# NORTH MERRICK UNION FREE SCHOOL DISTRICT

# CODE OF CONDUCT

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## Introduction

The North Merrick 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, and 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, integrity, and for the safety of all.

The North Merrick 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 North Merrick Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function and supersedes any inconsistent policy/policies or regulation(s).

## Definitions

For purposes of this code, the following definitions apply.

***Disruptive student*** means an elementary student K-6 who is substantially disruptive of the educational process or substantially interferes with teacher's authority over the classroom by engaging in a willful act which prevents teaching and learning.

***Parent*** means parent, guardian or person in parental relation to a student.

***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 (K-6) school, or in or on a school bus, as defined in Education Section 11(1) and Vehicle and Traffic Laws §142. School district computer email addresses, network usage and server access.

***School function*** means any District school-sponsored event or activity held during, before, or after school while on/or off school property. (Education Law Section 11(2).

***Disability*** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11 [4] and Executive Law Section 292[21]).

***Violent student*** means an elementary K-6 school student who:

- Commits an act of violence upon a school employee, or attempts to do so.
- 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.
- Possesses displays or threatens to use, while on school property or at a school function, a gun, knife, explosive or incendiary bomb, or other dangerous instruments deemed capable of causing physical injury or death.
- Knowingly and intentionally damages or destroys the personal property of any child, school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school district property.

***Weapon*** means a firearm and/or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

***Employee*** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

***Sexual Orientation*** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

***Gender*** means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

***Harassment*** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably the substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-begin; or 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 safety; such conduct, verbal threats, intimidation or abuse based on a person's actual or

perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

## Student Rights and Responsibilities

### ➢ Student Rights

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

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

### ➢ Student Responsibilities

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Inform the individual in charge of any unsafe or dangerous situation.

## Essential Partners

### ➢ Parents

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are legal.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the District.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160 .
- Comply with all District policies as presently exist or as may be amended from time to time.

### ➢ Teachers

All district teachers are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
  *Class and curriculum objectives and requirements*
  *Marking/grading procedures*
  *Assignment deadlines*
  *Expectations for students*
  *Classroom discipline plan*
- Communicate regularly with students, parents and other teachers concerning growth and achievement.

- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160 .
- Comply with all District policies as presently exist or as may be amended from time to time.

## ➢ Employees

- Maintain a climate of mutual respect and dignity which will strengthen the learning environment.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Recognize their professional responsibility to exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

## ➢ Psychologist/Social Worker

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with students their educational, emotional, and social development.
- Cooperate with other school personnel.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160.
- Comply with all District policies as presently exist or as may be amended from time to time.

## ➢ Non-Teaching Personnel

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Demonstrate interest and concern for students.
- Maintain a respectful relationship with students and staff.
- Report all incidents of misconduct to the Building Principal or DASA Coordinator.
- Cooperate with other school personnel.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160 .
- Comply with all District policies as presently exist or as may be amended from time to time.

## ➢ Principals

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students, staff, and parents have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- Evaluate with central office administration on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160.
- Comply with all District policies as presently exist or as may be amended from time to time.

## ➢ Superintendent

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with District administrators the policies of the North Merrick Board and state and federal laws relating to school operations and management.
- Inform the North Merrick Board about current educational trends.
- Schedule training for students and staff on the Code of Conduct and the Dignity for all Students Policy.
- Ensure the curriculum contains instruction in civility, citizenship and character education.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to students and teacher needs.
- Work with District administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160.
- Comply with all District policies as presently exist or as may be amended from time to time.

## ➢ North Merrick Board of Education

- 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.

- 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.
- Lead by example by conducting North Merrick Board meetings in a professional, respectful, courteous manner.
- Use emails, phone numbers and addresses that are provided by parent/guardian for school related purposes/business only.
- Maintain confidentiality as per Policy 2160.
- Comply with all District policies as presently exist or as may be amended from time to time.

## Student Attendance Policy

The North Merrick Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board encourages full attendance by all students, and anticipates a reduction of unexcused absences, tardiness, and early departures (hereinafter referred to as *ATEDs*). An adequate attendance record keeping system shall be maintained, patterns of student ATEDs identified, and effective intervention strategies developed to improve school attendance.

***Notice***

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures, and the consequences of non-compliance. To ensure that students, parents, teachers, and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The attendance policy will be included in the District calendar, and will be reviewed with parents and students at the beginning of the school year. Additional clarification of this policy will be provided at *Meet the Teacher Night*.

- Parents/guardians will receive a copy of this policy, in plain language, by mail, at the beginning of the school year. Parents/guardians will be asked to sign and return a statement indicating that they have read and understand this policy.

- The District will provide copies of the attendance policy and any amendments thereto to faculty and staff. Each new faculty and/or staff member will receive a copy upon employment.

