

Summary of the Code of Conduct, 2019-2020

This is a summary of the Code of Conduct adopted by the Board of Education of the Baldwinsville Central School District. The Code contains the rules for conduct on District property and at District functions, as well as the penalties for unacceptable conduct. The Code applies to all activities in the school setting, and is not restricted to classroom settings. Students, parents, visitors, and District employees all have responsibilities regarding the education of the District students and are subject to the Code while on District property or at District functions.

The District expects students to come to school prepared to learn, and to conduct themselves in a safe and respectful manner while at school. Parents are expected to cooperate with the District in the education of their children, and to communicate with appropriate school personnel regarding questions or concerns. Teachers are expected to be prepared to teach and to strive for an atmosphere of mutual respect in the classroom. Administrators are responsible for promoting a safe, healthy, and stimulating academic environment that is conducive to learning and student success.

The Code of Conduct has been revised, effective July 1, 2019.

STUDENT RIGHTS AND RESPONSIBILITIES

The Code contains a Bill of Student Rights and Responsibilities. Students have the right to an education that offers them the opportunity for inquiry and development to their fullest potential. Students also have the right to be safe while on District property and at District functions, to receive guidance from District staff, to participate in extracurricular activities, and to receive appropriate educational and health services.

Students shall be free from bullying (including cyberbullying), discrimination and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

Students are expected to attend school every day, perform all assignments to the best of their ability, respect the property of others, and set a positive example for others.

ELECTRONIC DEVICES: Personal electronic devices shall include, but not be limited to, cellular phones of all types including those with photographic, videotaping and/or text messaging capabilities, tablets or other tablet devices, SMART watches, gaming devices including, but not limited to, Nintendo DSs, Blackberries, cameras, MP3 players, laser pens, pagers, iPads, iPods, headphones, and audio/video equipment as well as any other electronic communication device. The use or possession of electronic devices will be permitted within the buildings under the following guidelines:

a. Electronic devices may not:

- i. Disrupt the education process in the school district.
- ii. Endanger the health, safety or welfare of any student or anyone else.
- iii. Invade on the rights of others.
- iv. Involve illegal or prohibited conduct of any kind.

b. Elementary and Ray Middle School students may not use or possess electronic devices during the school (K-7) day. Prior to the start of the school day, students' electronic devices must be turned off and immediately placed in lockers (Grades 6 - 7) and backpacks or other designated areas for personal belongings (elementary schools). The Building Administrator has full discretion over the use of electronic devices in Non-Instructional Settings (defined as any areas that are not considered an Academic setting which includes areas where students are not engaged in academic material, i.e. cafeteria and recess). At NO time is photography, videography, or audio recording acceptable in Non-Instructional settings. The classroom teacher has full discretion over the use of electronic devices within the classroom.

c. C.W. Baker High School and Durgee Jr. High School, only: students may have the electronic device(s) on their person, but any and all electronic devices must be out of sight and turned off in Academic settings (defined as all areas where teaching, learning, or study should be occurring). At NO time is photography, videography, or audio recording acceptable in Academic settings unless specifically authorized by the Building Administrator or classroom teacher. The Building Administrator and/or classroom teacher has full discretion over the use of electronic devices within the Academic setting.

i. Electronic devices should not be visible upon entering Academic settings and should not interfere with students arriving to class on time. Students are responsible for keeping electronic devices turned off and stored out of sight during all Academic settings.

ii. Students may not possess electronic devices during the administration of assessments. This will include having electronic device(s) in pockets, backpacks, purses, desk, etc. Electronic devices must be stored in the student's locker or turned over to staff prior to the assessment beginning. Failure to comply may result in the assessment being invalidated and the student will receive no score. The classroom teacher may choose to implement this policy or waive it at his/her discretion. If the policy is implemented for the assessment, it is the classroom teacher's responsibility to clearly notify all students prior to the administration of the assessment.

d. C.W. Baker High School and Durgee Jr. High School, only: students will be permitted to use electronic devices in Non-Instructional settings (defined as any areas that are not considered an Academic setting which includes areas where students are not engaged in academic material, i.e. cafeterias and transition times). At NO time is photography, videography, or audio recording acceptable in Non-Instructional settings. The Building

Administrator and/or classroom teachers/staff has full discretion over the use of electronic devices, including earbuds/headphones within the Non-Instructional setting.

e. The following also applies to the use of electronic devices:

- i. Students are responsible for using their electronic devices in a safe and secure manner; ensuring such use does not create a safety hazard for themselves or others.
- ii. Students will not be provided the ability to charge electronic devices, as electrical cables will create a safety hazard. As such, students should ensure that such devices are charged before bringing them to school.
- iii. By bringing electronic devices to school, students agree that, while on school property and at school functions, they will access the internet only via the District-provided Wi-Fi that is available.

Failure to follow this requirement is a violation of the Code of Conduct and may be subject to disciplinary action.

f. Use of electronic devices on a District school bus is permitted under the following guidelines;

Electronic devices may not:

- i. Endanger the health, safety or welfare of the staff, students, or anyone else whether on or off the bus.
- ii. Impinge upon the rights of others.
- iii. Involve illegal or prohibited conduct of any kind.

Any misuse of electronic devices while riding on a school bus will be subject to the same consequences as outlined in Appendix A and B of this Code.

Electronic devices are brought into the school setting at the student's own risk. The school district accepts no responsibility for damage, loss or theft of personal electronic devices on any school property or at any school function.

