

# Code of Conduct

## I. Introduction

The Gloversville Enlarged School District 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 adopted the district code of conduct.

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

For brevity’s sake, enclosed is the middle school “Be Cool – Follow the Rules” behavior grid, which addresses different behavioral offenses and consequences. This document aligns itself with the district code of conduct, which specifically outlines the rules and regulations of NYS regarding the recent SAVE legislation.

The district code of conduct specifically maps out the role of parents, teachers, administrators, guidance counselors, and central office administrators with regard to their obligations under this recent legislation. The overall purpose of the SAVE legislation is to develop a systematic uniform code of conduct for school systems while allowing them to meet the behavioral needs of their unique constituencies.

## II. ADDITIONS TO DISCIPLINE CODE

Please be advised of some of the important changes associated with the new SAVE legislation regarding student conduct and discipline. For example:

- A. Teachers now have the right to remove students from a class for up to two days with certain due process stipulations outlined in the District Code of Conduct, section VIII. C. 5.
- B. Parents must be notified that their child has been removed from a class and the reasons for that removal in writing.

- C. Student's who are substantially disruptive of the educational process or substantially interfere with the teacher's authority and are removed from a class on four or more occasions during a semester will be suspended from school for at least five days. (District Code of Conduct VIII. C. 3)
- D. Provisions regarding conduct, dress, and language on school property.
- E. Respectful and civil treatment for all school staff, students, and visitors.
- F. Standards and procedures to assure security and safety of school personnel.
- G. Provisions for possession of illegal substances, weapons, the use of physical force, vandalism, and violation of another student's civil rights, or threats of violence.
- H. Provisions for detention, suspension, and classroom removal.
- I. Procedures for how violations are reported and determination of discipline consequences.
- J. Provisions which are in compliance with state and federal laws regarding students with disabilities.
- K. Provisions by which local law enforcement agencies shall be notified of code violations that constitute a crime.
- L. Procedures for notification of parents with regards to code violations.
- M. Provisions for the filing of a JD or PINS petition.
- N. Provisions for referrals to appropriate human service agencies.
- O. Provisions for violent pupils with regards to minimum suspension periods.

### III. DEFINITIONS

1. Early detention is defined as 2:20 – 2:50 PM.
2. Late detention is defined as 2:20 – 4:00 PM.
3. The discipline code is progressive – consequences become more punitive as the number of offenses increase.
4. External or internal suspensions will result in the loss of after school activities for the period of that specific internal or external suspension.
5. Extended Internal Suspensions is the PASS Program, which stands for “**P**rogram **A**lternative to **S**chool **S**uspension.” PASS Program functions as part of HFM BOCES. The PASS Program provides a teacher, facility, meal and supervision.
6. Detentions, in-school suspension or awaiting discipline appointment with the Dean of Students will not cause a loss of academic minutes. Work will be provided at all times.
7. Alternate placement – defined as outside placement.
8. **TARDINESS** = 1 –10 minute(s) late to class unless legally excused by a staff member.

9. **TRUANCY** = 10 + minutes out of class unless legally excused by a staff member.
10. **IN-SCHOOL SUSPENSION** = 7:58 – 2:20 PM.
11. **PARENT CONSEQUENCE – SUGGESTED CONSEQUENCES ON THE PART OF PARENTS TO MODIFY NEGATIVE BEHAVIOR.**
12. **EXCLUSION** – withdrawn from school.
13. Superintendent’s hearing – student disciplinary hearing conducted pursuant to Section 3214 of the Education Law.
14. A positive reward system is addressed in code. A fundamental rule regarding discipline requires that “Discipline policies, class or school, also contain provisions for systematically rewarding desired student behavior.”
15. Rules regarding students with handicapping conditions; determination of applicability of discipline code, are explained in the District Code of Conduct section X. Special education staff, teachers in mainstream classes, and Dean of Students will review IEPs to provide compliance.
16. If a student has completed the “If the inappropriate continues”, the next consequence begins at the first offense level providing the behavior has not continued four or more times in one semester.
17. Agenda – communicative tool with parent. Necessary for after-school detentions.
18. Clean up duty – defined as 2:20 – 3:30 p.m. – clean up with the Head Custodian with parent permission.
19. A student that is referred to the Assistant Principal for behavior that warrants an Internal Suspension may also be referred to the Tutoring Program for additional academic services.
20. Discipline punishments may include losing privileges including: field trips, Teen Towns, athletic activities, and any other extra curricular activity.
20. “Parent” means parent, guardian or person in parental relation to a student.
21. “Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
22. “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 s 142.

