

GREENWOOD LAKE UNION FREE SCHOOL DISTRICT

CODE OF CONDUCT

2026-2027

INTRODUCTION

The State Education Department recognizes the need for a written policy governing student conduct and discipline has mandated that all school districts formulate such policies in consultation with administration, teachers, students, and parents. Because order and discipline in our school is a shared responsibility between school, homes and community, Our Shared Decision-Making Building Level Team (BLT), with representatives from each of these groups, developed the rules and regulations that form the Greenwood Lake Union Free School District Code of Conduct and are approved by the Board of Education. The Code of Conduct outlines the standards of conduct expected of all students and others while on school property. This Code of Conduct is intended to help students and parents understand the District's policy on school conduct and discipline and to help students understand their responsibilities toward each other and toward their teachers. It is impossible, of course, to foresee every situation or every problem that might arise. It is our hope that this Code will provide guidance to the entire school community to ensure that our school functions productively and smoothly.

The Greenwood Lake School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, the District is also committed to creating and maintaining high behavioral standards and expectations. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of discipline that clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses.

The primary purposes of this Code of Conduct are to:

- Identify, recognize and emphasize acceptable behavior;
- Identify, recognize and prevent unacceptable behavior;
- Promote self-discipline;
- Consider the welfare of the individual, as well as that of the school community as a whole;
- Promote a close working relationship between parents/guardians and the school staff;
- Distinguish between minor and serious offenses, as well as between first time and repeat offenses;
- Provide disciplinary responses that are appropriate to the misbehavior and the age of the student;
- Outline procedures to ensure that the Code is administered in a way that is fair, firm, reasonable, and consistent;
- Encourage a high regard for every person's right to due process when accused of misconduct;
- Comply with the provisions of federal, state and local laws, as well as the guidelines and directives of the New York State Department of Education and the Board of Regents.

A district's primary concern in establishing a Code of Conduct is to enable our young people to become responsible, respectful and caring citizens within the school and community settings.
The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff. The parent/guardian ("parent") is expected to assume primary responsibility for control of his or her child. The parent may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and

educational growth. To this end, a high degree of parent-school communication will be fostered by the school.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension up to five (5) days and administrative hearings with the designated hearing officer for longer suspensions. Administrative hearings can result in out-of-school suspensions of more than five (5) days and, in particularly serious cases, a student may be permanently suspended from school.

DEFINITIONS

For the purposes of this Code, the following definitions apply:

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

Parent – the parent, guardian or person in parental relation to a student.

Removal – the act of a teacher in discontinuing the presence of the student in his/her classroom.

School Property – 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 §142 of the New York State Vehicle and Traffic Law.

School Function – any school sponsored extra-curricular, co-curricular or other event or activity whether on or off school property.

Suspension – the act of a Building Principal (or Acting Building Principal), Superintendent of Schools, District Superintendent or Board of Education in discontinuing the presence of a student from his/her regular classes.

Violent Student – a student (under the age of 21) who:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- Possesses, while on school property or at a school function, a weapon.
- Displays, while on school property or at a school function, what appears to be a weapon.
- Threatens, while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school district property.

Weapon – a firearm as defined in the Gun-Free Schools Act (18 USC §921) [any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device]. It also includes as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other

device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

Objects not normally considered weapons (e.g., scissors, pens, pencils, padlocks, trays, utensils, books, etc.) may nonetheless be used as weapons, or used in a manner in which it is reasonably foreseeable that personal injury or property damage would result. Discipline for the use of an instrument used as a weapon may, at the discretion of the Superintendent or designee, coincide with, but not be limited to, the suspension periods governing weapons.

ROLES AND EXPECTATIONS

It is the obligation of every student, parent, staff member, teacher, and administrator in Greenwood Lake to maintain an orderly environment, which is conducive to learning, respectful of the rights of others, and mindful of the school's integrity. Every member of the school community, therefore, has a role to play in carrying out that obligation and is obligated to follow the District's Civility Policy.

The Role of the Students

The process of education is dependent upon the mutual acceptance of the human value of self-respect for others, and no individual has the right to interfere with the education of his or her fellow students. Therefore, each student has the responsibility of respecting the rights of all who are involved in the educational process.