- Copies of this policy will also be made available to any community member, upon request.

***Excused and Unexcused Absences***

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, or such other reasons as may be approved. All other ATEDs are considered unexcused.

Teachers take attendance each day. Therefore, each absence must be accounted for. It is the parent's/guardian's responsibility to notify the school on the morning of the absence, no later than 8:45 AM. A written note, signed and dated by the parent/guardian, explaining each instance of ATED must be turned over to the school upon the child's return.
Students absent for family vacations, or other activities outside of the school calendar, and unexcused absences, will be treated as such. Instruction missed during this time cannot be made up through advanced homework assignments or extra help.

***General Procedures/Data Collection***

- Attendance will be taken each day.

- Recording attendance a second time during the school day is not required in this Elementary School District. Whenever parents/guardians request that a child leave the school grounds during lunch/recess, such students (kindergarten through grade 6) must be picked up and signed out of school by an authorized adult.

- At the end of the school day, all attendance information shall be compiled and provided to the designated staff member responsible for attendance.

- The nature of an ATED shall be coded on a student's record, as follows:

    - Absent
    - Truant
    - Early dismissal
    - Family
    - Illness
    - Sent Home
    - Absent religious
    - Tardy

- Student ATED data shall be available to, and should be reviewed by, the school nurse or other designee.

- Where additional information is received that requires corrections to be made to a student's attendance record, such corrections shall be made immediately. Notice of such a change shall be sent to appropriate school personnel, subject to applicable confidentiality rules.

- Attendance data shall be analyzed periodically to identify patterns or trends in student absences.

- Continuous monitoring shall be conducted to identify students who are absent, tardy, or leave class or school early.

*Attendance Incentives*

This District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance, including—

- an attendance honor roll, at the end of each marking period, identifying students with no more than three absences; and

- a letter of recognition from the Superintendent of Schools.

***Intervention Strategies***

In the event excessive ATEDs are noted, parents/guardians will be requested to meet with the school social worker and/or psychologist to develop corrective measures. Should the intervention of the social worker and/or psychologist be unsuccessful, the matter will be referred to the principal or superintendent. In the event the problem persists, referral to Child Protective Services will be considered.

***Attendance/Grade Policy***

The North Merrick Board of Education recognizes the important relationship between class attendance and student achievement. A student's successful performance on homework, papers, projects as well as State and local assessments is usually a reflection of steady attendance. Consistent with the importance of classroom participation, unexcused ATEDs will most likely affect a student's achievement.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school sponsored activity (i.e., music lessons, field trips, etc.), may arrange with their teachers to make up any work missed. This also applied to any student who is absent, tardy, or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected, upon their return, to consult with their teachers regarding missed work.

In the event a student is absent for an extended period of time, the parent/guardian shall contact the building principal to discuss the implications of the absence and instruction.

***Annual Review***

The North Merrick Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the North Merrick Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

## Student Use of Electronic Devices

Students are discouraged from bringing personal electronic devices (like smartphones, tablets, or smartwatches) to school. If brought, devices must be silenced and kept in backpacks all day and may only be used with permission or if part of an approved exception, such as a medical need or an Individualized Education Program (IEP). To avoid distractions, parents should contact students through the school office during the school day.

If students use devices against these rules, the device will be held by the school until the end of the day, and consequences like detention may apply (but not suspension). The school is not responsible for lost or damaged devices. Devices are also prohibited during testing unless specifically allowed for medical or educational reasons. For questions or exceptions, please contact the school principal.

Parents that need to connect with their students during the school day are advised to contact the main office.

## Student Dress Code

The purpose of the code is to allow students to feel comfortable and to enhance safe participation in all activities while in the learning environment.

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. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress and appearance shall:

1. be safe, appropriate and not disrupt or interfere with the educational process;
2. recognize that extremely brief and revealing garments such as tube tops, net tops, halter 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 footwear at all times; footwear that is a safety hazard will not be allowed;
5. not include the wearing of hats/hooding in the classroom except for a medical or religious purpose;
6. not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability;
7. not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. not include any articles of clothing or accessories that would be deemed a distraction.

Each building principal or his or 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 to the dress code made during the school year.

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 be subject to disciplinary action.

When we enter the season of the warmer weather, please remind your children that our dress code still must be adhered to. Please respect the following restrictions:

1. no strapless shirts/tops
2. no midriff shirts (no exposed belly-buttons)
3. appropriate length of shorts
4. t-shirts and sleeveless shirts are acceptable, but mesh (see-through) team jerseys must be worn with a t-shirt underneath
5. footwear-we encourage sneakers or shoes to be worn while in school. Platform shoes, high-heels, flip-flops and clogs (slip-on shoes without heels) are considered inappropriate, especially in physical education classes, going up and down stairs, and at recess

## Prohibited Student Conduct

The North Merrick 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.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The North Merrick Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

- **Engage in conduct that is disorderly.** *Examples of disorderly conduct include:*

  - Running in hallways
  - Making unreasonable noise
  - Using language or gestures that are profane, lewd, vulgar or abrasive
  - Obstructing vehicular or pedestrian traffic
  - Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  - 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.
  - Acting in a manner that has the potential to damage or destroy school property or inflict harm.