23. "School function" means any school-sponsored extra-curricular event or activity.
24. "Violent student" means a student under the age of 21 whom:
  - a. Commits an act of violence upon a school employee, or attempts to do so.
  - b. 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.
  - c. Possesses, while on school property or at a school function, a weapon.
  - d. Displays, while on school property or at a school function, what appears to be a weapon.
  - e. Threatens, while on school property or at a school function, to use a weapon.
  - f. Knowingly and intentionally damages or destroys school district property.
  - g. Intimidates with the intent of causing physical or emotional harm on school property or at a school function.
25. "Weapon" means a firearm as defined in 18 USC s 921 for purposes of the Gun-Free Schools Act. It also means any other:
  - Firearm, including, but not limited to, a rifle, shot gun, pistol, hand gun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun or paint ball gun.
  - Switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife.
  - Billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
  - Sandbag or sand club;
  - Sling shot or slung shot;
  - Martial arts instrument, including, but not limited to, a kung fu star, ninja star, nin-chuck, or shiriken;
  - Explosive, including but not limited to, a firecracker or other fireworks;
  - Deadly or dangerous chemical, including, but no limited to, a strong acid or base, mace, pepper spray, or other noxious spray;
  - Imitation gun;
  - Loaded or blank cartridges or other ammunition; or;
  - 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 or appears capable of causing physical injury or death.

## **PROVISIONS FOR REWARDING DESIRED STUDENT BEHAVIOR**

The classroom plan for rewarding positive behavior is the direct responsibility of the individual classroom teacher. Examples may be verbal praise, positive call to parent, gold star technique, popcorn treat, homework pass, free pass to a dance, letter of accomplishment, etc. Whatever system works in a teacher's class.

In addition, however, the school will consistently provide activities which reward students for exceptional behavior. A partial list is included:

1. HATS OFF AWARDS ANNOUNCED OVER THE LOUD SPEAKER
2. PERFECT ATTENDANCE AWARDS
3. GENERATED 10 WEEK PARENT LETTER REGARDING EXEMPLARY BEHAVIOR IN SCHOOL
4. COMMUNITY AWARDS – CONTRIBUTION TO THE COMMUNITY AT LARGE (VOLUNTEER WORK)
5. PROMOTION CEREMONY AND AWARDS
6. PASS TO DANCES/SPORTS ACTIVITIES, ETC.
7. BEE BUCKS – COUPONS TO BE USED AT SCHOOL STORE AND CAFETERIA.

There will be a discipline committee, which will review all discipline policies, make recommendations and plan incentive programs.

Dear Parent:

The information contained herein is intended to inform students and parents about the school's expectations for student behavior. The code deals with ways to reward students for appropriate behavior as well as providing consequences for inappropriate behavior.

A parent will be notified of all instances, at all times, regarding any disciplinary actions, which will directly effect their son or daughter. Notification to parents, at times, may be made by phone, home visit or in writing depending upon the circumstances and severity of the situation. Parents will be notified in writing in all instances, which result in removal, internal, or external suspensions.

The code is progressive, becoming stricter as the amount of occurrences increase. Counseling, when necessary, will be provided to all children.

Be advised, any assigned detention in which the student is absent on the assigned day, such student will automatically be rescheduled for the next school day in which the student is present in school.

We are encouraging all teachers to call parents whenever a problem arises in the classroom. The key to helping a child when any problem arises is to have productive communication between parent, student and school. A notification of behavior letter to each parent will be sent out every ten weeks which will applaud students for positive behavior or in certain instances review disciplinary problems and request a conference with the parties concerned. This notification letter will be in addition to any necessary correspondence, which may occur during the year.

We want to make the Gloversville Middle School a safe and quiet place for learning to go on. Please support us in this endeavor. Thank You.

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AFTER YOU HAVE READ THE DISCIPLINE CODE, PLEASE SIGN AND HAVE YOUR CHILD RETURN THIS PORTION TO HIS/HER HOMEROOM TEACHER NO LATER THAN 9/14/09.

I have read and understand the discipline code. I understand that I can call 775-5720 with any questions.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E mail Address: \_\_\_\_\_ Change/New Address \_\_\_\_\_

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