see Section 5300.50 of the Code for a full discussion of the procedures related to the discipline of students with disabilities.