

-Olean City School District-



2026-2027

Code of Conduct

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I. INTRODUCTION

The Olean City School District is committed to providing a safe and orderly school environment where students will receive, and district personnel will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, family members, and guests is essential to achieving this goal.

The Olean City School District is committed to maintaining high educational standards for students. Because the district believes that order and discipline are essential to be educated effectively, the district is committed to creating and maintaining high behavioral standards and expectations. Character education programs, Positive Behavioral Intervention and Crisis Prevention Intervention are part of the curriculum and classroom management practices. They will be followed to promote a safe and supportive school climate. An orderly educational environment requires everyone in the school community to contribute to an effective environment. It also requires developing and implementing a code of conduct that clearly defines individual responsibilities, describes acceptable behavior, and provides appropriate disciplinary options and responses.

All persons are expected to observe the Code of Conduct governing behavior in school and at BOCES (Board of Cooperative Educational Services). The code is enforced at or during school-related functions, field trips, sporting events, aboard transportation (school buses, rented buses), dances and athletic contests at Olean Schools, opponent's schools, and other venues.

The district believes order and discipline must be a shared responsibility among school, home, and community. The Code of Conduct is reviewed and updated annually in collaboration with students, teachers, administrator and parent representation, school safety personnel and other board-approved school personnel. **The Code of Conduct will be provided through the district's communication platform [Parent Square], and via alternate methods distributed at each school building.** The Code of Conduct will also be posted to the district's website. Additional copies of the Code of Conduct are available upon request.

The Dignity for All Students Act (DASA)

The New York State Dignity for All Students Act took effect on July 1, 2012. The Dignity Act aims to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against, verbally harassed, or physically assaulted. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

The Dignity for All Students Act states:

"No student shall be subjected to harassment by employees or students on school property or at a school function, nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function."

Our efforts to enforce the Dignity for All Students Act:

The Olean City School District will enforce the Dignity Act using the existing rules in our Code of Conduct and discipline matrix documents. We take this law very seriously and regularly review and revise these documents as needed.

Harassment, bullying and discrimination against students by students and school employees are not permitted.

Daily announcements remind students and staff of the district's process for reporting harassment and bullying. An anonymous tip line is available on the district's website www.oleanschools.org.

Harassment Reporting Guidelines

If you are reporting student-to-student harassment, contact your counselor.

If you are reporting adult-to-student harassment, contact your principal.

If you are reporting adult-to-adult harassment, contact the Title IX harassment officers, listed here:

Lauren Stuff, Washington West Principal, 375-8962

Jenny Bilotta, Business Office Administrator, 375-8032

The District's DASA coordinators are:

Jeff Andreano, High School Principal, 375-8029

Maureen DiCerbo, Intermediate Middle School Principal, 375- 8062

Heather Keller, East View Elementary Principal, 375-8922

Lauren Stuff, Washington West Elementary Principal, 375-8962

II. STUDENTS' RIGHTS AND RESPONSIBILITIES

Intermediate/Middle & High School (Gr. 4-12)

A. Students' Rights

The Olean City School District students have all the rights afforded by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.

Each student will:

1. Take part in all district activities on an equal basis regardless of race, sex, sexual orientation, religion, national origin, or disability;
2. Have school rules and conditions available for review and, when necessary, explanation by school personnel;
3. Have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanctions; and
4. Be guided by a discipline policy that is fairly and consistently implemented.

B. Students' Responsibilities

Each student will:

1. Accept responsibility for their actions;
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and showing respect to other persons and property;
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct;
4. Attend school every day unless legally excused and be in class, on time, and prepared to learn. See the definition of Truancy in section IV;
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
6. Work to develop mechanisms to control his/her anger;
7. Ask questions when they do not understand;
8. Seek help in solving problems
9. Dress appropriately for school and school functions;
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship; and understand that when attending school-sponsored extracurricular events, they may be subject to an alcohol breathalyzer;

11. Respect the rights of others, including their right to secure an education in an environment that is orderly and disciplined;
12. Recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
13. Contribute toward establishing and maintaining atmospheres that generate mutual respect and dignity for all. Any student who believes that they are being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal.

Elementary School (PK-3)

A. Students' Rights

1. I have a right to be happy and to be treated with kindness. This means that no one will deliberately hurt my feelings or laugh at me.
2. I have a right to be myself. This means that no student or adult will mistreat me because I am fat or thin, tall, or short, boy or girl, or because of my skin color, or if I have special needs.
3. I have the right to be safe. This means that no one will hit me, kick me, push me, pinch me, or hurt me in any way.
4. I have the right to hear and be heard. This means no one will scream, shout, make noises, or talk when I am talking.
5. I have a right to learn. This means that no one will disrupt class by actions such as talking out or noisemaking.
6. I have a right to a pleasant environment in this school. This means that no one will destroy school property, leave papers, gum, food or other garbage on tables, chairs, or the floor – nor will anyone disturb my belongings; I have a right to work in this school. This means that no one will damage, destroy, or take my books or any other learning materials.
7. I have a right to a drug and alcohol-free school. This means my classmates, nor I will bring, use, or distribute any drugs or alcohol in this school.

B. Students' Responsibilities

1. I have a responsibility to respect and protect the rights of others.
2. I have a responsibility to respect all adults and respond to any directions or requests in a respectful manner.
3. I have a responsibility to always be prepared to learn and to work as hard, to be the best student I can be.

4. I have a responsibility to be in school and on time.
5. I have a responsibility to dress appropriately for school and school functions.
6. I am responsible for making the school safe and orderly so all students can learn.
7. I have the responsibility to ask questions when I do not understand.
8. I have the responsibility to ask for help in solving problems that might lead to discipline.
9. I am responsible for reporting to any adult if I am being bullied or if I see someone else being bullied.

III. ESSENTIAL PARTNERS

A. Family Members

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, families:

1. Recognize that the education of their child(ren) is a joint responsibility of the parent and the school community;
2. Show an enthusiastic and supportive attitude toward school and education, including parent/teacher conferences;
3. Teach their children self-respect, respect for the law, respect for others and public property;
4. Ensure their children attend school regularly and on time. See the definition of Truancy in section IV;
5. Insist their children be dressed and groomed in a manner consistent with the student dress code;
6. Help their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment;
7. Know school rules and help their children understand them;
8. Inform school officials of changes in the home situation; address, phone #, and any name change;
9. Provide a place for study and ensure homework assignments are completed;
10. Inform the administration or the authorities of a potentially dangerous plan or activity of which they are aware; The family members should be mindful that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

B. School Personnel

School personnel play an important role in the education of students. Given this responsibility, as appropriate, school personnel will:

1. Promote a climate of mutual respect and dignity, which will strengthen each student's positive self- image, and promote positive peer pressure and positive social interactions;
2. Show genuine sincerity and sensitivity in dealing with the needs and concerns of the students and their families;
3. Teach the common courtesies by precept and example;
4. Treat students ethically and responsibly
5. Know school policies and rules and enforce them fairly and consistently.
6. Communicate to students and family members:
 - a. *course objectives and requirements*
 - b. *marking/grading procedures*
 - c. *assignment deadlines*
 - d. *expectations for students*
 - e. *classroom discipline plan*
7. Communicate regularly with students, family members and other teachers concerning growth and achievement;
8. Plan and conduct a program of instruction that will make learning challenging and stimulating;
9. Utilize classroom routines that contribute the total instructional program and to the student's development of civic responsibility;
10. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator; see matrix on pg. 58, 59, and 60;
11. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
12. Identify changing student behavior patterns and notify appropriate personnel;
13. Send communications home promptly regarding matters of discipline;
14. Report to the principal or assistant principal any student who jeopardizes their own safety, the safety of others or the teacher, or who seriously interferes with the instructional program of the classroom;
15. Take corrective action to prevent bullying behavior of which they have been made aware at school district sites or activities, including the reporting of bullying behavior to the administration;
16. Serve as a surrogate parent in matters of behavior and discipline per New York State School Law;

17. Enforce the Code of Conduct in all areas of the school;
18. Comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
19. Immediately report and refer violent students to the principal, assistant principal or superintendent of schools;
20. Inform the administration or the authorities of a potentially dangerous plan or activity of which they are aware;
21. Model desirable standards of behavior in compliance with the Code of Conduct and District Policies. (Refer to Policy #6180-STAFF-STUDENT RELATIONS (Fraternization))

C. Building Administrators

1. Seek to develop a sound and healthful atmosphere of mutual respect;
2. Evaluate the program of instruction in their school to achieve a meaningful educational program;
3. Develop procedures that reduce the likelihood of student misconduct;
4. Provide the opportunity for students and staff to approach the principal directly to redress grievances;
5. Work with students and staff to formulate school regulations;
6. Work closely with family members to establish a cooperative relationship between home and school;
7. Utilize all appropriate support staff and community agencies to help family members and students identify problems and seek solutions;
8. Establish necessary building security;
9. Assume responsibility for the dissemination and enforcement of the Code of Conduct and ensure that all discipline cases referred are resolved promptly;
10. Ensure that students are provided with fair, reasonable, and consistent discipline;
11. Comply with pertinent state laws governing hearings, suspensions, and student rights;
12. Model desirable standards of behavior in compliance with the Code of Conduct.

D. District Administrators

As the educational leaders of the school system, the superintendent of schools and central administrators will:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning;
2. Reinforce and extend the indicated responsibilities of the principals and make them applicable to the school system for grades Pre-K-12
3. Recommend to the board of education appropriate policies, regulations, and actions to achieve optimum conditions for positive learning.
4. Develop and implement an effective Code of Conduct supportable by students, family members, staff, and community.
5. Work with district administrators to enforce the Code of Conduct and ensure all cases are resolved promptly and fairly.

E. Board of Education

As the elected officials in charge of our schools, the board of education:

1. Adopts the policies governing the district, including this Code of Conduct;
2. Ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair, and equitable manner;
3. Annually approves the Code of Conduct and updates to it as necessary;
4. Collaborates with students, teachers, administrators, and family representation, 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 guests on school property and at school functions;
5. Leads by example by conducting board meetings professionally, respectfully, and courteously.

IV. DEFINITIONS

For this Code of Conduct, the following definitions apply (*according to the current law*):

"Assigned Sex at Birth" shall mean the sex designation, usually "male" or "female," assigned to a person when they are born.

Bullying – Elementary version: "Bullying" is when a person or group of people hurts, embarrasses, or frightens another person on purpose, and they do it repeatedly.

"Bullying/Harassment" means the creation of a hostile environment by conduct (actions) or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law §11(8), 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, or physical well-being; or
- b. reasonably causes or would reasonably be expected to cause a student to fear for their 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.