- **Engage in conduct that is insubordinate.** *Examples of insubordinate conduct include:*

  - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - Lateness or, missing or leaving school without permission.
  - Skipping detention.

- **Engage in conduct that is disruptive which is:**

  - a willful act which prevents teaching and learning.

- **Engage in conduct that is violent.** *Examples of violent conduct include:*

  - Committing or attempting to commit an act of violence upon a teacher, administrator, other school employee, another student, or any other person lawfully on school property.
  - 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; including graffiti or arson.
  - Intentionally damaging or destroying school district property.

- **Engage in any conduct that endangers the safety, health or welfare of others** *including and not limited to the following*:

- 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 or unprivileged 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 race, color, creed, national origin, religion, religious practice, gender, sexual orientation, sex, ethnic group, color, weight or disability as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using or possessing obscene and pornographic material.
- Using vulgar or abusive language, cursing or swearing.
- Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. *Illegal substances* include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
- Inappropriately using or sharing prescription and over-the-counter drugs.
- Gambling
- Indecent exposure, that is, exposure to sight 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.
- Students are prohibited from possessing, storing and/or operating e-bikes, e-scooters, dirt bikes, other motorized micromobility personal transportation devices or other small, electric, fuel, or battery-powered transportation devices not registered as motor vehicles on school property, including parking lots and walkways. This includes students attending any of the District's summer programs or activities..

- **Engage in misconduct while on a school bus. Excessive noise, pushing, shoving and fighting will not be tolerated.**

- **Engage in any form of academic misconduct.** *Examples of academic misconduct include:*

  - Plagiarism
  - Cheating

- Copying
- Altering records
- Assisting another student in any of the above actions.

- **Engage in misconduct that bullies**

  - Creation of a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse of such a severe nature that:

    1. has the effect of substantially interfering with a student's educational performance, opportunities or benefits or mental, emotional and/or physical well-being; or
    2. Reasonably causes or would be expected to cause a student to fear for his or her safety.

## Reporting Violations

All students are expected to promptly report violations of the code of conduct to the supervising adult, a teacher, staff member, the building principal or his/her designee.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of the business day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Any allegation of harassment and/or discrimination based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender by school employees or students on school property or at a school function shall immediately be reported to the Dignity Act Coordinator.

## Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and is fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

- The student's age
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate
- 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.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education, and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. Under most circumstances, a student who has been identified as having a disability may not be suspended from school for misconduct that is a manifestation of the child's handicapping condition for more than 10 consecutive school days without being afforded due process.

## ➢ Consequences

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 by authorized school personnel consistent with the student's right to due process.

- Oral warning
- Written warning
- Notification to parent
- Time out
- Loss of recess
- Before or after-school detention
- Replacement and/or a restoration of damaged property
- School service related to the infraction
- Suspension from transportation
- Suspension from extracurricular activities
- Suspension of other privileges
- In-school suspension

- Removal from classroom
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school for students in grade 6.

## ➢ Due Process Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. 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.

Students who are to be given penalties other than an *oral warning, time out, loss of recess, written warning or notification to their parents* are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

- ***Detention***

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

- ***Suspension from transportation***

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for arranging for appropriate transportation so that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

- ***Suspension from extracurricular activities and other privileges.***

A student subjected to a suspension from extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

- ***In-school suspension***

The North Merrick Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in *in-school suspension*.

A student subject to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty involved.

- ***Teacher disciplinary removal of disruptive students.***

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include opportunities for a student to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to: *(1) short-term "time out" in a classroom or in an administrator's office; (2) sending a student to the principal's office for a specified period of time; (3) sending a student to the psychologist or social worker for time out and counseling.* Classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive; he/she engages in a willful act which prevents teaching and learning. For purposes of this code, *a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules*.

After the use of a variety of management techniques as well as a series of documented and substantiated interventions, a classroom teacher may remove a disruptive student for the balance of the school day to ensure that the instructional process will continue.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events prior to dismissal.

