

Westbury Union Free School District



Code of Conduct

Introduction

On July 24, 2000 the Safe Schools Against Violence in Education Act (SAVE) was enacted into law by the State of New York. This legislation is one of the most comprehensive regulations in the nation seeking to address school safety and violence prevention. Every school district throughout the state is required to be in full compliance. The Westbury Board of Education adopted its district-wide School Safety Plan on June 13, 2001. Included in this plan is the District's Code of Conduct. Following is a summary of the Westbury Union Free School District's Code of Conduct. This Code of Conduct is consistent with New York State Education Law, Section 3214, and the Westbury School District Policy No. 5300. A complete copy of the Code of Conduct is available upon request by contacting the District office.

The Westbury School District is committed to providing a safe and orderly school environment where students may receive quality educational services without disruption or interference. Westbury School District has a long-standing set of expectations for acceptable conduct on school property and at school functions. It is the expectation of The Westbury Board of Education, District School Administration, and all personnel to promote a safe, healthy and structured school environment whereas all students can reach their full potential.

The Board of Education 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. The Westbury School District is committed to providing an orderly and stimulating learning environment for all students - the right to learn and to teach in an educational setting that is safe, free from disruption, and conducive to learning. An effective learning environment is dependent upon a sustained and cooperative effort on the part of students, parents, and staff.

* The Code of Conduct is subject to revisions. Please check the district website periodically for any updates to the policy.

Board of Education

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Westbury Union Free School District

I. VIOLATIONS AGAINST PERSONS

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Assault: Intentionally causing physical injury to another person or persons	2 Days OSS, *, PC	5+ Days OSS, PC, SH
B. § Assault on staff	Felony charges will be filed.	
C. Harassment and/or Bullying: Communications or physical action that is threatening, insulting, disrespectful, potentially harmful, annoying or provoking	2 Days ISS, *	5+ Days OSS
D. Hazing: Initiation into or affiliation with any organization engaging in conduct which creates a substantial risk of physical injury.	2 Days OSS, *	5+ Days OSS
E. § Weapons Possession: Having, bringing, or using a weapon (Gun Free School Act, 1994)	5+ Days OSS, SH, Up to 1 calendar year suspension	
F. Possession or use of any instrument/article capable of causing physical injury.	3+ Days OSS	5+ Days OSS, SH
G. Inciting violence/menacing: Knowing about and not reporting a potentially violent act; encouraging someone or planning to participate in a violent, unsafe, or illegal act.	2 Days OSS	3+ Days OSS, SH
H. Altercations: Verbal and/or physical confrontation including to and from school.	PN, M, 1+Day ISS/OSS	5+ Days OSS, PC, SH
I. Reckless Endangerment: Subjecting individuals/oneself to danger by recklessly engaging in conduct that creates risk of/or causes serious injury.	PN, M, 1+ ISS/OSS, OSS, **	5+ Days OSS, PC, SH

II. VIOLATIONS AGAINST PROPERTY

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Extortion: Obtaining property or assistance through coercion.	2 Days OSS	5+ Days OSS, SH, PC
B. Theft: Unlawful taking/possession/sale of property.	2 Days OSS	5+ Days OSS, SH, PC
C. Theft: Unlawful taking or possession of property with force.	5 Days OSS	5+ Days OSS, SH, PC
D. Willful damage of school or personal property: Intentional destruction of school property. [Student(s) shall be responsible for all damages.]	1+ Day ISS/OSS, PN	5+ Days OSS, SH, PC
E. Pranks: Actions resulting in disruption of the school program.	M, 1+ Day ISS	2 Days OSS
F. Multiple occupancy of a locker and/or violation of its use.	Suspension of locker privileges	Permanent loss of locker privileges
G. Illegal/Unauthorized/Misuse of school electronic devices, equipment, and machines.	2+ Days ISS	5 Days OSS, SH, PC

KEY - **D:** Detention **TO:** Time Out **PN:** Parent Notification **ML:** Mandatory Letter
ISS: In School Suspension **OSS:** Out of School Suspension **SH:** Superintendent Hearing
PC: Police Contact *: Referral to Counselor **: Referral to Building PPS
GR: Gang Related-Penalties will increase for those offenses warranting this description

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III. VIOLATIONS AGAINST PUBLIC DECENCY