For this definition, **"threats, intimidation or abuse"** shall include verbal and non-verbal actions. (Education Law §11[7])

"Color" shall mean the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

"Cyberbullying" shall mean harassment/bullying, as defined in Bullying/Harassment, through any form of electronic communication which includes but is not limited to the use of instant messaging, email, websites, chat rooms, text messaging, and other forms of social media when such use interfere with the operation of the school; or infringes upon the general health, safety and welfare of district students or employees.

"Disability" shall mean any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the typical range.

"Discrimination" shall mean unjust or prejudicial treatment of any student by a student or students and employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

"A Disruptive student" is an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Emotional harm" shall mean harm to a student's emotional well-being which occurs in the context of "harassment or bullying" through creating a hostile school environment that is so severe or pervasive as to unreasonably and substantially interferes with a student's education.

"Employee" shall mean any person employed or contracted by the district.

"Ethnic Group" shall mean a group of people who identify with each other through a common heritage, language, culture, and often a shared or common religion and ideology that stresses ancestry.

"Family member" is the parent, guardian, or person in parental relation to a student.

"For Documentation Only" shall mean that the information is intended solely for record-keeping purposes, to create a record of events, to provide information for future reference and/or a complete history of a situation and will not be used for any other purpose.

"Gender" shall mean actual or perceived sex and include a person's gender identity or expression.

"Gender identity" shall mean a person's gender-related identity, appearance, or behavior, whether that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. (This is a person's inner sense or psychological knowledge of being male, female, or neither.)

"Harassment" shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; such conduct, verbal threats, intimidation or abuse includes but not limited to 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.

"Insubordination" - Insubordination is when a student refuses to follow a reasonable direction or request from a teacher or staff member or responds in a disrespectful or defiant way. This may include ignoring instructions, talking back, or deliberately choosing not to comply with school expectations after being given clear guidance.

"Miranda" The Miranda warning, which also can be referred to as the Miranda rights, is a right-to-silence warning given by police in the United States to criminal suspects in police custody (or in a custodial interrogation) before they are interrogated to preserve the admissibility of their statements against them in criminal proceedings.

"National Origin" shall mean a person's country of birth or ancestor's country of birth.

"Race" shall mean a group of persons related to a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

"Religion" shall mean specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

"Religious Practice" means practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

"Removal" is a teacher's act of discontinuing the student's presence in their classroom.

"Restricted Privileges" Restricted privileges refer to the temporary loss or limitation of certain school-based activities or opportunities as a result of not meeting behavioral expectations. This may include, but is not limited to, participation in recess, special events, classroom jobs, or use of specific materials or spaces. The purpose of restricted privileges is to help students reflect on their choices, practice appropriate behavior, and restore access to privileges by demonstrating safe, respectful, and responsible actions.

"School bus" shall mean motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

"School function" shall mean a school-sponsored extra-curricular event or activity.

"School personnel" are all individuals employed by or providing a service to the district.

"School property" shall mean 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 or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.

"Sex" is the biological and physiological characteristics defining men and women. MALE and FEMALE denote "sex"

"Sexting" is the slang term for using a cell phone or other similar electronic device to distribute pictures or videos of sexually explicit images. It can also refer to text messages of a sexually charged nature.

"Sexual Orientation" shall mean actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

"Suspension" is the temporary removal of a student from regular classroom instruction (either in school or out of school) for disciplinary reasons. It is the act of a building principal (or with the consent of the principal, the assistant principal), superintendent of schools, or board of education.

"Truancy" shall mean the act of staying away from school without good reason which can lead to legal consequences for parents.

"Weight" shall mean that aside from the obvious meaning in the physical sciences, the word refers to a person's size.

"Violent student" is a student under the age of 21 who:

- a. Commits an act of violence upon a school employee, or another student, or attempts to do so, while on school property or at a school function.
- b. Commits an act of violence upon another student or any other person unlawfully on school property or at the school function or attempts to do so.
- c. Possesses, displays, and threatens to use a weapon while on school property or at a school function
- d. Knowingly and intentionally damages or destroys the personal property of any school employee or person lawfully on school property or at a school function.

V. WEAPONS/FIREARMS

A **"weapon,"** as defined by the NYS Penal Code includes, but is not limited to, any antique firearm, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, dangerous knife, billy-club, blackjack, razor, stiletto (knife), switchblade knife, gravity knife, brass knuckles, sling shot, pilum ballistic knife, chukka sticks (num-chuks), metal knuckle knife, box cutter, sand club, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or another noxious spray, explosive, fireworks, or incendiary bomb with propellant charge less than four oz., or another device, instrument, material or substance that can result in physical injury or death.

A **"firearm"** as defined by federal law is A) Any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; B) the frame or receiver of any such weapon; C) any firearm muffler or firearm silencer; or D) any destructive device. The term "destructive device" means: any explosive, incendiary, or poison gas- bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses. Students possessing a firearm as defined above will be suspended for one year. The superintendent has the authority to modify the suspension on a case-by-case basis and shall refer the student to a presentment agency for a juvenile delinquency proceeding.

VI. STUDENT DRESS

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their family members are responsible for acceptable student dress and appearance. All district personnel should reinforce acceptable student dress and help students understand appropriate appearance in the school setting.

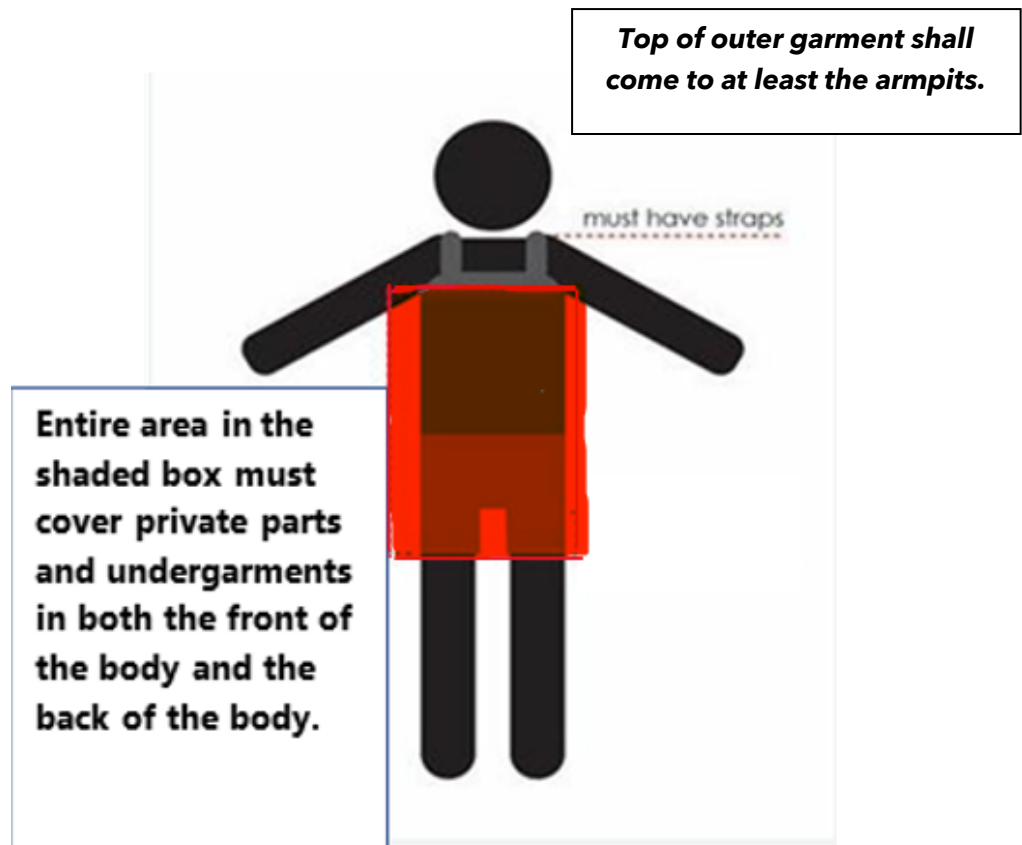
Students are expected to wear appropriate apparel at school. A student wearing clothing disruptive to the educational process will be directed to change or remove the disruptive apparel. This could result in the student contacting the parents for a change of clothing.

Students have the right to express their gender identity through their clothing. Therefore, clothing, and grooming standards must be gender neutral and applied equally to all students, regardless of gender identity or expression. Students are not required to conform to gender stereotypes in their clothing choices. For example, students of any gender may wear pants, skirts, dresses, or other clothing traditionally associated with a particular gender. School staff will work with students and families to ensure dress code policy is understood and followed, and will provide resources/support to students who struggle to comply.

A student's dress, grooming and appearance, shall:

1. Be safe, appropriate and do not disrupt or interfere with the educational process.
2. Recognize that extremely brief and revealing garments or clothes in ill-repair, which do not cover private parts or areas that are covered by undergarments are inappropriate.
3. Ensure that undergarments are appropriately covered with outer clothing.
4. Include safe footwear at all times such as sneakers, close toed shoes, shoes with backs, etc.
5. Not wearing head coverings, such as hoods, hats, and similar items; sunglasses, coats, or other outerwear, in the building except for a medical or religious purpose. The administration, at its discretion, may allow the wearing of certain items on designated days.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, disability, or weight;
7. Not promote and endorse the use of alcohol, tobacco, vaping, marijuana/THC or illegal drugs and encourage other illegal or violent activities, or promote discrimination;
8. Not include coats, jackets and footwear intended primarily for outdoor use;

9. Not resemble full military fatigues;
10. Only include backpacks, duffle bags, tote bags, small purses, etc., after the start of the school day with prior administrative approval. District-provided laptop cases containing only the district-provided laptop, and pencil cases are permitted. Acceptable pencil case size is limited to 4" x 8" x 3";
11. Not include chains/spikes that could be used as weapons;
12. Not include leggings or "tights" that are sheer or see-through unless worn with other garments such as skirts or dresses.
13. Not include items with perceived sexual content or references;
14. Blankets and other similar items will not be worn during the school day as outer garments



Each building principal or their designee shall be responsible for informing all students and their families 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 must 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 discipline, up to and including a possible in-school suspension for the day (per the building disciplinary matrix). Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension (per the building disciplinary matrix).

Individual school administration reserves the right to update the list of prohibited clothing items as necessary. The list will be posted in the school and on the school website and sent home when modifications are made. This list will be subject to review by district-level administration.

VII. PROHIBITED STUDENT CONDUCT

The Olean City School District expects all students to conduct themselves appropriately and civilly with proper regard for the rights and welfare of other students, district personnel and other members of the school community and the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their 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 district 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, as outlined in the appropriate discipline matrix.

With the increased use and availability of personal technical devices such as cell phones, laptops and iPads the District recognizes that these devices can be a distraction and interfere with the educational environment during school hours. Therefore, the District has the following expectations for all students during school hours:

1. At OIMS and OHS, cell phones will be turned off and placed in the student's locker at the beginning of each school day. It will remain there for the entire school day.
2. Students will not bring in other personal devices such as, but not limited to, personal laptops, iPads, and electronic tablets. Students will only use their school-supplied laptop or iPad during the school day.

