



Student Code of Conduct

Plain Language Summary:
Secondary/Adults



Assistance in reviewing this document is available upon request

Board Approved: August 13, 2020

STUDENT CODE OF CONDUCT

I. Mission

The mission of the Orange-Ulster Board of Cooperative Educational Services (BOCES) is to serve our component districts and community in the development of continuous learners who will be successful in meeting the challenges of living in our society today and in the future. We will accomplish this mission in a cost-effective manner with a dedicated, skilled, caring staff providing quality educational programs in a safe, nurturing and accessible environment.

II. Introduction

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination, harassment, bullying and cyberbullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

The Orange-Ulster Cooperative Board ("Board") is committed to providing a safe and orderly school environment where students will receive and staff will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other BOCES personnel, parents and other visitors is essential to achieving this goal.

The Orange-Ulster BOCES Programs have a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, tolerance, honesty and integrity, and are essential to develop a strong character.

The Board recognizes the expectation and responsibility to educate students for appropriate conduct. Our goal is to clearly define these expectations for acceptable conduct on school property or at a school function, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

To this end, the Board has adopted a Student Code of Conduct, which is available in its complete form at the following locations:

- ✓ The BOCES Web Site www.ouboces.org
- ✓ Your program principal's office
- ✓ The office of the BOCES Executive Officer

III. Student Rights And Responsibilities

A. Student Rights

The Orange-Ulster BOCES Programs are committed to protecting the rights given to all students under state and federal law. In addition to those rights, all students have the right to:

1. To attend school in the district in which one's parent or legal guardian resides.
2. To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
3. To be respected as an individual.
4. To express one's opinions verbally or in writing.
5. To dress in such a way as to express one's personality, in accordance with the dress code.
6. To be afforded equal and appropriate educational opportunities.
7. To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group political affiliation, age, marital status, or disability.
8. To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
9. To be protected from discrimination, harassment, bullying and cyberbullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice,

- sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.
10. Learn appropriate behaviors for the school and work environment.
 11. Present their version of the relevant events to school personnel authorized to impose a disciplinary consequence.
 12. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
 13. Resolve grievances, complaints and concerns in an expeditious, fair and amicable manner, as outlined in the policies: Dignity for All Students Act (#6550), Students with Disabilities (#6611), as well as Career and Technical Education (#7220).
 14. Be guided by a disciplinary policy which is fairly and consistently implemented.

B. Student Responsibilities

All students have the responsibility to:

1. To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
2. To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines and to contribute to the maintenance of a safe and orderly school environment that is conducive to learning.
3. To respect one another and to treat others in the manner that one would want to be treated.
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5. To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6. To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8. To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
9. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for All Students Act. To conduct themselves in a manner that fosters an environment that is free from discrimination, harassment, bullying and cyberbullying. To report and encourage others, to report any incidents of discrimination, harassment, bullying and cyberbullying.
10. Acknowledge and accept responsibility for their actions.
11. Conduct themselves as representatives of the Orange-Ulster BOCES programs when participating in or attending school-sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Comply with Orange-Ulster BOCES Internet usage and Website policies.
13. Work to the best of their ability in all educational and extracurricular pursuits and to strive toward their highest level of achievement.
14. Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
15. Develop skills to control any inappropriate behavior and to report incidents to Administration.
16. Ask questions when they do not understand.
17. Seek help in resolving problems to avoid disciplinary interventions.
18. Contribute to maintaining a safe and orderly school environment that is conducive to learning and promotes mutual respect and dignity for all.
19. Respect school property (such as lockers, desks, books, etc.) and grounds and help to keep it free from damage.
20. Users shall not use system resources for any non-instructional purpose, including but not limited to: personal email account access (e.g., Hotmail, AOL, Yahoo, Gmail, etc.), personal instant messaging (text and video messages), social networking sites, (e.g., Facebook, Twitter, Pinterest), inappropriate apps, online shopping, online gaming or personal use of streaming media such as online radio stations, music videos or video broadcasts.

IV. Essential Partners

Parents

All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents, school, and community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are legitimate and accompanied with a note upon student's return to school.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
7. Know and support the school rules.
8. Convey to their children a supportive attitude toward education.
9. Build positive relationships through communication with school personnel.
10. Help their children deal positively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for learning and ensure homework assignments are completed.
13. Notify school personnel of changes in phone number, address, or emergency contacts.
14. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.
15. Cooperate with the school in jointly resolving any school-related problem.
16. Educate and supervise children in the misuse of electronic devices that may be used to bully, harass and/or sexually offend others.

