

**The Shelter Island Union Free School District**  
**Grades 6 -12 Code of Conduct**  
**(Plain Language Summary)**

(Adopted January 2015)

The Board of Education of the Shelter Island School District is committed to providing a safe, supportive 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 are essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. As a district, we are built on the principles of reinforcing civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

---

**Student Rights**

The district is committed to safeguarding the rights given to all students under New York State and federal law. In addition, to promote a safe, supportive, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex, sexual orientation or disability
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of a penalty
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel

---

**Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive, and orderly school environment that is conducive to learning and to show respect to other persons and to property
2. Be familiar with and abide by all district policies, rules and regulation dealing with student conduct
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn
4. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner
6. Work to develop mechanisms to control their anger
7. Ask questions when they do not understand
8. Seek help in solving problems that might lead to discipline
9. Dress appropriately for school and school functions
10. Use the language deemed appropriate and acceptable when addressing teachers, administrators, other school personnel, and peers
11. Accept responsibility for their actions
12. Exhibit conduct based on principals of civility, mutual respect, citizenship, good character, tolerance, honesty and integrity.
13. Conduct themselves in a manner that fosters an environment that is free from all forms of bullying, harassment and discrimination.
14. Conduct themselves as representatives of the district when participating in or attending school-sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship
15. Be forthcoming with information concerning violations of the Code including but not limited to any incidents of bullying, harassment or discrimination.

## **Prohibited Student Conduct** **Code of Conduct Excerpt**

(Adopted January 2015)

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

All violations of school rules apply to student behavior in school, on school property, on school buses and at school-sponsored functions.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

### **Engage in Bullying**

Bullying as defined in the "Definitions" section of the full version of the Code of Conduct. Bullying can be physical, verbal or psychological. Examples of bullying include but are not limited to:

- Hitting, kicking, spitting, pushing, taking personal belongings
- Taunting, malicious teasing, name calling, making threats
- Spreading rumors, manipulating social relationships, engaging in social exclusion
- Cyber-bullying

### **Engage in conduct that is disorderly**

Examples of disorderly conduct include but are not limited to:

- Running in hallways
- Making unreasonable noise
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Cursing or swearing, use of profanity, orally, in writing or on the Internet including hand held devices
- Obstructing vehicular or pedestrian traffic
- Engaging in any act, which disrupts the normal operation of the school community
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy
- Loss or destruction of district property or resources
- Littering
- Loitering
- Misuse of hall pass
- Pushing, shoving, name calling
- Fighting
- Inappropriate display of affection
- Trespassing
- Leaving school grounds without permission

### **Engage in conduct that is insubordinate or disruptive**

Examples of insubordinate or disruptive conduct include but are not limited to:

- Failing to comply with the reasonable directions of teacher, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect
- Missing or leaving school without permission
- Skipping detention
- Lateness to class or school
- Cutting class
- Unauthorized use of all electronic devices during class or on school premises
- Using any type of recording device in any manner that interferes with or is disruptive of the education process or invades the privacy of students, staff volunteers or visitors
- Forging the signature of a teacher, parent, guardian, custodian or any other person
- Attending school or school sponsored event under the influence of alcohol or drugs

- Failure to follow directions during an emergency
- Truancy
- Violation of Dress Code
- Expression of drugs, alcohol use, violence, sex, bias remarks in writing, on paper, shirts, hats, etc
- Disruptive behavior on school bus, cafeteria, recess, and hallways
- Pranks on staff members
- Engaging in conduct that may endanger the health or safety of students/staff within the educational system or which disrupts the educational process

**Engage in conduct that is violent**

The School District is committed to the prevention of violence against any individual on school property at school activities whether such acts and/or threats of violence are made by students, staff or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email or by text message or any other electronic means shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Code of Conduct for the Maintenance of Order on School Property and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats of physical actions which create a safety hazard for others.

All staff who are made aware of physical acts/or threats of violence directed to students or staff are to report such incidents to the administration. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and or Academic Administrator. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts of violence, including threats of suicide, of which they are aware by reporting such incidents to a faculty member or the Superintendent/Principal or their designee.

The District reserves the right to seek restitution, in accordance with law, from the parent/ guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

Examples of violent conduct include but are not limited to:

- Committing an act of violence (such as, but not limited to, hitting, kicking, punching, and/or scratching) upon a teacher, administrator or other school employee or attempting to do so.
- Committing an act of violence (such as but not limited to hitting, kicking, punching, and/or scratching) upon another student or any other person lawfully on school property or attempting to do so
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function
- Displaying what appears to be a weapon
- Threatening to use any weapon
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property
- Intentionally damaging or destroying school district property
- Acts of damage may include graffiti, arson and vandalism
- Possession of firearms/laser light pens/weapons/fireworks
- Use of fireworks/explosive devices
- Causing injury to a student or staff member

- Assault and/or threatening a staff member, student or other individual lawfully on school district property

**Engage in any conduct that endangers the safety, morals, health, or welfare of others**

Examples of such conduct include but are not limited to:

- Lying to school personnel
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function
- Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
- Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner
- Harassment/bullying, which includes the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For purposes of this definition the term "threats, intimidation or abuse" includes verbal and non-verbal actions.
- Cyberbullying, which includes harassment or bullying as defined directly above, where such harassment or bullying occurs through any form of electronic communication.
- Intimidation and/or threatening behavior, which includes engaging in actions or making statements that put an individual in fear
- Hazing, which includes an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.
- Selling, using, distributing or possessing obscene material
- Using vulgar or abusive language, cursing or swearing
- Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco Possession of tobacco/cigarettes/e-cigarettes
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal or controlled substances, or being under the influence of either {Illegal substances include, but are not limited to, inhalants, marijuana, synthetic cannabinoids (marijuana), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as designer drugs}
- Possession of drug paraphernalia
- Inappropriately using or sharing prescription and over-the-counter drugs
- Gambling
- Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher or tampering with a fire alarm, smoke detector or AED.
- Participating in or association with gangs or gang related activities
- Bomb threats
- Endangering the safety of others through spitting, or other health violations
- Infringement on an individual's civil rights
- Engage in unlawful conduct on or off school grounds

### **Engage in misconduct while on a school bus**

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

### **Engage in any form of academic misconduct**

Examples of academic misconduct include but are not limited to:

- Plagiarism
- Cheating
- Copying
- Altering records
- Using an unauthorized help sheet or electronic device
- Illegally obtaining tests in advance
- Substituting for a test taker and other forms of collusion
- Assisting another student in any of the above actions

### **Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or interferes with or can reasonably be expected to substantially disrupt the educational process in school of at a school function.**

Examples of such misconduct include, but are not limited to:

- Cyberbullying as defined above;
- Threatening or harassing students or school personnel over the phone, internet or other electronic medium.

---

## **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

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

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Recognize that extremely brief and/or sheer garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times.
- Not include the wearing of hats/visors/head-coverings anywhere in the school building except for medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate, or discriminate against others on account of actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, gender, sex, sexual orientation, or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not wear dark glasses unless prescribed by a physician.
- Certain instructional areas, due to safety concerns, may have independent codes (i.e., shop, art, PE) and students are to be guided accordingly.
- The Superintendent/Principal will make the final decision about the violations of the dress code.

The Superintendent/Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offensive item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

## **Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building Principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall immediately report this information to a teacher, or to the Superintendent/Principal.

---

## **Reporting Incidents of Discrimination, Harassment and Bullying**

Students who have been bullied, harassed or discriminated against, parents whose children have been bullied, harassed or discriminated against, or other students or staff who observe bullying, harassing or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided, as well as any applicable district policies. (Refer to BOE Policy 7550, Dignity for All Students Act Policy; BOE Policy 8130, Equal Opportunity; and BOE Policy 7551, Sexual Harassment).

Names and contact information of the **District Dignity Act Coordinators** follow:

Dr. Brian Doelger	K-12 Building	631-749-0302, ext. 192
Todd Gulluscio	K-12 Building	631-749-0302, ext. 107

---

## **Disciplinary Penalties**

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the most appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances that led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

### **Penalties**

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty is authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - any member of the district staff
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Superintendent/Principal
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Superintendent/Principal
4. Detention - teachers, Superintendent or designee  
Suspension from transportation - Superintendent or designee.  
Suspension from athletic participation - coaches, Superintendent or designee  
Suspension from social or extra-curricular activities - activity director, Superintendent or designee
5. Suspension of other privileges - Superintendent or designee
6. In-school suspension - Superintendent or designee
7. Removal from a classroom by teacher - teachers, Superintendent or designee
8. Short-term (five days or less) suspension from school - Superintendent or designee
9. Long-term (more than five days) suspension from school - Superintendent or designee
10. Permanent suspension from school - Superintendent or designee. Pending a Superintendent's Hearing

A Discipline Form will be completed by any member of the staff listed above and turned into the Director of Physical Education and District Operations.

### **Procedures**

All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

**1. Detention**

Teachers, and the Superintendent/Principal may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

**2. Suspension from Transportation**

If a student does not conduct himself/herself properly on a bus, such instances shall be brought to the attention of the Superintendent by the bus driver. Students who become a serious disciplinary problem may have their riding privileges suspended by the Superintendent.

**3. In-School Suspension**

**4. Teacher Disciplinary Removal of Disruptive Students**

**5. Suspension from School**

---

## **Student Searches**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, the Superintendent/Principal and/or their administrative designee is authorized to impose a disciplinary penalty on a student and may question a student about an alleged violation of law or the district 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 a student's parent(s) before questioning the student. A school official will explain to the student(s) reasons why they are being questioned.

### **Student Lockers, Desks and other School Storage Places**

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

**A full version of the Code of Conduct is posted on the District website at [www.shelterisland.k12.ny.us](http://www.shelterisland.k12.ny.us) and is also available in the District Office.**