VIII. DISCIPLINARY PENALTIES AND PROCEDURES FOR STUDENTS

A. Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and 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.

When necessary, disciplinary action will be firm, fair, and consistent to change students' behavior effectively. In determining the appropriate disciplinary corrective action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The nature of the offense and the circumstances which led to the offense;
2. The student's prior disciplinary record;
3. The effectiveness of other forms of discipline;
4. Information from family members, teachers, and others, as appropriate;
5. Other extenuating circumstances;
6. The dangerousness of the act;
7. The student's developmental level and age;
8. Motive and intent, i.e., culpability;
9. The consideration of any mitigating circumstances;
10. Restitution to any aggrieved person, persons or groups, institutions, organizations, etc.;
11. The consideration of victims' rights.

Generally, discipline will be progressive. A student's first violation usually merits a lighter penalty than subsequent violations. Student behaviors and consequences are subject to variable circumstances, including, but not limited to the developmental age of the child.

B. Procedures

The following shall constitute appropriate disciplinary measures authorized by this Code of Conduct:

1. Warnings (oral or written);
2. Removal from the classroom by the teacher;
3. Removal from the lunchroom or other school-sponsored event;
4. Written or verbal notification to family members;
5. Probation—in case of athletics or extracurricular activities;
6. After-school teacher detentions;
7. After-school administrative detentions;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extra-curricular activities;
11. Suspension of other privileges;
12. In-school suspension;
13. Short-term (five days or less) suspension from school;
14. Suspension for a minimum of one calendar year for bringing a firearm to school or school-sponsored activity as defined by federal law;
15. Long-term (more than five days) suspension from school;
16. Permanent suspension from school.

C. Reasons for Disciplinary Action

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - a. Running in hallways;
 - b. Making unreasonable noise;
 - c. Using language or gestures that are profane, lewd, vulgar, or abusive;
 - d. Obstruction of vehicular or pedestrian traffic;
 - e. Engaging in any willful act which disrupts the normal operation of the school community;
 - f. 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;
 - g. Computer/electronic communications misuse including unauthorized use of computer, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

2. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate conduct include:
 - a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect;
 - b. Missing or leaving school without permission;
 - c. Skipping detention.
3. Engage in conduct that is violent. Examples of violent conduct include:
 - a. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator or other school employee, or attempting to do so;
 - b. Possessing a firearm/weapon; only authorized law enforcement officials are permitted to have a firearm/weapon in their possession while on school property or at a school function;
 - c. Displaying what appears to be a firearm/weapon;
 - d. Threatening to use any firearm/weapon;
 - e. 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;
 - f. Intentionally damaging or destroying school district property (i.e., pulling the fire alarm).

4. Engage in any conduct that endangers the safety, morale, health, or welfare of others.
Examples of such conduct include:
- a. Lying to school personnel;
 - b. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
 - c. Bullying, by definition, includes a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful;
 - d. Cyberbullying or Internet bullying includes using the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Cyberbullying includes the use of instant messaging, e-mail, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of District students or employees;
 - e. Sexting is slang for using a cell phone or other similar electronic device to distribute pictures or videos of sexually explicit images. It can also refer to text messages of a sexually charged nature;
 - f. Defamation, which includes making false or unprivileged statements or representation about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
 - g. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight as a basis for negatively treating another;
 - h. 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;
 - i. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
 - j. Hazing, which includes an intentional or reckless act directed against another for the initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team;
 - k. Selling, using, or possessing obscene material;
 - l. Using vulgar or abusive language, cursing, or swearing;
 - m. Smoking or possessing cigarette, e-cigarette, cigar, pipe, vape-pen or using chewing or smokeless tobacco ("Refer to Policy #5640-Smoking/Tobacco Use");
 - n. Possessing, consuming, under the influence of any amount, selling, distributing, or exchanging alcohol, marijuana/THC, or illegal substances,

- including drug paraphernalia. Illegal substances include but are not limited to, inhalants, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
- o. Inappropriately possessing, using, selling, and sharing prescription and over-the-counter drugs;
 - p. Gambling;
 - q. Indecent exposure that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 - r. Initiating a report warning of fire or another catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
5. Engage in misconduct while on a school bus. Students must behave appropriately while riding district buses to ensure their own safety and that of other passengers and to avoid distracting the bus driver. Students must conduct themselves on the bus in a manner consistent with established classroom behavior standards. Excessive noise, pushing, shoving, and fighting will not be tolerated.
6. Engage in any form of academic misconduct.
Examples of academic misconduct include:
- a. Plagiarism;
 - b. Cheating;
 - c. Copying;
 - d. Using an unauthorized electronic device;
 - e. Altering records;
 - f. Assisting another student in any of the above actions.
7. Engage in loitering on school property. Traveling through a school by non-students of that school. Students are expected to walk directly and quietly to their destination while showing respect for the school's staff. Refusal to do so can result in disciplinary consequences by the student's school administration.
8. Engage in unauthorized use of personal entertainment devices, including, but not limited to, cameras or video recording devices, lasers, laser pointers, beepers, and pagers.
9. Use rollerblades, skateboards, hoverboards, scooters, "Heelys," or similar wheeled footwear.
10. Engage in unauthorized use of cell phones, smart watches, or other electronic devices. At ALL OCSD School buildings, cell phones and smart watches must be in lockers and either off or secured by an administrator/teacher during school hours.

11. Metal or opaque water bottles, thermoses, or drink cans are permissible during the school day. Storage of said containers will be at the direction and discretion of the building administrator and/or classroom teacher. Only water shall be contained in any such container.

D. Reporting Code Violations

1. *To School District Personnel:*
Students, teachers, and other district personnel are encouraged to report any violation of the Code of Conduct to the Assistant principal or principal. Teachers and other district personnel must immediately report violent students to the principal, assistant principal, or superintendent of schools.
2. *To Local Law Enforcement Agencies:*
The administrator in charge will report any acts of violence against persons that constitute a felony or misdemeanor, and any other violations of the Code of Conduct that constitute a felony to the appropriate local law enforcement agency. When necessary, the district will file a complaint in criminal court. The administrator in charge will report any violations of the Code of Conduct that constitutes a crime to the appropriate law enforcement agency.
3. *To Human Services Agencies:*
The District may refer matters to appropriate human services or county-designated agencies when student behavior indicates a potential need for supportive services.

When appropriate under New York State law, and after required diversion efforts have been attempted, the District may initiate a Person In Need of Supervision (PINS) process in Family Court pursuant to the Family Court Act. PINS referrals and petitions are made only in accordance with applicable legal standards and are intended to connect students and families with services and supports.

4. Anytime a student is reported for a violent act, the principal, assistant principal, or superintendent will immediately notify the family.

E. Removal of a Student from the Classroom

A student's behavior can affect a teacher's ability to teach, making 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 the teacher directing a student to briefly leave the classroom to regain their composure and self-control in an alternative setting.

Such practices may include, but are not limited to:

1. short-term break outside of the classroom or in an administrator's office;
2. sending a student into the hallway briefly;
3. sending a student to the assistant principal's/principal's office for the remainder of the class time only; or
4. sending a student to a guidance counselor or other district staff member for counseling. Time-honored 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. For purposes of this Code of Conduct, 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 interference with a teacher's authority occurs when a student is unwilling to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A teacher may remove a student for the remainder of the class, or for a period of time designated by the building principal upon the first event, and for up to two days of class, or for a period of time designated by the building principal, upon the second or third event. A principal's suspension may occur.

Notwithstanding the above, considering circumstances that warrant suspension, a principal's suspension for substantially disruptive behavior may be implemented in addition to the teacher's removal from class. If the student denies the charge(s), the principal or designee must explain the basis for the removal and allow the student and their family member an opportunity to present the student's version of the relevant events within 48 hours of the student's removal. If removal occurs on a Friday or the day before a vacation, the family member may voluntarily agree to meet the next school day.

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

1. The charges against the student are not supported by substantial evidence;
2. The student's removal is otherwise in violation of law, including the district's Code of Conduct;
3. The conduct warrants suspension from school under Education Law 3214, and a suspension will be imposed.

The principal's or designee's determination on whether to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48 hours for the informal principal's removal conference. The teacher who causes the removal may be required to attend the principal's conference at the principal's discretion.

Each teacher must keep a complete log (on a district-provided form or in the district-approved student management system) for all cases of removal of students from their class, as previously defined at the beginning of this section. The principal or designee must keep a log of all removals of students from class.

A student with a disability can be removed from a class if the principal or their designee safeguards the student's rights under IDEA.

The district shall provide continued educational programming and activities for students who are removed from their classrooms.

An appeal brought by the parent or student over the age of 18 of a principal's removal decision must be presented to the superintendent of schools prior to any further appeal.

F. Student Suspension Process

The board of education, district superintendent, superintendent of schools, building principal, or in their absence, the acting building principal, may suspend a student from the school where it is determined that the student:

1. Is insubordinate or disorderly, or exhibits conduct which endangers the safety, health, or welfare of others; or
2. Exhibits behavior that threatens the health, safety, or welfare of themselves or other students; or
3. Is removed from a classroom for substantially disrupting the educational process and interfering with the teacher's authority in the classroom

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

When a principal or Superintendent (the "suspending authority") proposes to suspend a student for five (5) school days or less pursuant to Education Law §Education Law 3214(3), the student shall be provided oral notice of the charges and, if denied, an explanation of the basis for the proposed suspension.

Written notice shall be provided to the student's parent or guardian as soon as practicable and shall include:

- The charges and incident(s) leading to the proposed suspension; and
- Notice of the right to request an informal conference with the principal or designee.

An informal conference shall be offered to the student and parent/guardian prior to the imposition of suspension unless the student's continued presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the conference shall occur as soon as reasonably practicable following the suspension.

At the informal conference, the student and parent/guardian shall have the opportunity to present the student's version of events and to discuss the matter with appropriate school personnel.

Following the conference, the principal shall issue a written determination. If the parent/guardian is not satisfied with the determination, they may appeal in accordance with district procedures to the Superintendent within five (5) business days. Further appeal may be made to the Board of Education and thereafter to the Commissioner of Education as permitted by law.

Long-term (more than five days) suspension from school:

When a Superintendent or principal determines that a suspension of more than five (5) school days may be warranted, the student and parent/guardian shall be provided written notice of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel, present evidence and witnesses, and question witnesses presented by the District, consistent with applicable law.

The Superintendent may conduct the hearing or may designate a hearing officer to do so. The hearing officer may take testimony under oath and shall prepare findings of fact and recommendations for consideration by the Superintendent.

A written or recorded record of the hearing shall be maintained. The Superintendent shall issue a written decision based on the record and may accept, reject, or modify the hearing officer's recommendations.

