



Book	POLICY MANUAL
Section	SERIES 5000 - STUDENTS
Title	CODE OF CONDUCT - ESSENTIAL PARTNERS
Code	5300.20
Status	Active
Adopted	July 5, 2001
Last Revised	July 10, 2019
Last Reviewed	July 11, 2018

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child's educational opportunities.
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 excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress Code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the District.
9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively 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 study and ensure homework assignments are completed.
13. Report incidents of bullying and harassment in accordance with District Policy 0115 and Regulation 0115-R.

B. Teachers

All District teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Dress and groom in professional, appropriate attire.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces, conformity with the Taylor law.
9. Address issues of discrimination, harassment and/or bullying or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
11. Report incidents of discrimination, bullying and/or harassment that are witnessed or otherwise brought to a teacher's attention in a timely manner, in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

C. Guidance Counselors

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and, parent/teacher/ student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Maintain confidentiality in accordance with federal and state law.

7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that they are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.
12. Report incidents of discrimination, bullying and/or harassment that are witnessed or otherwise brought to a teacher's attention in a timely manner, in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

D. Other School Personnel

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the Code of Conduct.
4. Help children understand the district's expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.
8. Report incidents of discrimination, harassment and/or bullying that are witnessed or otherwise brought the employee's attention in a timely manner, in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

E. Principals/Administrators are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Ensure that students and staff have the opportunity to communicate regularly with the Principal/Administrators and have access to the Principal/Administrators for redress of grievances.
3. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide support in the development of the Code of Conduct, when called upon. Disseminate the Code of Conduct and anti-harassment policies.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.
10. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
11. Report and/or investigate, as appropriate, incidents of discrimination, harassment and/or bullying that are witnessed or otherwise brought to a Principal's/Administrator's attention in a timely manner, in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

F. The Dignity Act Coordinator(s)

2018-2019 Dignity Act Coordinators

Name	Building Contacts	Telephone #
Kelly Jordan	Centereach High School	285-8100
Gilda MacDonald	Newfield High School	285-8330
Tracey Lohmann	Dawnwood Middle School	285-8210
Christine O'Leary	Selden Middle School	285-8412
Sylvia Sayer	Bicycle Path Pre-K/Kindergarten Center	285-8815
Maira Kochis	Eugene Auer Memorial Elementary School	285-8518
Lynn Lopez	Hawkins Path Elementary School	285-8544
Maira Kochis	Holbrook Road Elementary School	285-8578
Stacey Hendershot	Jericho Elementary School	285-8607
Lisa Friedman	New Lane Memorial Elementary School	285-8935
Cathy Oliva	North Coleman Road Elementary School	285-8667
Lynn Lopez	Oxhead Road Elementary School	285-8707
Cathy Oliva	Stagecoach Elementary School	285-8739
Sylvia Sayer	Unity Drive Pre-K/Kindergarten Center	285-8773

Stacey Hendershot	Universal Pre-K Program	285-8769
Samantha Janosick	K-12 District Wide Social Worker	285-8819
Tracey Lohmann	Alternative Learning Center (ALC)	285-8346
	District Contacts	
Jennifer Harrison	Director of Pupil Personnel Services	285-8850
Mark Palios	Coordinator of Guidance	285-8850

NOTE: The following list of duties should be customized to reflect the role in the district.

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

G. The Superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Review with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize incidents of misconduct and are sensitive to student and teacher needs.
5. Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly, fairly and consistently.
6. Maintain confidentiality in accordance with federal and state law.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.
10. Report, investigate and/or consider appeals of incidents of discrimination, harassment and/or bullying that are witnessed or otherwise brought to the Superintendent's attention in a timely manner in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

H. The Board of Education is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement or the goals of the Code of Conduct.
4. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
5. Adopt and review at least annually the District's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students and staff.
9. Report, investigate and/or consider appeals of incidents of discrimination, harassment and/or bullying that are witnessed or otherwise brought to the Superintendent's attention in a timely manner in accordance with District Policies, including District Policy 0115 and Regulation 0115-R.

Cross-ref: 0115, Student Harassment and Bullying Prevention and Intervention

Adoption Date: 07/05/2001, Revised: 07/10/2019; 02/06/2019; 11/18/2015; 06/13/2012; 12/7/2011, 02/13/2008, 02/07/2007, 04/05/2006, 05/04/2006 Reviewed: 07/11/2018; 04/25/2018; 07/12/2017