To function as an effective member of the school community, it is the obligation of each student to know the rules, adhere to them, and understand the consequences of his/her actions if the rules are violated. With this in mind, each student is expected:

- To accept responsibility for his/her actions;
- To respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- To attend school on a regular and punctual basis;
- To complete class assignments and other school responsibilities by established deadlines;
- To show evidence of appropriate progress toward meeting course and/or graduation requirements;
- To respect school property, e.g. lockers, and help to keep it free from damage;
- To obey school regulations and rules made by school authorities and by the student governing body;
- To 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;
- To contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- To become familiar with this code and seek interpretation of parts not understood;
- To actively discourage inappropriate behavior of other students and report the incidents to the administration;
- To use their own ideas, works, creations and knowledge in completing examinations, projects, reports.

The Role of Parents/Guardians

Parents/guardians play a key role in the establishment of a positive school experience. With parents/guardians maintaining a home environment that is orderly and guided by fair and firm guidelines, their children will approach their school experience with an understanding of expectations that stress respect for the rights of others and positive, appropriate behavior. Parents/guardians also

assist in the school's efforts to improve student conduct by being actively involved with school personnel before problems arise and by working with the school staff on behalf of their children. Parents/guardians assist in presenting a unified, well-thought-out course of action, which will have maximum benefit for the student. A team (parent-school) approach will yield the most effective and worthwhile results.

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

- Show an enthusiastic and supportive attitude toward school and education;
- Build a good working relationship between themselves and their child;
- Teach their child self-respect, respect for the law, respect for others and for public property;
- Insist on prompt and regular attendance;
- Listen to the views and observations of all parties concerned;
- Recognize that teachers merit the same consideration and respect that parents expect from their child;
- Encourage their child to take pride in his/her appearance;
- Insist that their child promptly bring home all communications from school;
- Cooperate with the school in jointly resolving any school related problem;
- Inform school officials of changes in the home situation that may affect student conduct or performance;
- Inform and update school officials on medical, legal and other matters that relate to the student in the school setting;
- Set realistic standards of behavior for their child and resolve to remain firm and consistent;
- Help their child learn to deal effectively with negative peer pressure;
- Provide a place conducive for study and completion of homework assignments;
- Demonstrate desirable standards of behavior through personal example;
- Foster a feeling of pride in their child for their school;
- Provide support and positive reinforcement to their child;
- Read, support and help their child to understand this Code of Conduct and school rules.

Parents/guardians should be aware that they may be responsible for damage to District property caused by their child in school. This includes lost books, damage to property, etc.

The Role of School Personnel

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- Promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- Teach the common courtesies by precept and example;
- Treat students in an ethical and responsible manner;
- Help students to reach their maximum potential;
- Demonstrate desirable standards of behavior through personal example;
- Report violations of the Code of Conduct to the Building Principal or Acting Building Principal;
- Immediately report and refer violent students to the Principal or Superintendent of Schools;

- Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee or other person lawfully on school property or at a school function;
- Address personal biases that may prevent equal treatment of all students and staff;
- Maintain confidentiality in accordance with federal and state law.

The Role of Teachers

Every teacher knows that she/he works every day with this nation's most precious commodity – the future generation. In view of this responsibility, the teacher must:

- Promote a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen each student's positive self-image;
- Plan and conduct a product of instruction that will make learning challenging and stimulating;
- Recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
- Utilize classroom routines that contribute to the total instructional program and to the student's development of civic responsibility;
- Read, understand and comply with a student's individualized education plan or §504 plan;
- Read, understand and comply with a student's behavior improvement plan;
- Seek to develop close cooperative relationships with parents for the educational benefit of the student;
- Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- Teach the common courtesies by precept and example;
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- Help students cope with negative peer pressure;
- Identify changing student behavior patterns and notify appropriate personnel;
- Enable students to discuss their problems with them;
- Send communications home promptly;
- Report to the Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- Treat students in an ethical and responsible manner;
- Help students to reach their potential;
- Serve as a surrogate parent in matters of behavior and discipline in accordance with New York State School Law; Explain and interpret the discipline code to students;
- Enforce the code in all areas of the school;
- Demonstrate desirable standards of behavior through personal example;
- Know the support services available to students and refer students who are in need of such services;
- Comply with State education law and regulations regarding corporal punishment and mandated reporting of suspected child abuse (domestic setting and educational setting);
- In the event of removal from class, inform the student and the Principal of reason for the removal;

- Immediately report and refer violent students to the Principal or Superintendent of Schools;
- Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee or other person lawfully on school property or at a school function;
- Address personal biases that may prevent equal treatment of all students and staff.

Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. By their example, teachers provide models of good school and community citizenship and effective and consistent classroom management techniques.

Teachers have day-to-day responsibilities and authority for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with students to assure their understanding of rules and regulations and provide guidelines to them in their efforts to comply. Conferences and counseling with the student and when appropriate, with parents, are techniques teachers should use to assure understanding and compliance with the rules.

The teachers work in cooperation with the administration and other personnel to develop appropriate strategies for addressing student problems. In cases where discipline must be handled beyond the classroom, the teacher will complete a Discipline Report describing the inappropriate behavior and forward it to the appropriate School Administrator.

The Role of Building Administration

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- Promote a safe, sound and healthful atmosphere of mutual respect supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
- Evaluate the program of instruction in their school to achieve a meaningful educational program;
- Help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
- Develop procedures which reduce the likelihood of student misconduct;
- Provide the opportunity for students and staff to approach the principal directly for redress of grievances;
- Work with students and staff to formulate school regulations;
- Assist staff members to resolve problems that may occur;
- Work closely with the parents to establish a wholesome relationship between home and school;
- Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- Establish necessary building security; Ensure that students are provided with fair, reasonable, and consistent discipline;
- Comply with pertinent state laws governing hearings, suspensions, and student rights;
- Develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this “Code of Conduct”;
- Demonstrate desirable standards of behavior through personal example;

- Comply with state education law and regulations regarding corporal punishment, mandated reporting of suspected child abuse in the domestic setting and in the educational setting;
- Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee or other person lawfully on school property or at a school function;
- Address personal biases that may prevent equal treatment of all students and staff;
- Maintain confidentiality in accordance with federal and state law.

Greenwood Lake Administrators are responsible for all activities that occur in and around the school building. They have the responsibility of assuring that students receive all due process, as provided for in Section 3214, Education Law. In the case of suspension by the principal, the student shall be confronted by the Building Principal and offered an opportunity to supply information and provide his/her version of the events. The student and the person in parental relationship shall, on request, be given an opportunity for an informal conference with the principal, at which time they shall be permitted to ask questions of complaining witnesses, provide information, and/or voice complaints.

The Administration has the responsibility of receiving and acting on disciplinary reports that are submitted by staff members. In order that they may reach a decision, it may be necessary for them to gather additional facts or clarification from the teacher submitting the report, from the student and from other individuals. Upon reviewing relevant information, the Administration will determine an appropriate course of action, based on the disciplinary measures outlined in the Code of Conduct.

The Administration will be guided by the provisions of the Code, as well as by their human and professional judgment, in determining appropriate disciplinary action.

It will be the responsibility of the Administrators to communicate their actions to the staff member submitting the report and to the parents when appropriate. The Administration will also be responsible for maintaining records regarding student discipline.

The Role of District Administration

As the educational leaders of the school system, the Superintendent of Schools and District Administrators must:

- Promote a safe, sound and healthful atmosphere of mutual respect supporting active teaching and learning for all students regardless of actual or perceive race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
- Reinforce and extend the indicated responsibilities of the principals and make them applicable to the school system for grades K-12;
- Recommend to the Board of Education appropriate policy, regulations and actions to achieve optimum conditions for positive learning;
- Develop and implement an effective "Code of Conduct" supportable by students, parents, staff and community;
- Demonstrate desirable standards of behavior through personal example;
- Comply with state education law and regulations regarding corporal punishment, mandated reporting of suspected child abuse in the domestic setting and in the educational setting;

- Address issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee or other person lawfully on school property or at a school function;
- Address personal biases that may prevent equal treatment of all students and staff;
- Maintain confidentiality in accordance with federal and state law; provide each teacher and other staff member with a copy of the Code of Conduct (conduct).