Appeals

A student or parent/guardian may appeal the Superintendent's decision to the Board of Education within ten (10) business days of the decision, unless extraordinary circumstances exist. The Board shall review the matter based solely on the record and may affirm, reverse, or modify the decision.

Final decisions of the Board of Education may be appealed to the Commissioner of Education within thirty (30) days as permitted by law.

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.

H. Student Complaints and Grievance Procedures

The district encourages students and parents/guardians to resolve concerns at the lowest appropriate level in a timely and respectful manner. Depending on the nature of the concern, different procedures and appeal rights may apply under New York State law and District policy.

1. Informal Resolution (All Concerns)

Students are encouraged to first discuss concerns with the staff member most directly involved, when appropriate. If the concern is not resolved, the student or parent/guardian may bring the matter to the building principal or designee for review.

The District will make reasonable efforts to resolve concerns informally at the building level whenever possible.

2. Student Discipline Complaints (Education Law §Education Law 3214)

Complaints relating to student discipline, including suspensions or removals from class, shall be handled in accordance with New York State Education Law §Education Law 3214.

Appeals of disciplinary decisions shall follow applicable due process procedures, which generally include:

Review by the building principal (for short-term disciplinary decisions, where applicable);

Appeal to the Superintendent of Schools; and further appeal to the Board of Education, and thereafter to the Commissioner of Education, as permitted by law.

3. Harassment, Bullying, and DASA Complaints

Complaints involving alleged harassment, bullying, or discrimination shall be handled in accordance with the Dignity for All Students Act (DASA).

Reports may be made to any school staff member and will be referred to the District's DASA Coordinator or designated administrator for investigation.

The District will investigate and respond in accordance with applicable law and District procedures. Appeal rights, if any, shall follow applicable District and state requirements.

4. Special Education and Section 504 Complaints

Concerns regarding identification, evaluation, placement, or services for students with disabilities shall be addressed through procedures established under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Depending on the nature of the issue, procedures may include:

Review by the Committee on Special Education (CSE) or Section 504 Team;

Mediation or impartial due process hearings; and

Appeals in accordance with applicable state and federal law.

5. Other School-Related Concerns

Concerns not covered in the categories above should be directed to the building principal. If unresolved at the building level, the matter may be referred to the Superintendent of Schools or their designee for review.

General Statement

The District will handle all complaints in a fair, timely, and consistent manner, consistent with applicable federal and state law. Nothing in this section shall be construed to limit any rights or remedies available under law.

I. PINS Petitions

PINS Petitions (Persons In Need of Supervision)

The District may initiate a **Person In Need of Supervision (PINS)** process in accordance with New York State law for students under the age of eighteen (18) whose behavior indicates a need for supervision and services beyond those available through the school setting.

Prior to the filing of a PINS petition in Family Court, the District will refer the matter to the appropriate county-designated diversion agency, as required by law, to attempt to resolve the concerns through assessment and supportive services. A PINS petition may be filed only if the diversion process is unsuccessful or if otherwise permitted by law. Circumstances that may result in a referral for PINS diversion services include, but are not limited to:

1. Habitual truancy, including repeated unlawful absences from school in violation of Article 65 of the Education Law;
2. A pattern of behavior that is ungovernable or habitually disobedient and beyond the lawful control of the parent(s)/guardian(s) and/or the school;
3. Other conduct demonstrating that the student requires supervision and intervention services.

The District will comply with all applicable provisions of the New York Family Court Act and related laws and regulations in determining whether a PINS referral or petition is appropriate. The purpose of the PINS process is to connect students and families with services and supports, not to impose punitive discipline.

Note: Alleged violations of law, including possession of controlled substances, will be addressed in accordance with applicable laws and District disciplinary policies. Such conduct may be considered as part of a broader pattern of behavior when determining whether a PINS referral is appropriate but shall not, standing alone, automatically result in the filing of a PINS petition.

J. Juvenile Delinquents and Juvenile Offenders

The District may report student conduct that constitutes a violation of law to the appropriate law enforcement agency. Law enforcement authorities are responsible for determining whether to initiate a juvenile delinquency or criminal proceeding in accordance with applicable law, including the provisions of New York State's Raise the Age legislation.

The District will cooperate with law enforcement and comply with all legal requirements related to student conduct that may involve the juvenile justice system. Nothing in this section shall be construed to require the District or the Superintendent to initiate or file juvenile delinquency proceedings.

IX. ALTERNATIVE INSTRUCTION

When a teacher removes a student of any age from class 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.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The District shall comply with all applicable federal and state laws and regulations governing the discipline of students with disabilities. Students with disabilities may be disciplined consistent with this Code of Conduct and applicable law, provided that required procedural safeguards are followed.

The District shall comply with all applicable federal and state laws and regulations governing the discipline of students with disabilities. Students with disabilities may be disciplined consistent with this Code of Conduct and applicable law, provided that required procedural safeguards are followed.

A disciplinary change in placement generally occurs when a student is removed for more than ten (10) consecutive school days, or subjected to a series of removals that constitute a pattern under applicable law.

When a disciplinary change in placement is contemplated, the District shall follow required procedures under IDEA and Section 504, including a Manifestation Determination Review (MDR), as required by law.

A. Manifestation Determination Review (MDR)

The MDR shall be conducted by a group of individuals knowledgeable about the student, the interpretation of evaluation data, and the student's Individualized Education Program (IEP) or Section 504 plan, as applicable.

The MDR team shall determine whether the conduct in question:

1. Was caused by, or had a direct and substantial relationship to, the student's disability; or
2. Was the direct result of the District's failure to implement the student's IEP or Section 504 plan.

B. Section 504 / Title II of the ADA

For students identified under Section 504 of the Rehabilitation Act or Title II of the Americans with Disabilities Act, or students the District is deemed to have knowledge may have a disability, the District shall conduct an MDR when a disciplinary change in placement is being considered.

1. If the conduct IS a manifestation of the disability:

The student shall not be subject to long-term suspension or removal for the conduct, except as permitted under federal and state law; the District shall conduct or review a Functional Behavioral Assessment (FBA), as appropriate; the District shall review and revise the Section 504 plan as necessary.

2. If the conduct is NOT a manifestation of the disability:

The student may be disciplined in the same manner as students without disabilities, consistent with this Code of Conduct and Education Law §3214; and the District shall ensure the student continues to receive educational services consistent with federal and state requirements.

C. IDEA (Students with Individualized Education Programs)

For students classified under IDEA, the District shall conduct an MDR in accordance with federal and state timelines when a disciplinary change in placement is being considered.

1. If the conduct IS a manifestation of the disability:

The student shall not be subject to long-term suspension or removal for the conduct, except as permitted under federal and state law; The District shall conduct or review a Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP), as appropriate; The student shall be returned to the placement from which the student was removed, unless otherwise permitted under federal or state law.

2. If the conduct is NOT a manifestation of the disability:

The student may be disciplined in the same manner as students without disabilities, consistent with this Code of Conduct and Education Law §3214; and the District shall ensure the student continues to receive a Free Appropriate Public Education (FAPE) during any period of removal.

D. Interim Alternative Educational Setting (IAES)

A student with a disability may be placed in an Interim Alternative Educational Setting (IAES) for up to forty-five (45) school days when the student:

- Carries or possesses a weapon to or at school or a school function;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of controlled substances while at school or a school function; or

- Inflicts serious bodily injury upon another person while at school or a school function.

The IAES placement shall be determined in accordance with applicable law and shall provide the student with educational services enabling participation in the general education curriculum and progress toward IEP or Section 504 goals.

E. Students Not Yet Identified (“Deemed to Have Knowledge”)

If the District is deemed to have knowledge that a student may have a disability prior to the behavior that led to disciplinary action, the student shall be afforded the same procedural protections as a student identified under IDEA or Section 504, consistent with applicable law.

F. Educational Services During Removal

Students with disabilities who are removed from their regular educational placement shall continue to receive educational services as required by law, including instruction designed to enable participation in the general education curriculum and progress toward IEP or Section 504 goals.

G. No Limitation of Rights

Nothing in this section shall be construed to limit any rights or protections available to students or parents/guardians under federal or state law, including the right to mediation, due process hearings, or appeals.

Section 504/Title II ADA Disability

Before discipline may be meted out for a student with a disability or suspected disability founded solely under 504 of the Rehabilitation Act of 1973 (from now on “504”) Title II of the Americans with Disabilities Act (from now on the “ADA”), the 504 multi-disciplinary committees (from now on the “504 Committee”) must decide of whether the conduct underlying the charge(s) was a manifestation of the disability (Nexus).

1. If a Nexus is found between the disability and the conduct underlying the charges, the 3214 proceedings must be discontinued, and the matter must be placed under the jurisdiction of the 504 Committee for any further consideration. The 504 Committee must register a referral and bring about an evaluation of a student with a suspected disability. If the student is already eligible under 504, it must consider program modification and disposition on a

non-disciplinary basis.

2. If no Nexus is found yet a disability is indicated or has been identified, discipline may be imposed upon remand to the 3214 Hearing Officer. A student whose sole disabilities are found under 504 and for whom no Nexus is found shall be disciplined like their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a Nexus determination was not made. The Olean City School District must continue providing a free appropriate public education to students suspended from school as required by the regulations implementing 504 (34 CFR 104 etc. Seq.) until the end of the school year in which the student reaches the age of 21. **Dangerous Student (Classified)**

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education impartial hearing officer who can order the placement of the student in an interim alternative setting for up to 45 days.

1. The CSE must conduct a Nexus determination within ten school days of the initial disciplinary action. Placement in an interim alternative educational setting because of dangerous behavior is not contingent upon a CSE determination that the misconduct is unrelated to the student's disability.
2. It is up to the CSE to determine what would constitute an interim alternative educational setting.
3. The hearing officer may grant such if maintaining the student in the current placement is substantially likely to injure the student or others. The School District has made reasonable efforts to minimize the risk of harm in the current placement. The hearing officer must also consider the appropriateness of the student's current placement and whether the interim alternative educational setting meets all the requirements of the student's IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.

Such an interim alternative educational setting shall be deemed the student's "stay put" placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

XI. CORPORAL PUNISHMENT

Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints, as defined in paragraph (7) of [8 NYCRR 19.5](#), to protect the student, another student, teacher or any other person from physical injury when alternative procedures and methods not involving the use physical restraint cannot reasonably be employed to achieve these purposes.

Corporal punishment is any act of physical force upon a student to punish that student. Corporal punishment of any student by any district employee is strictly forbidden. The district will file all complaints about corporal punishment with the Commissioner of Education by Commissioner's regulations.

XII. PHYSICAL RESTRAINTS

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.

In situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury;
2. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

XIII. STUDENT SEARCHES AND INTERROGATIONS

The District is committed to maintaining a safe, orderly, and secure school environment. All searches, questioning, and cooperation with law enforcement shall be conducted in accordance with applicable federal and state law.