The teacher must complete a District-established disciplinary removal form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

After the student's removal, the principal or principal's designee must notify the student's parents that the student has been removed from class and the reasons for removal. The contact with the parent must be made prior to dismissal on the day of the occurrence. Within 24 hours of removal, written notification will be sent informing parents of his/her right to request a conference with the teacher and principal or his/her designee to discuss the reasons for the removal. The informal meeting must be held within 48 hours of the student's removal or extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- The charges against the student are not supported by prior documentation and/or substantial evidence based upon the severity of the act.
- The student's removal is otherwise in violation of law, including the district's code of conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The classroom teacher shall provide educational material to any disruptive student removed from the classroom by the classroom teacher until the child is permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his/her class which will be placed in a confidential file in the Principal's office.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the principal, principal's designee, or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation and that the student shall receive alternate instruction consistent with his IEP during the time of his removal.

- ***Suspension from School***

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The North Merrick Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All referrals shall be made in writing unless the conditions underlying the referral warrant immediate attention.

- ***Short-term (5 days or less) suspension from school***

When the superintendent or principal proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the superintendent or principal must immediately notify the student orally. If the student denies the misconduct, the superintendent of principal must provide an explanation of the basis for the proposed suspension within 24 hours.

Parental notice concerning student suspensions.

When suspension of a student from attendance for a period of five days or is proposed, school district officials shall immediately notify the parents or the persons in parental relation in writing that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parents or persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents or persons in parental relation. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or persons in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law, section 3214(3)(b). Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or persons in parental relation to the pupil. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

- ***Long-term (more than 5 days) suspension from school***

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he/she shall give reasonable notice to the student and the student's

parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, and the right to present witnesses and other evidence on his/her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearings shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the North Merrick Board of Education that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within ten business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The North Merrick Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

- ***Permanent Suspension***

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function. No student in kindergarten through fifth grade shall be permanently suspended from school.

## ➢ Minimum Periods of Suspension

- ***Students who bring a weapon to school***

Any student, other than an student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- The student's age.
- The student's grade in school.
- The student's prior disciplinary record.
- The superintendent's belief that other forms of discipline may be more effective.
- Input from parents, teachers and/or others.
- Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

- ***Students who commit violent acts other than bringing a weapon to school.***

Any student, including a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent's will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

- ***Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom***

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teachers(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## ➢ Referrals

- ***Counseling may be recommended for students who violate the code of conduct.***

- ***PINS Petition***

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

- ***Juvenile Delinquents and Juvenile Offenders***

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have bought a weapon to school

## Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

## Discipline of Students with Disabilities

The North Merrick Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The North Merrick Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The North Merrick Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

### ➢ Authorized Suspensions or Removals of Students with Disabilities

- ***For purposes of this section of the code of conduct, the following definitions apply.***

  A *suspension* means a suspension pursuant to Education Law § 3214.

  A *removal* means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An *IAES* means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

- ***School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:***

1. The North Merrick Board of Education, the Superintendent or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

2. The superintendent may order the placement of a student with disability into an IAES, another setting or suspension for up to ten consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

3. The superintendent may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

4. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function

   *Weapon* means the same as "dangerous weapon" under 18 U.S.C. § 930 (g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.

*Controlled substance* means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

*Illegal drugs* means a controlled substance for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

5. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

## ➢ Change of Placement Rule

- ***A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:***

  For more than ten consecutive school days; or

  For a period of ten consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

- ***School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.***

  However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

## ➢ Special Rules Regarding the Suspension or Removal of Students with Disabilities

- ***The District's Committee on Special Education shall:***

    1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the District is first suspending or removing a student with a disability for more than ten school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

    2. If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than ten school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

    3. If one or members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plans and its implementation, to the extent the committee determines necessary.

- ***The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations, if in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.***

    1. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

    2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:

        a. Conducted an individual evaluation and determined that the student is not a student with a disability, or

b. Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable laws and regulations.

3. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

4. However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension.

- ***The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.***

  The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- ***The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.***

- ***Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.***

- ***The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than ten consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.***

- ***During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.***

## ➢ Expedited Due Process Hearings

- ***An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:***

1. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

2. The parent request such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement including but not limited to any decision to place the student in an IAES.

    a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.

    b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

- ***An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the District and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.***

## ➢ Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

- The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
- The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

## Visitors to the Schools

The North Merrick Board of Education encourages parents and other district citizens to visit the District's schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to 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. The visitor must return the identification badge to the principal's office before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Visitors may not proceed to classrooms without authorization from the principal and/or his/her designee.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the District's policy.

## Dissemination and Review

The North Merrick Board of Education will work to ensure that the community is aware of this code of conduct by:

- Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
- Making copies of the code available to all parents at the beginning of the school year.

- Mailing a summary of the code of conduct written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.
- Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
- Providing all new employees with a copy of the current code of conduct when they are first hired.
- Making copies of the code available for review by students, parents and other community members.

The North Merrick Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct.

The North Merrick Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

Before adopting any revisions to the code, the North Merrick Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

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