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Dress Code Violation/Indecent Exposure	PN, ISS, Cover Clothing	1+ Day OSS
B. Obscenity: Communication/activity that is obscene, and profane	M, 1+ Day ISS/OSS, *	4+ Days OSS, *
C. Profanity at a staff member or an employee of the school district	1+ Day OSS, *	5+ Days OSS, SH, PC, *
D. Discriminatory practice and/or Sexual Harassment: Activities that are intended to be offensive to one's race, religion, heritage, gender, disability, or sexual orientation	2 Days OSS, *	5+ Days OSS
E. Activities that can be considered lewd, sexual misconduct	2 Days ISS, *	5+ Days OSS, *

IV. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Alcohol/Controlled Substance: Possession, consumption, distribution, and/or under the influence.	3+ Days OSS, **	4+ Days OSS, **
B. Possession of drug, gang, illegal, or inappropriate paraphernalia	2+ Days OSS, **	4+ Days OSS, **
C. Possession of Tobacco or marijuana	2+ Day OSS, **	4+ Days OSS, ** (Marijuana, PC)
D. Explosive/Hazardous Devices: Bringing, possessing and/or detonating any device with the potential for creating a public disturbance or harm.	5 Days OSS	5+ Days OSS, SH, PC
E. Discharging Fire Extinguisher, pulling fire alarm, or dialing 911 falsely	3 Days OSS	5+ Days OSS, SH, PC
F. Falsely reporting an incident.	2+ Days ISS/OSS	4+ Days OSS
G. Open Flame: Use of matches or lighter on school property, unless supervised by a staff member.	1+ Day ISS/OSS	4+ Days OSS
H. Arson/Deliberate setting of a fire	5 Days OSS, PC, SH	5+ Days OSS, PC, SH

V. VIOLATIONS AGAINST TRAFFIC REGULATIONS

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Reckless use of a motor vehicle: Use of a vehicle, which endangers people and property.	Loss of Driving Privileges and 1+ Days ISS/OSS	Permanent Loss of Driving Privileges and 3+ Days OSS, PC
B. Parking Regulations Violation	Loss of Driving Privileges 1+ Days ISS/OSS	Permanent Loss of Driving Privileges, 3+ Days OSS, PC
C. Unauthorized use of operated vehicles	Sticker, PN, 1+ Day ISS/OSS	Towed, 3+ Days OSS, PN, PC

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VI. VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

DISCIPLINARY OFFENSE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
A. Insubordination: Willful refusal to follow given directions.	M, PN, 1+ Day ISS/OSS	5 Days OSS
B. Disorderly Conduct: Disrupts the educational process and interferes with the authority of school personnel	M, 1+ Day ISS/OSS, PN	5 Days OSS, SH, PC
C. False Information: Refusing to give or giving false information when requested.	1+ Day ISS/OSS	3+ Days OSS
D. Forgery/Plagiarism: Falsifying signature, data et al., cheating (caught in the act of or intent to)	1+ Day ISS, M, (Grade of 0% if applicable)	2+ Days OSS
E. Violation of Administrative directives/district policies.	M, PN, 1+ Day ISS/OSS	5+ Days, OSS, SH
F. Gambling	1+ Day ISS/OSS	3+ Days OSS
G. Possession of any unauthorized electronic devices and other disruptive materials	Confiscation, PN, 1+ Day ISS/OSS See #1 on Page 3	1+ Day OSS See #1 on Page 3
H. Inappropriate/Unsafe Bus Behavior/Inappropriate behavior or insubordination to Bus Driver/riding on bus not assigned to student	Loss of Bus Privileges, 1+ Day ISS/OSS	Permanent Loss of Bus Privileges 5+ Days OSS, SH
I. Trespassing/Unauthorized presence on school property.	2+ Days OSS	5+ Days OSS, SH, PC
J. Leaving Campus without parental or administrative permission/leaving supervised area without permission	1+ Day ISS/OSS	2+ Days OSS
K. Cutting Class	M, D, PN, 1+ Day ISS	M, 1+ Day OSS, Exclusion of Extra-Curricular activities
L. Continuous lateness to class and school.	M, D, PN, 1+ Day ISS	M, 1+ Day OSS, Exclusion of Extra-Curricular Activities
M. Truancy	M, D, PN, 1+ Day ISS/OSS	2+ Days, OSS, *,**
N. Loitering in school/on school grounds during and after school hours.	Immediate ejection from grounds, 1+ Day ISS, PN	2+ Days OSS, PC
O. Eating/Drinking in class without permission	PN, 1+ Day ISS	2 Days ISS/OSS
P. Unauthorized photography or video.	PN, 1+ Day ISS/OSS	2+ Days OSS, PC, SH