A. Student Interrogations by School Officials

School officials authorized to impose disciplinary consequences may question students regarding alleged violations of the Code of Conduct or law when necessary to maintain school safety and order.

Questioning by school officials for disciplinary purposes does not require the provision of Miranda warnings. However, students shall be informed of the general nature of the matter under review.

When appropriate, school officials may notify a parent or guardian that questioning has occurred or is occurring.

B. Student Searches

School officials authorized by the District may conduct searches of students and their belongings when there is reasonable suspicion that the search will uncover evidence that the student has violated the law or the Code of Conduct.

Searches shall be:

- Based on individualized reasonable suspicion;
- Reasonable in scope and not excessively intrusive in light of the student's age and the nature of the suspected violation; and
- Limited to what is necessary to discover the evidence sought.

Searches should be conducted in a manner that respects student privacy and, when practicable, in private settings.

C. Student Lockers, Desks, and School Storage Areas

Students have no reasonable expectation of privacy in school-owned lockers, desks, or other storage areas. These areas remain under the control of the District and may be inspected or searched at any time, with or without notice, in accordance with applicable law.

D. Law Enforcement Involvement

Law enforcement officers may enter school property or attend school functions to conduct investigations or question students when authorized by law, including:

- Possession of a valid warrant;
- Probable cause to believe a crime has occurred; or
- Invitation by school officials in accordance with District procedures.

When law enforcement officers question students on school property, District personnel will be present when appropriate and consistent with student safety and applicable law. Students shall be afforded all rights guaranteed under applicable federal and state law when interacting with law enforcement.

E. Child Protective Services (CPS) Interviews

The District shall cooperate with Child Protective Services (CPS) investigations conducted on school property. CPS personnel may interview students at school consistent with applicable law and agency procedures. The District may, when appropriate, ensure that school personnel are available to support the student during the interview, particularly in consideration of the student's age and well-being. CPS may remove a student from school property only in accordance with applicable law and agency authority.

XIV. GUESTS TO THE SCHOOLS

Since schools are a place of work and learning, limits must be set for such visits. The building principal or their 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:

1. Anyone who is not a regular staff member or an enrolled student at the school will be considered a visitor.
2. All guests to the school must report to the main office upon arrival. They will be required to sign-in with the visitor's register and be issued a guest's identification badge, which must always be worn in the school or on school grounds. The guest must return the identification badge to the office before leaving the building.
3. Guests attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, are optional to register. They are required to follow public health and safety rules and have identification.
4. Guests to closed dances (prom, winter weekend, etc.) are only allowed by school authorities' invitation.
5. Family members or citizens who wish to visit a classroom while school is in session must arrange such visits in advance with the classroom teacher(s) and furnish a written request to the building principal. Any such request may be denied at the discretion of the building principal.
6. Teachers are expected to refrain from discussing individual matters with guests during class.
7. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. All guests are expected to abide by the rules for public conduct on school property in this Code of Conduct.
9. Students and school personnel are only authorized to allow entrance to any school building if they report the person to the main office and obtain a visitor's pass.

XV. PUBLIC CONDUCT ON SCHOOL PROPERTY

The Olean City School District recognizes that the primary purpose of the school district is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with, or delaying the educational process or having such an effect is prohibited. The district also recognizes its responsibility to protect school property and declares its intent to take all legal action to prevent its damage or destruction. The district will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, family members, faculty and other staff, guests, licenses, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or concerning any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs, and activities, whether or not conducted on school premises.

A. Prohibited Conduct

No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person, or threaten to do so, for compelling or inducing such other person to refrain from any act which they have a lawful right to do, or to do any act which they have a lawful right not to do;
2. Intimidate, harass, or discriminate against any person based on race, creed, color, national origin, religion, gender, gender identity,
3. Physically restrain or detain any other person or remove such person from any place where she/he is authorized to remain, except for any authorized procedures as outlined in this Code of Conduct;
4. Willfully damage or destroy the property of the district or under its jurisdiction, or remove or use such property without authorization;
5. Without permission, expressed or implied, enter any private office of an administrative officer, member of the faculty, or staff member;
6. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
7. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, illegal drugs, or be intoxicated either on school property or at a

- school function;
8. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others;
 9. Without authorization, remain in any building or facility after it is normally closed;
 10. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the board of education;
 11. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
 12. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or intentionally interfere with the freedom of any person to express their views, including invited speakers, without infringing on the rights of others;
 13. Knowingly have in their possession upon any premises to which these rules apply any weapon/firearm as defined in the Gun-Free Schools Act and the New York State Penal Codes without written authorization of the superintendent of schools, whether licensed to possess the same has been issued to such person;
 14. Willfully incite others to commit any of the acts herein prohibited with the specific intent to procure them to do so;
 15. Violate any federal or state statutes, local ordinances, or board policies while on school property or at a school function.

Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

1. If a licensee or invitee, their authorization to remain upon the grounds or other property shall be withdrawn, and they shall be directed to leave the premises. In the event of failure to do so, they shall be subject to ejection.
2. If the trespasser or guest is without specific license or invitation, they shall be subject to ejection and arrest.
3. If they are a student, they shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by 3214 of the Education Law and the Code of Conduct.
4. If a faculty member, they shall be subject to disciplinary action as prescribed by and by procedures of the Education Law and the collectively negotiated agreement.

5. If a staff member is in the classified service of the civil service, described in the Civil Service Law, they shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section and be subject to ejection.
6. If a staff member other than the one described above, they shall be subject to discipline by the law and any applicable collectively negotiated agreement.

B. Enforcement Program

The superintendent of schools shall enforce these rules and designate the other personnel authorized to act by such rules when required or appropriate to carry them into effect. In any case where violation of these rules does not cease after such warning and in other cases of a willful violation of such rules, the superintendent or their designee shall cause the ejection of the violator from any premises which they occupy in such violation and shall initiate disciplinary action according to this Code of Conduct.

1. The superintendent or their designee may apply to the public authorities for any aid that they deem necessary in causing the ejection of any violator of these rules, and they may request the board's counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.
2. In the case of any apparent violation of these rules by such persons, which in the judgment of the superintendent or their designee, does not pose any immediate threat of injury to person or property, a school official may make a reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for resolution of any issues which may be presented.

In doing so, such school officials shall warn such persons of the consequences or persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct violate these rules. This code and the penalties set forth herein are not considered to be inclusive or precluded in any way the prosecution and conviction of any person for violating any federal or state law or local ordinance and the imposition of a fine or penalty provided therein.

APPENDIX A
OLEAN CITY SCHOOL DISTRICT
ELEMENTARY (PK-3)
PROGRESSIVE DISCIPLINARY MATRIX

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Unsafe Behavior <i>(throwing items in the classroom, elopement, etc.)</i>	Warning Teacher/Student/Principal Conference	Family Notification Teacher/Student/Principal Conference Restricted Activity	Family Notification Restricted Activity/Access Suspension
Making unreasonable noise or disrupting the learning of others; horseplay	Warning Teacher/Student/Principal Conference	Family Notification Teacher/Student/Principal Conference Restricted Activity	Family Notification Restricted Activity
Using language or gestures that are vulgar or lewd	Warning Family Notification Teacher/Student/Principal Conference	Family Notification Teacher/Student/Principal Conference Restricted Activity	Family Conference Restricted Activity/Privileges
Inappropriate clothing	Warning Change clothing or turn inside out/cover up Teacher/Student/Principal Conference Family Notification	Change clothing or turn inside out/cover up Teacher/Student/Principal Conference Family Notification	Change clothing or turn inside out/cover up Teacher/Student/Principal Conference Family Notification

DISRUPTIVE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Misbehavior for a substitute teacher	Warning Family Notification Teacher/Student/Principal Conference	Teacher/Student/Principal Conference Restricted Activity	Family Conference Restricted Activity
Intentionally damaging or destroying school property	Restitution Family Notification Teacher/Student/Principal Conference	1-5 days Suspension Restitution Family Notification Teacher/Student/Principal Conference Restricted Activity/Access	1-5 days Suspension Restitution Family Notification Teacher/Student/Principal Conference Restricted Activity/Access
Unless asked by a teacher, or given permission in advance, items such as toys and personal entertainment devices should not be brought to school	Warning <i>(item kept in the office-student may be able to pick up at the end of the day)</i> Teacher/Student/Principal Conference	Item is taken and kept in the office; parent must pick up item(s) Teacher/Student/Principal Conference	Item is taken Restricted Activity/Access

INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Failure to comply with direction of staff <i>(support personnel, teacher, administrative direction)</i>	Restricted Activity Teacher/Student/Principal Conference	Restricted Activity Teacher/Student/Principal Conference	1-5 days Suspension

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee or student	Restricted Privileges Teacher/Student/Principal Conference Suspension 1-5 days Family Notification	Suspension 1- 5 days Family Notification Supt. Hearing	Suspension 1-5 days Supt. Hearing Family Notification
Possessing a weapon	Suspension 1-5 days	Suspension 5 days Supt. Hearing	Suspension 5 days Supt. Hearing
Threatening to use any weapon or bodily harm	Family Notification Teacher/Student/Principal Conference Restricted Activity	Teacher/Student/Principal Conference 1-2 days Suspension	Teacher/Student/Principal Conference 1-5 days Suspension

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning Family Notification Teacher/Student/Principal Conference	Written Warning Family Notification Teacher/Student/Principal Conference	Suspension of bus privileges (1-5 days)

ACADEMIC			
MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Plagiarism/copying/cheating	Teacher/Student/ Principal Conference	Family Notification Teacher/Student/Principal Conference	Family Conference Teacher/Student/Principal Conference

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Lying to school personnel	Warning Teacher/Student/Principal Conference	Family Notification Teacher/Student/Principal Conference Restricted Privileges	Family Notification Restricted Privileges
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	Restitution Family Notification Teacher/Student/Principal Conference	Restitution Family Notification Restricted Activity	Restitution Family Conference Restricted Activity/Access
Bullying and Cyber-Bullying (Verbal and or physical)	Warning Family Notification Teacher/Student/Principal Conference	Family Notification Family Conference Principal Conference Restricted Activity	1-5 days Suspension Family Conference
Causing conflict or retaliation that results in a disrespectful physical or verbal outcome	Warning Family Notification Teacher/Student/Principal Conference	Family Notification Restricted Activity	Family Notification 1-5 days Suspension
Defamation or discrimination which includes making false statements or derogatory representations about an individual or group (groups include those, but are not limited to those related to race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight).	Warning Family Notification Teacher/Student/Principal Conference	Family Notification	Family Notification 1-5 days Suspension
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	Warning Teacher/Student/Principal Conference	Family Notification	1-5 days Suspension