V. Student Dress Code

All students are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. If a uniform is required for the student in their course of study, then students must be prepared with a clean and neat uniform daily. Students are responsible for acquiring and purchasing school uniforms for their course of study. Financial assistance may be available for extreme hardship.

A student's dress, grooming and appearance, including jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with learning.
2. Recognize that extremely short skirts and shorts and brief garments such as tube tops, net tops, halter tops, midriff/cropped tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include appropriate footwear at all times.
5. NOT include the wearing of hats in the classroom except for a pre-approved medical or religious purpose.
6. NOT include items that are vulgar, obscene or offensive to others with respect to age, ancestry, color, creed, disability, genetic predisposition or carrier status, marital status, military status, national origin, pregnancy, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other legally protected status.
7. NOT promote the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. NOT include the wearing of skirts, dresses, shorts or "skorts" that are higher than mid-thigh.
9. NOT include sharp accessories, hanging straps or chains.
10. NOT include the wearing of jackets or outer coats in the classroom
11. NOT include gang-related and/or what can be interpreted as gang-related apparel.

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 shall meet with the building principal or his/her designee. Repeat offenders will be considered insubordinate and are subject to disciplinary consequences.

VI. Prohibited Student Conduct

Students will be subject to progressive disciplinary action, depending upon the severity of the incident. These actions may range from reminders and instruction up to suspension from school, when students are:

1. Disruptive.
2. Insubordinate.
3. Disorderly.
4. Engaging in any gesture or written, verbal or physical act (harassment, intimidation or bullying).
5. Endangering the safety, morals, health or welfare of others.
6. Misbehaving on school bus.
7. Engaging in conduct that is violent, including committing or threatening an act of violence; possessing a weapon or what appears to be a weapon; threatening to cause bodily harm, injury or the use of any object as a weapon.
8. Cheating.
9. Participating in gang activity/wearing gang related identity clothing, apparel or related items.
10. Using alcohol, tobacco, electric cigarettes or illegal substances on school grounds and at school sponsored events.
11. *Using cellular telephones for purposes of placing or receiving calls, texting or disseminating materials harmful to others, including but not limited to "sexting" or otherwise inappropriate in content.
12. *Using electronic audio or visual devices inappropriately, including, but not limited to, cyber-bullying or other unsafe or harmful on-line behavior.
13. *Using digital devices for unauthorized audio or visual recordings of any kind.
14. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
15. Acts of sexual harassment as defined in the district's sexual harassment policy. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
16. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.
17. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that 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 based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
18. "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
19. Using, possessing, consuming, selling, distributing, attempting to sell or exchanging alcoholic beverages, drugs, "look-alike drugs," illegal or controlled substances, other substances such as dietary supplements, weight loss pills, etc., or possessing or consuming (without authorization). This also includes inappropriately using or sharing prescription and/or over-the-counter drugs.
20. Initiating a report or warning of fire, threats of school shootings, or other catastrophe without valid cause including misuse of 911, discharging a fire extinguisher, initiating a false alarm, making bomb threats or pulling fire alarms.

*Note: In the case of digital, cellular or electronic devices, such devices may be used for authorized instructional purposes.

VII. Reporting Violations of the Code of Conduct

Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, counselor, principal, or any Orange-Ulster BOCES administrator. Staff shall confiscate any weapons, alcohol or illegal substance. The parent of the student will be notified and appropriate disciplinary action will be taken by administration.

Serious or repeated violations of the Code of Conduct are documented through a discipline referral system which may include a Violent and Disruptive Incident Report (VADIR), which is reported to the New York State Education Department.

VIII. Disciplinary Procedures and Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and reasonable. As Orange-Ulster BOCES utilizes cameras to maintain a safe and secure learning environment, the video footage may be used when incidents require disciplinary action.

A. Consequences

Students who are found to have violated the Student Code of Conduct may be subject to the following, either alone or in combination with one another:

1. Verbal warning
2. Written warning
3. Verbal notification to a parent
4. Written notification to a parent
5. Alternative setting for instruction
6. Suspension from transportation
7. Suspension from extracurricular activities
8. Suspension from parking privileges
9. Suspension of other privileges
10. Removal from class
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Removal from program by the home district
14. Permanent suspension from program by the home district
15. Referral to law enforcement or judicial authorities

B. District Due Process Procedure

The objective of the Orange-Ulster BOCES is to resolve problems of misbehavior at the earliest possible opportunity. The Due Process Procedure provides an avenue of appeal in the discipline procedure. It should only be utilized when all efforts to resolve the problem have been exhausted.