The Role of the Board of Education

As the elected officials in charge of our schools, the Board of Education:

- Promotes a safe, sound and healthful atmosphere of mutual respect supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
- Adopts the policies governing the District, including this Code of Conduct;
- Ensures that the Code of Conduct contains clear behavioral expectations and disciplinary consequences for students, staff and visitors;
- Ensures that the Code of Conduct is clearly communicated to students, parents, staff and the school community;
- Ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
- Comply with state education law and regulations regarding mandated reporting of suspected child abuse in the educational setting;
- Addresses issues of harassment (including bullying) or any situation that threatens the emotional or physical health or safety of any student, employee or other person lawfully on school property or at a school function;
- Addresses personal biases that may prevent equal treatment of all students and staff;
- Maintains confidentiality in accordance with federal and state law;
- Annually reviews the Code of Conduct and updates it as necessary.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The Greenwood Lake School District believes in the right of each child, to receive a free and appropriate education. All students in this state between the ages of six (6) and the school year through which he or she becomes sixteen (16) are required by law to regularly attend school, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with the Regulations of the Commissioner of Education.

The right to a free public school education extends to all students, including those with disabilities. However, this right is not unconditional. As long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily or suspended permanently from school. Only students within the compulsory education ages (age six (6) through the school year in which the student turns sixteen (16) are entitled to alternative, equivalent instruction following suspension.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

- To be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- To learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
- To participate in District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation;
- To be informed of all school rules;
- Be guided by a discipline policy, which is fairly and consistently implemented.

In addition, students in this District are afforded the following rights:

1. **Student Expression** – Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the Federal and State Constitutions. However, a student's freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech, which materially and substantially disrupts the work and discipline of the school, may be subject to limitation.
2. **Symbolic Expression** – Students, in light of constitutionally protected free speech rights, may wear political buttons, armbands or badges of symbolic expression so long as the same conform to the limits set forth herein under "school newspaper" and "dress code".
3. **Student Activities** – All pupils shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student Code of Conduct and any rules promulgated specifically for participation in extra and/or co-curricular activities.
4. **Student Clubs and Other Student Organizations** – The District encourages students to participate in curriculum related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the Constitution of the Student Government and shall be conducted in accordance with any applicable Federal or State Law, as well as Board of Education Policy or Regulations.
5. **Privacy Rights [Search and Seizure]** – Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the Federal and State Constitutions. In light of these protections, no student's person or property shall be searched for illegal substances or materials unless the school authorities conducting the search have reasonable suspicion to do so. Lockers and desks assigned to students may be subject to inspection at any time by School Officials, since such places are not the property of the student, but rather are owned by the School District and shared with the student.
6. **Student Grievances and Complaints** – If a student has a grievance or a complaint about a school-related matter, a school employee or other school official, she/he may submit it, in writing, to the Principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievances or complaints may be appealed in writing to the Superintendent of Schools, if the Principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.

7. **Video Surveillance** - Video surveillance cameras may be used in school buildings in areas where there is no "reasonable expectation of privacy" and on school buses in order to assist the District to maintain student discipline, to safeguard facilities and property of the District and for the safety of students, staff and visitors while on District property.

STUDENT DRESS CODE

Students are expected to dress and groom themselves in an appropriate manner. Student must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, and science laboratories classes.

The following are considered to be inappropriate dress, grooming, and appearance and are prohibited in school or at school functions:

- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- Any dress or appearance that hinders the ability to identify the student or changes the appearance of the student (e.g., hoodies, non-medical masks, bulky/oversized clothing);
- Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body or exposes undergarments (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments);
- Any dress or appearance which advocates or encourages illegal or violent activities;
- Any dress or appearance which advocates discrimination or denigrates others based upon race, creed, religion, national origin, gender, sexual orientation or disability;
- The wearing of hats, visors, hoods, or any other head covering in the classroom as they are a sign of disrespect (unless worn for religious or medical reasons);
- Any dress or appearance which constitutes a disruption to the educational process;
- Extremely brief or revealing garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back), see-through garments, low waistlines, too-short inseams, etc;
- Footwear that is a safety hazard will not be allowed. Because of their destructive nature, no metal cleats or taps will be permitted on boots or shoes. (Students must wear appropriate footwear at all times; no slippers)

PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes. These devices can create significant distraction to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols.

The district provides students with one-to-one devices; therefore, personal electronic devices are not permitted for educational purposes. Generally, the district is not responsible for stolen, lost or damaged personal electronic devices brought to school.

Communication with Parents/Persons in Parental Relation

During the school day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) may contact their children by calling the school office. Students may contact their parents by calling from a school landline telephone. The district will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment.