Intimidation, which includes actions or statements that put an individual in fear of bodily harm	Warning Teacher/Student/Principal Conference	Family Notification Restricted Activity	1-5 days Suspension Restricted Activity
Violation of Student Device Agreement; Violation of Student Acceptable Use of Technology Guidelines	Teacher/Student/Principal Conference Disabling of USB ports on student device Loss of privilege to take device home Loss of device use Loss of school activities/ privileges	Disabling of USB ports on student device Loss of privilege to take device home Loss of device use Loss of school activities/ privileges Suspension 1-5 days	Disabling of USB ports on student device Loss of privilege to take device home Loss of device use Loss of school activities/ privileges Suspension 1-5 days Supt. Hearing
Inappropriate use of electronic devices (cell phones, cameras, video recording devices, et. al); including "sexting"	Confiscate device; parent pick up Teacher/Student/Principal Conference	Confiscate device; parent pick up Teacher/Student/Principal Conference	Confiscate device; parent pick up Teacher/Student/Principal Conference Suspension 1-5 days
Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking or vaping materials or related paraphernalia (matches, lighters, rolling papers)	Family Notification Teacher/Student/Principal Conference Written Notification regarding health and safety concerns	Family Notification Restricted Activity/Access	1-5 days Suspension
Possessing (inappropriately or otherwise), consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, prescription or over the counter medications, dietary supplements, compounds or organic synthetic substances, or drug paraphernalia; or being under the influence or being suspected of being under the influence	Family Notification Suspension Written Notification regarding health and safety concerns	Family Notification Suspension CPS Notification	Supt. Hearing
Indecent exposure of private parts of the body in a lewd manner; sexual misconduct (unwanted sexual conduct, harassment, assault, and other behaviors that violate consent)	Family Notification Teacher/Student/Principal Conference	Teacher/Student/Principal Conference Restricted Activity	1-5 Days Suspension
Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher or pulling the fire alarm	Family Notification Teacher/Student/Principal Conference	Family Notification Suspension 3-5 days Teacher/Student/Principal Conference	Family Notification Suspension 3-5 days Supt. Hearing Teacher/Student/Principal Conference

Misconduct involving urine, fecal matter, or bodily fluid	Warning Family Notification Teacher/Student/Principal Conference	Written Notification regarding health and safety concerns Restricted Activities/Access	1-5 Days Suspension
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A part of the student behavior plan will include:

- ☐ that all students will have a conference with the building administrator to explain their actions
- ☐ the **family** will be notified if offense warrants
- ☐ restitution will be provided if appropriate
- ☐ a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- ☐ a transition plan will be created if a student is suspended
- ☐ consideration of victim's rights

As a general rule, discipline and consequences will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances, including, but not limited to the developmental age of the child. Therefore, depending upon the manner and degree of certain student behaviors, the principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling. In due process, the students have the right to appeal.

APPENDIX B
OLEAN CITY SCHOOL DISTRICT
INTERMEDIATE (GR. 4-5) - MIDDLE SCHOOL (GR 6-7)
PROGRESSIVE DISCIPLINARY MATRIX

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Engaging in any willful act that disrupts school	1-3 days Lunch/Recess Detention ISS 1-3 days Family Conference Principal/Teacher/Student Conference	3-5 days Lunch/Recess Detention ISS 3-5 days Family Conference Principal/Teacher/Student Conference	6-10 days Lunch/Recess Detention OSS 1-5 days Superintendent Hearing Family Conference
Trespassing	Lunch Detention Level 3 detention Family Conference Principal/Teacher/Student Conference	Lunch/Recess Detention Superintendent Hearing Family Conference Principal/Teacher/Student Conference	1-5 days ISS Outside Referral Superintendent Hearing Family Conference
Violation of Student Laptop Agreement/AUP/Technology Guidelines	Lunch Detention Level 1 Detention Strictly supervised computer use Disabling of USB ports on laptop Loss of laptop use Loss of school activities / privileges ISS 1-2 days OSS 1-2 days Superintendent Hearing Principal/Teacher/Student Conference	Lunch/Recess Detention Level 2 Detention Strictly supervised computer use Disabling of USB ports on laptop Loss of laptop use Loss of school activities /Privileges Parent Contact ISS 3-5 days OSS 3-5 days Superintendent Hearing Principal/Teacher/Student Conference	1-10 days Lunch/Recess Detention Two Level 3 Detentions Strictly supervised computer use Disabling of USB ports on laptop Loss of laptop use Loss of school activities/ privileges Parent Contact ISS 5 days OSS 5 days Superintendent Hearing
Inappropriate use of electronic devices (cell phones, smart watches, cameras, video recording devices, et. al)	Warning Student pick up at end of day in office Principal/Teacher/Student Conference	Confiscate and family pick up Parent Contact Loss of privileges Lunch/Recess Detention Level 3 Detention Principal/Teacher/Student Conference	Confiscate and family pick up Parent Contact Loss of privileges 1-5 days Lunch/Recess Detention Three Level 3 Detentions ISS 1-3 Days
Public Disturbance, which includes participating, encouraging, photographing, or	1-5 days lunch/Recess Detention 2 days ISS Parent Contact Principal/Teacher/Student	6-10 days Lunch/Recess Detention 3-5 days ISS Parent Contact	11-15 days Lunch/Recess Detention 5 days ISS 1-5 days OSS

recording a violent event in the classroom or on school grounds and/or distributing it on social media	Conference	Loss of privileges Principal/Teacher/Student Conference	Parent Contact Loss of privileges
Sexting and/or use of electronic devices to take, possess or share inappropriate pictures/video	5 days Lunch/Recess Detention Three Level 3 detentions Confiscate and family pick up Outside Referral Superintendent Hearing Principal/Teacher/Student Conference	10 days Lunch/Recess Detention 1-5 days ISS Confiscate and family pick up Outside Referral Superintendent Hearing Principal/Teacher/Student Conference	20 days Lunch/Recess Detention 1-5 days OSS Confiscate phone and family pick up Outside Referral Superintendent Hearing
Inappropriate clothing	Warning Change clothing or turn inside out/cover up	Lunch/Recess Detention Level 3 detention Change clothing or turn inside out/cover up	See administrative insubordination
Fighting on school property	Three Lunch/Recess Detentions Level 3 Detention ISS 1-2 days Outside Referral OSS 1-3 days Principal/Teacher/Student Conference Family Conference Superintendent Hearing	Week of Lunch/Recess Detention ISS 3-5 Days OSS 1-3 days Principal/Teacher/Student Conference Family Conference Outside Referral Superintendent Hearing	ISS 3-5 days OSS 3-5 days Principal/Teacher/Student Conference Family Conference Outside Referral Superintendent Hearing
Serious verbal abuse or physical threat of serious bodily harm to anyone.	Three Lunch/Recess Detentions Level 3 detention ISS 1-2 days OSS 1-3 days Outside Referral Principal/Teacher/Student Conference	Week of Lunch/Recess Detention ISS 3-5 days OSS 1-3 days Principal/Teacher/Student Conference Family Conference Outside Referral Superintendent Hearing	ISS 3-5 days OSS 3-5 days Principal/Teacher/Student Conference Outside Referral Family Conference Superintendent Hearing

DISRUPTIVE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Tardy to class	1 st – 3 rd Warning Parent Contact	4 th – 6 th Lunch Detention Level 1 Detention Parent Contact	7 th + 3 days Lunch/Recess Detention Level 3 Detention
Tardy to school - unexcused *Offenses will be reset to 0 at the start of the 3rd marking period	Conversation with student	Conversation with student	Conversatio n with student Family Conference Outside Referral
Truant	Lunch/Recess Detention Level 3 detention	3 Days Lunch/Recess Detention Three level 3 Detention Family Conference Outside Referral	Administrative Detention ISS 1 day Family Conference Superintendent Hearing
Intentionally damaging or destroying school property	Two Lunch/Recess Detentions Level 3 detention ISS 1-3 days Restitution Outside Referral Superintendent Hearing Principal/Teacher/Student Conference	ISS 3-5 days OSS 1-5 days Restitution Outside Referral Superintendent Hearing Principal/Teacher/Stu dent Conference	Outside Referral Superintendent Hearing Restitution OSS 5 days

INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Failure to comply with direction of staff (running/yelling in the halls, vulgar language/gestures, Inappropriate behavior, throwing food, Horseplay (physical, non-threatening, inappropriate behavior), Unprepared for class, refusal to participate, skipping class, leaving class/school without permission, disrupting class, disrupting detention, skipping detention, misbehavior for a substitute, etc.)	Warning 1-5 days Lunch/Recess Detention Principal/Teacher/Student Conference Parent Contact Zero on assignment ½ day ISS 1-3 Level 1 detentions	1-3 Level 2 detentions 1-5 days Lunch/Recess Detention Principal/Teacher/Student Conference Parent Contact Zero on assignment 1-3 days ISS	1-3 Level 3 detentions Family Conference ISS 1-5 days Parent Contact 3-5 days ISS 5-10 days Lunch/Recess Detention Zero on assignment 1-5 days OSS Superintendent Hearing Loss of activities/privileges
Failure to comply with an administrative directive	10 days Lunch/Recess Detention 3 Level 3 detentions Family Conference	20 days Lunch/Recess Detentions 4-6 Level 3 Detentions ISS 1-5 days Family Conference	30 Days Lunch/Recess Detentions 7+ Level 3 Detentions ISS 1-5 days OSS 1-5 days Family Conference

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity	ISS 1-5 days OSS 1-5 days Superintendent Hearing Outside Referral Family conference Principal/Teacher/Student Conference	OSS 5 days Superintendent Hearing Outside Referral Family conference	OSS 5 days Superintendent Hearing Outside Referral Family conference
Committing an act of violence upon another student or other person lawfully on school property	ISS 1-5 days OSS 1-5 days Superintendent Hearing Outside Referral Family conference Principal/Teacher/Student Conference	OSS 5 days Superintendent Hearing Outside Referral Family conference	OSS 5 days Superintendent Hearing Outside Referral Family conference

Possessing a weapon	3-5 Lunch/Recess Detention Level 3 Detention ISS 1-5 days OSS 1-5 days Superintendent Hearing Outside Referral Family conference	ISS 1-5 days OSS 5 days Superintendent Hearing Outside Referral Family conference	OSS 5 days Superintendent Hearing Outside Referral Family conference
Possessing a firearm- (Section 3.6.1 Gun-Free School Act)	OSS 1-5 days Superintendent Hearing Outside Referral One year mandatory Suspension Family conference	1-5 days OSS Superintendent Hearing Outside Referral One year mandatory Suspension Family conference	1-5 days OSS Superintendent Hearing Outside Referral One year mandatory Suspension Family conference
Threatening behavior	Lunch/Recess Detention Level 2 Detention ISS 1 day Family conference Principal/Teacher/Student Conference	3 days Lunch/Recess Detention Level 3 Detention ISS 1-5 days Family conference	5+ days Lunch/Recess Detention Three Level 3 Detentions ISS 1-5 days Family conference
Threatening to use any weapon	ISS 1-5 days OSS 5 days Outside Referral Superintendent Hearing Family conference Principal/Teacher/Student Conference	ISS 5 days OSS 5 days Outside Referral Superintendent Hearing Family conference	OSS 5 days Outside Referral Superintendent Hearing Family conference