C. Field Trips

Field trips are designed to supplement and enrich ongoing instruction in the classroom. Though field trips are made available to all students, there might be instances in which some students will not be allowed to participate. The safety of our students is our utmost priority. School districts may suspend or exclude students from extracurricular activities.

Students who (1) demonstrate repeated violations to the Student Code of Conduct that endanger the general safety, morals, health, or welfare of students and staff; (2) are substantially disruptive of the educational process; and (3) substantially interfere with a teacher's authority over the classroom, may lose the privilege of attending the next scheduled field trip due to misbehavior. Any exclusion of a student from a field trip will be subjected to administrative review. An administrator will make the final decision as to whether a student will be excluded from a field trip based on recent disciplinary referrals. If the conduct which formed the basis of the student's referral(s) is found to be a manifestation of a student's disability, they will not be excluded from the field trip because of such conduct.

IX. Discipline of Students with Disabilities

The Student Code of Conduct affords students with disabilities the rights expressly provided by applicable federal and state laws and regulations (refer to the complete Student Code of Conduct for additional details).

X. Student Searches and Interviews

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of the law or the Student Code of Conduct. Students are not entitled to any sort of “Miranda” type warning before being questioned by school officials, nor are school officials required to contact the student’s parents before questioning the student. However, school officials will tell all students why they are being questioned.

If the authorized school official has reasonable suspicion to believe that the search will result in evidence that violates the Student Code of Conduct, he/she may conduct a search of a student’s belongings that is minimally intrusive.

A. Student Lockers, Desks, and other School Storage Places

Students should not expect privacy with respect to lockers, desks and other school storage places. School officials retain complete control over them and may search these areas at any time without prior notice or their consent.

B. Police Involvement in Searches and Interview of Students

Orange-Ulster BOCES officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment.

C. Child Protective Services Investigations

Any staff member having reasonable cause to suspect child abuse or maltreatment is required to report their concerns to the State Central Register (SCR) and then immediately notify the building administrator. This communication begins a report to Child Protective Services who will investigate the concern.

XI. Visitors to the School

- A.** All visitors to the school must report to the office of the principal or “greeter” at the school. There they will be required to produce a Driver’s License (or other state issued ID) that will be screened for sex offenders, domestic dispute offenders and other trespassers. Visitors will sign the visitor’s register and will be issued a visitor’s identification badge, which must be worn at all times while in the school or on school grounds.
- B.** Visitors should be encouraged to make appointments with staff to discuss individual matters.
- C.** All visitors are expected to abide by the rules for public conduct on school property contained in this Student Code of Conduct (for details refer to the complete Code of Conduct).

COVID-19 – As we work with our students during the pandemic, we are required to follow directives from the Center for Disease Control (CDC), New York State Department of Health (NYSDOH) and New State Education Department (NYSED). Students will be expected to do the following:

- ✓ Wear a face covering where required unless the student has a valid excuse. Student refusal may result in disciplinary action.
- ✓ Submit to a temperature check where required. Student refusal or temperature that exceeds the allowable limits, will be required to leave school immediately with a parent or guardian.
- ✓ During virtual learning, students will be held to the same standards set forth in the Code of conduct. Students may not display and virtual backgrounds, photographs or objects during a videoconference or during virtual learning that would violate the Code of Conduct.



Student Code of Conduct

Acknowledgement Page

I acknowledge having read this document. I agree to abide by the Orange-Ulster BOCES Code of Conduct.

***Student Name** _____
Print Date

Signature

Parent/Guardian Name _____
Print Date

Signature

*For students unable to independently read and sign Student Code of Conduct signature page, only Parent/Guardian signature necessary.

If Parent/Guardian signing for student, please check here.

The Dignity Coordinator for my school is:



Student Code of Conduct

Acknowledgement Page (For Adult Education Students Only)

I acknowledge having been made aware of the basic principles of the Student Code of Conduct and where I may access the document in its entirety. I agree to abide by the Orange-Ulster BOCES Code of Conduct.

Student Name _____

Print

Date

Signature