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Possession of any unauthorized electronic devices and other disruptive materials:

1st Offense:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Confiscate the electronic device 2. Put it in zippered bag 3. Tag the device with identification information 4. Give student receipt | <ol style="list-style-type: none"> 5. Secure the electronic device 6. Parent must come up to retrieve the electronic device 7. Incident will be logged |
|--|---|

2nd Offense:

1. Same as first offense
2. Parent must sign a letter that will state that if this or any other electronic device is confiscated again, device(s) will not be returned until June 30.

3rd Offense:

1. Device is confiscated until June 30.
2. Parent must retrieve device(s).

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Consequences for Unacceptable Student Behavior

Westbury School District has adopted a uniform discipline code for all students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, if a staff member feels a referral is necessary, the principal shall apply the code based on the prior disciplinary record. Consequences of misbehavior include in- and out-of-school suspension, detention, school service, loss of privileges, and an abbreviated day. Ongoing unacceptable behavior shall be referred to the appropriate administrator and/or an Alternative Learning Center. Following is a list of violations and actions an administrator shall enforce for infraction of the Code Of Conduct consistent with a student's right to due process. Students who are under administrative review shall not participate in any school district activities nor be allowed on any district property for the duration of the suspension as specified by the Board of Education

Westbury School District Dress Code

The Westbury School District Dress Code expresses our commitment to learning, safety, high standards, freedom of expression, and appropriate, responsible dress for school and school functions. Attention to appearance is a reflection of care and concern for our students and our community. We have established these standards to create an atmosphere of self-respect and respect for others. It is the responsibility of our school system to prepare students for the world of work which requires appropriate dress.

This code is designed to be a guide and is by no means all inclusive. Final decisions concerning appropriateness of dress will be made by the building administrator.

Students in grades K-12 shall not wear the following:

1. Any clothing or apparel which:
 - Is considered unsafe, dangerous, or a health hazard (no outerwear shall be worn during the school day);
 - Contains offensive or obscene symbols, signs, slogans, or words denigrating any person's race, color, religion, ancestry, national origin, disability, gender, and/or sexual orientation;
 - Contains language or symbols promoting or endorsing violence, sex, drugs, alcohol, tobacco, or vandalism;
2. Any attire or grooming disruptive to the instructional process which may include, but not limited to:
 - bare midriffs, halter tops, tube tops, and any clothes insufficient to conceal undergarments at all times, such as net/mesh shirts, transparent blouses, shirts, or dresses;
 - short shorts, short skirts, dresses, or pants that are tight or revealing;
 - pajama-type or bedtime clothing, bedtime wear, slippers;
 - bare feet or flip-flops (rubber thongs);
 - unbuckled belts or overall straps;
 - hats or sunglasses;
 - chains, dog collars, hanging chains;
 - jewelry with gang symbols, and/or
 - any combination of clothing which law enforcement agencies currently consider gang-related (these may change over time)

Exceptions to the Dress Code necessitated by religious practice will be considered individually by the building administrator.

Provisions of the Dress Code are applicable at all times within the school building and during all school activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

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Discipline for Activities Not Occurring on School Premises

The Westbury Board of Education has a strong sense of responsibility to assure students that they can go to and from school in an atmosphere of safety. Also, there are many off-campus activities in which students participate, such as sports events at other schools, field trips, volunteer work on behalf of school programs or club activities. Many times incidents that occur off school premises are a result of activities which have occurred on school premises. These incidents may have an impact on subsequent activities on school premises or on the safety of students within our schools. Therefore, it is the policy of the Westbury Board of Education that students shall be disciplined for off-campus conduct detrimental to the interest of the school district and/or disruptive to the school community.

This document in no way limits the Superintendent or the Board of Education to take action to assure safe schools but serves as a procedural guideline.