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Lying to school personnel	Warning Level 3 detention Principal/Teacher/Student Conference	Lunch/Recess Detention ISS ½ day Family Conference Principal/Teacher/Student Conference	ISS 1-2 days Family Conference
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	Administrative Detention 1-5 Level 3 detentions Outside Referral Restitution Principal/Teacher/Student Conference	2-4 days Administrative Detention ISS 1-3 days Outside Referral Restitution Family Conference	5 days Administrative Detention OSS 1-3 days Outside Referral Restitution Family Conference Superintendent Hearing
Bullying and Cyber- Bullying	Level 3 detention Family Conference Principal/Teacher/Student Conference	ISS 1-3 days Family Conferences Principal/Teacher/Student Conference	OSS 1-5 days Superintendent Hearing Outside Referral

Defamation which includes making false statements or derogatory representations about an individual or group	Week of Lunch/Recess Detention 1 Level 3 detention ½ day ISS Principal/Teacher/Student Conference	Two Weeks of Lunch/Recess Detention ISS 1-2 days Family Conference	Month of Lunch/Recess Detention OSS 1-3 days Outside Referral Family Conference Superintendent Hearing
Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, weight or economic status.	ISS 1-3 days Family Conference Principal/Teacher/Student Conference	Superintendent Hearing OSS 1-3 days Family Conference	Superintendent Hearing OSS 1-5 days Family Conference
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	Week of Lunch/Recess Detention ISS 1-3 days Family Conference Principal/Teacher/Student Conference	Administrative Detention OSS 1-3 days Family Conference Principal/Teacher/Student Conference	ISS 1-5 days OSS 3-5 days Outside Referral Superintendent Hearing
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	Week of Lunch/Recess Detention ISS 1-3 days 1 Level 3 detention Family Conference Outside Referral Principal/Teacher/Student Conference	Administrative Detention 3 Level 3 detention ISS 3-5 days OSS 1-3 days Family Conference Outside Referral Principal/Teacher/Student Conference	ISS 1-5 days OSS 3-5 days Outside Referral Superintendent Hearing
Hazing, including any intentional or reckless act against another	Administrative Detention OSS 1-3 days Outside Referral Superintendent Hearing	1-3 days Administrative Detention OSS 3-5 days Outside Referral Superintendent Hearing	3-5 days Administrative Detention OSS 5 days Outside Referral Superintendent Hearing
Selling, using, or possessing obscene material	1-3 Level 3 detentions Superintendent Hearing Family Conference	ISS 1-3 days Family Conference Superintendent Hearing	OSS 1-3 days Superintendent Hearing
Smoking a cigarette, e-cigarette, vaping device, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials related paraphernalia (matches, lighters, rolling papers)	2 Level 3 detentions Family Conference Alternative to a Suspension Program	ISS 1-2 days Family Conference Alternative to a Suspension Program	OSS 1-3 days Family Conference Outside referral

Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, or drug paraphernalia or being under the influence or being suspected of being under the influence	OSS 1-5 days Outside Referral Superintendent Hearing Family Conference Alternative to a Suspension Program	OSS 1-5 days Outside Referral Superintendent Hearing Family Conference Alternative to a Suspension Program	OSS 5 days Outside Referral Superintendent Hearing Family Conference
Inappropriately possessing, using, or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance (Ex: synthetic cannabinoids)	OSS 1-3 days ISS 1-3 days Outside Referral Superintendent Hearing Family Conference	OSS 3-5 days Superintendent Hearing Outside Referral Family Conference	OSS 5 days Superintendent Hearing Outside Referral Family Conference
Indecent exposure, exposure of private parts of the body in a lewd or indecent manner	OSS 1-3 days Principal/Teacher/Student Conference	OSS 3-5 days Outside Referral	OSS 5 days Outside Referral
Falsely initiating a report warning of a fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher	Administrative Detention OSS 1-3 days Outside Referral Principal/Teacher/Student Conference	ISS 1-5 days OSS 3-5 days Outside Referral Superintendent Hearing	OSS 5 days Outside Referral Superintendent Hearing
Sexual misconduct including but not limited to unwelcome sexual conduct, harassment, assault, and other behaviors the violate consent	Level 3 Detention ISS 1-2 days	ISS 1-5 days OSS 1-5 days Outside Referral	OSS 1-5 days Superintendent Hearing Outside Referral
Student to Student Conflict	Warning Teacher/Counselor guidance through conflict Principal/Teacher/Student Conference Parent Contact	Lunch/Recess Detention Level 3 Detention Principal/Teacher/Student Conference Parent Contact	Administrative Detention 1-5 days Lunch/Recess Detention 1-3 Days of ISS Parent Contact

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning Lunch/Recess Detention 1-3 Level 1 detentions Principal/Teacher/Student Conference	Administrative Detention 1-3 Level 3 Detentions ISS 1-5 days Suspension of bus privileges 1-5 days Family Conference Principal/Teacher/Student Conference	Administrative Detention 3+ level 3 detentions ISS 1-5 days Suspension of bus privileges 1- 10 days

ACADEMIC MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd + Disciplinary Action
Plagiarism/copying/cheating	Lunch/Recess Detention 1-3 Level 3 detentions Zero on assignment Parent Contact	1-3 Days lunch/Recess Detention ISS ½ day Zero on assignment Parent Contact	5 days Lunch/Recess Detention ISS 1-3 days Zero on assignment Parent Contact
Altering records	Lunch/Recess Detention 1-3 Level 3 detentions Parent Contact	1-3 Days lunch/Recess Detention ISS ½ day Parent Contact	5 days Lunch/Recess Detention ISS 1-3 days Parent Contact
Assisting another student in any of the above	Lunch/Recess Detention 1-3 Level 3 detentions Zero on assignment Parent Contact	1-3 Days lunch/Recess Detention ISS 1 day Zero on assignment Parent Contact	5 days Lunch/Recess Detention ISS 2 days Zero on assignment Parent Contact

Detention Times:	Level 1	3:05-3:30 p.m.
	Level 2	3:05-3:55 p.m.
	Level 3	3:05-4:20 p.m.

A part of the student behavior plan will include the following:

- that all students will have a conference with the building administrator to explain their actions
- the **parents/guardians** will be notified if the offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- consideration of victim's rights

As a general rule, discipline and consequences will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student's behaviors and consequences are subject to variable circumstances. **Therefore, depending upon the manner and degree of certain student behaviors, the building principal shall retain the right to modify or adjust student disciplinary actions and schedule counseling.** In due process, the students have a right to appeal.

Key:

ISS	In-School Suspension
OSS	Out-of-School Suspension
PINS	Person In Need of Supervision

Outside Referral refers to outside agencies that can be contacted at the Administrator's discretion

Administrative Detention To be served for two (2) periods per day at the Administrator's discretion

Eligibility for certain privileges at the Intermediate-Middle School

For Academic Eligibility in Interscholastic Athletics: Please see the OHS Interscholastic Athletics Handbook and BOE Policy 7410.

For Eligibility to **attend** extra-curricular activities (attending sporting events, dances, concerts, running for SAC offices, etc.):

Students who are deemed chronically absent will be considered ineligible.

Frequent tardies are included.

A student who receives ISS will be considered ineligible for a period of five (5) days, starting the first day of ISS served. A student who receives OSS will be considered ineligible for a period of seven (7) days, starting the last day of OSS served

APPENDIX C
OLEAN CITY SCHOOL DISTRICT
HIGH SCHOOL (GR. 8-12)
PROGRESSIVE DISCIPLINARY MATRIX

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Running in hallways	Warning	Detention	Detention Family Conference
Making unreasonable noise	Warning	Detention	Detention Family Conference
Using language, gestures or pictures that are vulgar or lewd	Warning	Detention	Detention Family Conference
Engaging in any willful act that disrupts school	ISS 2-4 days Family Conference OSS 1-3 days	OSS 1-3 days Family Conference	OSS 3-5 days Supt. Hearing Family Conference
Trespassing	Warning Detention Police Action Family Conference	Detention ISS 1-5 Days Police Action (if warranted) Supt. Hearing	ISS 1-5 Days OSS 1-5 Days Police Action Supt. Hearing
Violation of Student Laptop agreement	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/ privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/Privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/ privileges ISS/OSS Supt. Hearing
Violation of Student Acceptable Use of Technology Guidelines	Detention Strictly supervised computer use Loss of computer/network use Loss of school activities/ privileges ISS/OSS	Detention Loss of computer/network use Loss of school activities/ privileges ISS/OSS Supt. Hearing	Detention Loss of computer/network use Loss of activities/privileges ISS/OSS Supt. Hearing

Inappropriate use of electronic devices (cell phones, smart watch, cameras, video recording devices, et. al)	Warning Student may pick up at the end of the day in the office	Confiscate and family pick up Detention	Confiscate and family pick up ISS 1-3 Days
Public Disturbance, which includes participating, encouraging, photographing, or recording a violent event in the classroom or on school grounds and/or distributing it on social media	2 days ISS Parent Contact	3-5 days ISS Parent Contact Loss of privileges	3-5 days ISS 1-5 days OSS Parent Contact Loss of privileges for the remainder of the year
Sexting and/or use of electronic devices to take, possess and/or share inappropriate pictures/video	Confiscate phone until family conference ISS/OSS 1-5 days Police Action, if warranted Supt. Hearing	OSS 1-5 days Confiscate phone until family conference Loss of privileges of electronic devices for the remainder of the year Police Action, if warranted Supt. Hearing	OSS 1-5 days Confiscate phone until family conference Loss of privileges of electronic devices for the remainder of the year Police Action, if warranted Supt. Hearing
Inappropriate clothing: Dress Code violation	Warning Change clothing or turn inside out/cover up	Detention Change clothing or turn inside out/cover up	See administrative insubordination
Throwing food	Detention	ISS 1-2 days	ISS 3-5 days
Horseplay (physical, non-threatening, inappropriate behavior)	Warning Detention	Detention	ISS 1-2 days
Fighting on school property	Detention ISS 1-5 days OSS 1-5 days	OSS 1-5 days	OSS 1-5 days Supt. Hearing
Serious verbal abuse of a person in authority	Detention ISS/OSS 1-5 days	OSS 1-5 days Supt. Hearing	OSS 1-5 days Supt. Hearing
Serious verbal abuse or physical threat of serious bodily harm.	Detention ISS/OSS 1-5 days	OSS 1-5 days Contact Police Supt. Hearing	OSS 1-5 days Contact Police Supt. Hearing