TOBACCO/NON-TOBACCO & RELATED NOVELTY PRODUCTS: The use, possession, sale or distribution of tobacco/non-tobacco and related novelty products is prohibited. Tobacco/non-tobacco and related novelty products and accessories include, but are not limited to, cigarettes, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products (with or without nicotine) that imitate or mimic tobacco products, e-cigarettes, "vapes," cloves, bidis and kreteks, Juuls, and dabsticks, as well as matches and lighters. This prohibition extends to having such items on one's person or in one's locker or vehicle or other personal space.

VISITORS: The Code applies to visitors, who are subject to the authority of the building principal while on District premises or at District functions. Visitors must use the main entrance to the building and report to the principal's office upon arrival to sign the visitor's log. Visitors will receive an identification badge, which must be worn at all times while on District premises.

DRESS CODES: Students, teachers, and visitors must dress appropriately for all District programs and activities. Clothing which disrupts the educational process, or which promotes hatred, violence, alcohol, and tobacco use, or illegal activity is not permitted. All clothing must be safe in consideration of the environment, including shoes. Underwear is to be completely covered by outer clothing. Coats, bandanas, any other headgear, and any other outside garments are not permitted to be worn inside the school during school hours. All outside apparel is to be kept in the student's locker or provided storage upon entering the building; however, exceptions may be made at the discretion of the Building Administrator and/or classroom teacher. All types of head coverings are prohibited, including but not limited to: caps, hats, visors, hoods, etc. Religious and/or medical attire is exempt. The District does not allow overly revealing garments or any jewelry or other apparel that could be used to harm students. School officials monitor student appearance, and intervene where there is a violation of the Code.

CONDUCT ON SCHOOL BUSES: The Code governs the conduct of students on school buses. The standards of conduct that apply in the classroom also apply to conduct on school buses. All passengers are to obey the instructions of the bus driver. The District may suspend a student's right to ride the bus for any misconduct including behavior that distracts the driver.

VIOLATIONS: The Code contains definitions of prohibited conduct. The Code is not meant to be an exhaustive list of all possible acts of misconduct. Any conduct that violates the Code, any federal or New York State statute, or any established practice of the District may be the basis for discipline.

DISCIPLINE: Students, employees and visitors who violate the Code will be subject to disciplinary action and District officials may use a range of responses to student misconduct. Before disciplining a student, District officials may issue a warning, conduct a parent conference, enter into a student behavior contract, or provide counseling or mediation. Disciplinary actions may include a school or activity suspension, personal liability and police notification. Any person other than a student found in violation of the Code shall be subject to appropriate criminal and/or civil penalties.

DUE PROCESS: Students are entitled to due process before the District imposes discipline. The District must inform the student of the misconduct and investigate the facts surrounding the misconduct. The District must allow all students to present their version of the facts. Beyond this, the level of due process ranges from parent notification and informal conferences to a formal hearing pursuant to Education Law §3214. The Code also contains detailed procedures for dealing with misconduct by special education and disabled students.

TEACHER REMOVAL OF DISRUPTIVE STUDENTS

The Code authorizes classroom teachers to remove disruptive students from classrooms. The Code spells out the procedures that must be followed when a teacher removes a student from the classroom, including notice to the student and the

opportunity for parents to meet with the principal. No teacher may remove a student with a disability from a class until the teacher has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law.

REFERRALS: The principal must notify the Superintendent of Schools of any Code violation that constitutes a crime and substantially affects the security of the school. The Superintendent, in turn, will notify local law enforcement. The principal must also notify the Superintendent of Schools and local law enforcement when he/she believes that any harassment, bullying or discrimination constitutes criminal conduct. In an attempt to identify possible discipline problems before they occur, teachers may refer students to the In-School Planning Room. Students referred to the In-School Planning Room will remain there until they have prepared a plan of action to improve their behavior. The District also provides a peer mediation program for students who come into conflict with one another.

DIGNITY ACT COORDINATORS: The principal at each school has been designated the Dignity Act Coordinator. These individuals are available for students and staff and are responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act.

The District's Dignity Act Coordinators are:

Baker High School - Kris Denton, Principal
29 East Oneida Street
Baldwinsville, NY 13027 315-638-6000

Durgee Junior High School - Thomas Fraher, Principal
29 East Oneida Street
Baldwinsville, NY 13027 315-638-6086

Ray Middle School - Christina Louis, Principal
7650 Van Buren Road
Baldwinsville, NY 13027 315-638-6106

Elden Elementary School - Thomas Coughlin, Principal
29 East Oneida Street
Baldwinsville, NY 13027 315-638-6118

McNamara Elementary School - Jennifer Homeyer, Principal
7344 O'Brien Road
Baldwinsville, NY 13027 315-638-6130

Palmer Elementary School - Alex Ewing, Principal
7864 Hicks Road
Baldwinsville, NY 13027 315-638-6127

Reynolds Elementary School - Melissa Chiodo, Principal
222 Deerwood Drive
Baldwinsville, NY 13027 315-638-6124

Van Buren Elementary School - Cynthia Cronin, Principal
20 Ford Street
Baldwinsville, NY 13027 315-638-6121

REPORTING: Anyone who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior or has witnessed any possible occurrence of such conduct should immediately report same to any staff member or administrator. If a school employee learns of any occurrence of possible bullying or harassment, the school employee shall orally notify the school principal no later than one (1) school day after learning of such conduct. Such school employee shall also file a written report no later than two (2) school days after making such oral report. If the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the Code of Conduct or a material incident of harassment, bullying and discrimination has occurred, immediate corrective action will be taken, it will take prompt action reasonably calculated to end the violation, 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 violation was directed. Generally, responses to acts of harassment, bullying, and/or discrimination against students by students shall incorporate a progressive model of student discipline.

REVIEW OF CODE: Anyone can review the Code at any school or online at www.bville.org.