DISRUPTIVE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Tardy Unexcused to school (after 5 minutes past the first bell) *Tardy to school 6 times and every 6 times thereafter. Tardy offenses will be reset at the end of every quarter.	Written warning sent home Family Contact	Detention Family Contact	ISS 1-5 days Loss of senior privileges 2- 5 weeks OSS 1-5 Supt. Hearing
Deliberately signing in late or not at all when late to school or not reporting to 1st period within 5 minutes of issuance or late to school pass	Detention Family Contact	Detention Family Contact	ISS 1-5 days OSS 1-5
Tardy to class without a pass within 5 minutes of bell 6 times and every 6 times after	Teacher warning	Teacher detention	Detention ISS 1-5 Days
Tardy to class without a pass over 5 minutes past bell 4 times and every 4 times after (Provide teacher warning to student at 2 times.)	Detention	ISS 1 Day	ISS 1-5 Days Supt. Hearing
Taking excessive time to reach destination indicated on pass	Warning No Pass List 1 Week	No pass list 2 weeks Detention(s)	Detentions(s) ISS 1-3 Days No pass list 5 weeks
Absence from a class or leaving class without permission	Warning Detention ISS 1-5	Detention ISS 1-5	ISS 1-5 days OSS 1-5 days Supt. Hearing
Leaving school without permission	Detention ISS 1-5 Contact Parents	Detention ISS 1-5 Contact Parents	ISS 1-5 days OSS 1-5 days Contact Parents Supt. Hearing
Disrupting detention	ISS 1 day	ISS 2 days Family Conference	ISS 3-4 days Family Conference
Failure to serve teacher detention	Detention	Detention Family Conference	ISS 1-5 days
No show for administration detention	Reschedule detention 2 Detentions ISS 1 day	2-3 After School Detentions ISS 1-3 days OSS 1-3	ISS 2-5 days OSS 1-3 Family Conference Loss of activities/privileges

Intentionally damaging or destroying school property/vandalism	Detention ISS 1-5 days OSS 1-5 days Restitution <i>Police Action, if warranted</i> Supt. Hearing	OSS 1-5 days Restitution <i>Police Action, if warranted</i> Supt. Hearing	Supt. Hearing Restitution <i>Police Action</i>
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INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Failure to comply with reasonable direction of staff/insubordination	Detention(s) ISS 1 day	ISS 1-2 day Family Conference	ISS 2-5 days OSS 1-3 days Family Conference
Failure to comply with an administrative directive	ISS 2-4 days Family Conference OSS 1-3 days	OSS 1-3 days Family Conference Supt. Hearing	OSS 3-5 days Supt. Hearing

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity.	OSS 5 days Supt. Hearing	OSS 5 days Supt. Hearing	OSS 5 days Supt. Hearing Police Action
Committing an act of violence against another student or other person lawfully on school property.	OSS 1-5 days Supt. Hearing	OSS 5 days Supt. Hearing	OSS 5 days Police Action Supt. Hearing
Possessing a weapon	OSS 1-5 days Contact Police Supt. Hearing	OSS 1-5 days Contact Police Supt. Hearing	OSS 1-5 days Contact Police Supt. Hearing
Possessing a firearm (Section 3.6.1 Gun-Free School Act)	Supt. Hearing One year mandatory suspension	Supt. Hearing One year mandatory suspension	Supt. Hearing One year mandatory suspension
Threatening to use any weapon or perceived weapon	ISS 1-5 days OSS 5 days Supt. Hearing Police Action	ISS 1-5 days OSS 5 days Supt. Hearing Police Action	ISS 1-5 days OSS 5 days Supt. Hearing Police Action

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Lying to school personnel	Warning Detention	ISS 1 day Family Conference	ISS 2-5 days Family Conference
Intentionally propping an outside door open or opening an outside door for others to enter	Detention ISS 1 day	ISS 1-3 days Family Conference	ISS 1 3 days OSS 1-3 days Family Conference
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	Detention 1-5 days Restitution	ISS 1-3 days Restitution Family Conference Supt. Hearing	OSS 1-3 days <i>Police Action, if warranted</i> Restitution Family Conference Supt. Hearing
Harassment of fellow student (Bullying)	Detention Loss of privileges up to 1 week ISS 1-5 days OSS 1-5 days Police action Supt. Hearing	Detention Loss of privileges up to 1 week ISS 1-3 days OSS 1-5 days Supt. Hearing	ISS 1-5 days OSS 1-5 days <i>Police action</i> Supt. Hearing
Cyber-Bullying	Detention Loss of privileges up to 1 week ISS 1-3 days Family Conference	Detention ISS 1-5 days OSS 1-5 days Supt. Hearing	OSS 5 days Police Action Supt. Hearing
Defamation which includes making false statements or derogatory representations about an individual or group	Detention ISS 1 day	ISS 2-3 days Family Conference	OSS 1-5 days <i>Police Action, if warranted</i> Family Conference Supt. Hearing
Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight.	ISS 1-5 days Family Conference	OSS 1-5 days Supt. Hearing	OSS 1-5 days Supt. Hearing

Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	ISS 1-5 days Peer Mediation Family Conference	OSS 1-2 days Peer Mediation Family Conference	OSS 3-5 days <i>Police Action, if warranted</i> Supt. Hearing
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	ISS 1-5 days Peer Mediation Family Conference	OSS 1-2 days Peer Mediation Parent Conference	OSS 3-5 days <i>Police Action, if warranted</i> Supt. Hearing
Hazing, including any intentional or reckless act against another	OSS 1-5 days Supt. Hearing	OSS 1-5 days Supt. Hearing	OSS 1-5 days Police Action Supt. Hearing
Selling, using, or possessing obscene material	Detentions ISS 1-2 days Supt. Hearing	ISS 1-2 days OSS 3-5 days Family Conference Supt. Hearing	OSS 3-5 days Supt. Hearing
Possession/use of tobacco or any smoking materials or related paraphernalia (matches, lighters, rolling papers, e-cigarette, vaping devices)	Alternative to Suspension Program (Vape/Tobacco/Drugs) Detentions Family Conference	Round 2 Alternative to Suspension Program Detention ISS 1-5 days Family Conference	OSS 1-5 days Family Conference Supt. Hearing
Possession/use of or under any amount of influence of alcohol or marijuana/THC on school property, school sponsored events or during transportation to or from the event. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30	Alternative to Suspension Program (Vape/Tobacco/Drugs) ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (10 weeks) Family Conference Supt. Hearing	Round 2 Alternative to Suspension ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (20 weeks) Family Conference Supt. Hearing	ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (40 weeks) Family Conference Supt. Hearing PINS Referral 4 th Offense – Referral to Cattaraugus County Court

Inappropriately possessing, using, or sharing prescription and over-the-counter medications, dietary supplements, or any other compound of organic or synthetic substance (Ex: synthetic cannabinoids)	ISS 1-2 days OSS 1-2 days Supt. Hearing	ISS 3-5 days OSS 3-5 days Supt. Hearing	ISS 3-5 days OSS 3-5 days Police Action Supt. Hearing
Possessing or under the influence of any illegal drug or substance, or drug paraphernalia. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30	Alternative to Suspension Program (Vape/Tobacco/Drugs) ISS 1-5 days OSS 1-5 days Loss of privileges (10 weeks) Supt. Hearing	Round 2 Alternative to Suspension ISS 1-5 days OSS 1-5 days Loss of privileges (20 weeks) Supt. Hearing	ISS 1-5 days OSS 1-5 days <i>Contact Police</i> Loss of privileges (40 weeks) Supt. Hearing PINS Referral 4 th Offense - Referral to Cattaraugus County Court
Gambling	ISS 1 day Family Conference	OSS 1-3 days Family Conference	OSS 5 days Supt. Hearing
Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher	OSS 3-5 days Supt. Hearing	OSS 3-5 days Police Action Supt. Hearing	OSS 3-5 days Police Action Supt. Hearing
Indecent exposure, exposure to the sight of private parts of the body in a lewd or indecent manner	OSS 1-2 days Supt. Hearing	OSS 3-5 days Supt. Hearing	OSS 3-5 days Police Action Supt. Hearing
Public display of affection	Warning Family Conference	Detention Family Conference	Detention ISS 1-5 days OSS 1-5 days Family Conference
Sexual misconduct including but not limited to unwelcome sexual conduct, harassment, assault, and other behaviors the violate consent	Detention ISS 1-5 days OSS 1-5 days	ISS 1-5 days OSS 1-5 days Supt. Hearing	OSS 1-5 days Supt. Hearing Police Action
Theft	Detention ISS 1-2 days Restitution Contact Police	ISS 1-2 days OSS 3-5 Restitution Contact Police	OSS 3-5 days Restitution <i>Contact Police</i> Supt. Hearing

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning Detention Inability to ride bus 1-5 days	ISS 1 day Inability to ride bus 1-5 days Family conference	ISS 1-3 days Supt. Hearing Inability to ride bus 1-5 day

ACADEMIC MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Cheating	Family Conference Detention	Family Conference Detention ISS 1-3 days	Family Conference ISS 1-5 days
Forgery	Detention	ISS 1-3 days	ISS 1-5 days
Plagiarism	Family Conference Detention	ISS 1-2 days Family Conference	ISS 3-5 days Supt. Hearing
Assisting another student in any of the above	Family Conference Detention	ISS 1 day	Detention ISS 2 days

Key:

Administrative Detention To be served for two (2) periods per day at the Administrator's discretion

ISS: In-School Suspension

OSS: Out-of-School Suspension

ASD: After School Detention

PINS: Person In Need of Supervision

A part of the student behavior plan will include:

- that all students will have a conference with the building administrator to explain their actions
- the family will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created if a student is suspended
- consideration of victim's rights

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

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances. Therefore, depending upon the manner and degree of certain student behaviors the building principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling. In due process, the students have a right to appeal.

Eligibility for certain privileges at the High School:

For Academic Eligibility in Interscholastic Athletics: Please see the OHS Interscholastic Athletics Handbook and BOE Policy 7410.

For Eligibility to attend extra-curricular activities (attending sporting events, dances, concerts, running for SAC offices, etc.):

Students who have attained a Level 3 or Level 4 attendance level will be considered ineligible.

Tardies after 8:35 are included in the attendance policy.

A student who receives ISS will be considered ineligible for a period of five (5) days, starting the first day of ISS served. A student who receives OSS will be considered ineligible for a period of seven (7) days, starting the last day of OSS served.

For Eligibility to maintain Senior Privileges:

Each student must maintain a passing grade in all courses. This will be evaluated every 10 weeks. If a student fails any course, they will lose senior privileges until the next report card grade is issued.

If a senior receives ISS they will lose their senior privileges for 5 days from the start of the ISS. If a senior receives OSS, they will lose their senior privileges for a period of 7 days from the final date of the suspension.

Any senior with level 3 absenteeism will lose their privileges for a period of five (5) weeks.

Any senior with level 4 absenteeism will lose their privileges for the remainder of the year.