Device Access and Storage

As required by Education Law §2803, this policy prohibits student use of personal internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time), on school grounds [any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility unless under an exception (e.g., IEP/Section 504 or as permitted below)].

1. At the elementary school level (Pre-K–3), any device that is brought to school must be silenced and kept in the child's backpack in their cubby.

2. At the middle school level (Grades 4-8), student devices must be silenced and stored out of sight: in student lockers or in cubbies/on hooks where backpacks are stored throughout the day.

Students are discouraged from bringing other personal electronic devices to school. If students do bring such devices to school, they must be stored away for the entire school day in locations such lockers or cubbies, and they must be off or silenced and not used during the school day unless permission is granted by the school.

On a case-by-case basis, administrators may choose to allow use of electronic devices during school events and activities held outside of the school day and/or off school grounds. If allowed, this will be clearly communicated to students and parents prior to said event.

Exceptions for Specific Purposes

Use of personal internet-enabled devices must be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district permits the use of internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication, etc.); and/or
2. For translation services (as recommended by the building administrator after consultation with parent and ENL teacher); and/or
3. For students who are routinely responsible for the documented care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor).

Parents may request an exception for their children to use personal internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions or family care exception, must include documentation from an appropriate healthcare professional.

Enforcement, Consequences and Reporting

Enforcement of this policy is chiefly the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the device will be held in the school office until the end of the school day. The first time this happens, the student may retrieve the device, and the parent will be notified. For subsequent instances, the parent must retrieve the device. The district will exercise reasonable care to maintain the security of devices that are held by the district, but cannot guarantee the devices will be secure. Further instances will result in the device being held in the school office daily for longer periods of time and enforced under the Code of Conduct. The district may not impose out of school suspension if the sole grounds for the suspension is that the student accessed an internet-enabled device as prohibited by this policy. However, the district may utilize consequences under the district's Code of Conduct, including detention, in-school suspension, and exclusion from extracurricular activities. The district may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics.

Some uses of personal electronic devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

For students with exceptions under this policy, the district will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions. Students with exceptions to this policy may still be subject to disciplinary measures if found to be using their personal device outside the reason for exception.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.

Beginning September 1, 2026 and annually thereafter, the district will publish an annual report on its website detailing the enforcement of this policy over the past year, including non-identifiable demographic information of students who have faced disciplinary action for non-compliance with this policy, and an analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a plan to mitigate such disparate enforcement.

Electronic Devices and Testing

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other personal electronic devices into classrooms or other exam locations during state assessments.

Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with Individualized Education Plans, Section 504 Plans, or documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

REPORTING CODE of CONDUCT VIOLATIONS

1. **To School District Personnel**
   Students, teachers and other District personnel are encouraged to report any violations of the Code of Conduct to the Building Principal or, in his/her absence, the Acting Building Principal. Such individuals are required to report any threat of violence, including but not limited to bomb threats, threats to persons or property, whether by oral, written or electronic means, possession of a weapon, alcohol or illegal substance on school property or at a school function to a teacher, the Building Principal or, in his/her absence, the Acting Building Principal.

   Teachers and other District personnel shall immediately report violent students to the Building Principal or Superintendent of Schools.

   Any weapon, alcohol, illegal substance or similar item (such as synthetic drugs) found shall be confiscated immediately, if possible, maintained in a secure location, followed by notification to the student's parent and law enforcement as appropriate.

2. **To Local Law Enforcement Agencies**
   The District will report any acts of violence against persons that constitute a crime, threatened acts of violence, and other violations of the Code of Conduct which constitute a crime and affect the order and security of the school (e.g., theft, destruction of school property, assault, false fire reports; arson, bomb threats, use, possession distribution or sale of drugs (including synthetic drugs) or alcohol, use, possession, distribution or sale of a dangerous or deadly object or a potentially dangerous or deadly object) to the appropriate local law enforcement agency when the actor is over the age of 16, or is 14 or 15 years old and qualifies for juvenile offender status. This report shall be made as soon as practical, but in no event later than the close of business the day the Principal or Acting Principal learns of the violation. When necessary, the District will file a complaint in Criminal Court against the actor.

3. **To Human Services Agencies**

   The District will report, as applicable, any violations of the Code of Conduct which constitute a human services crime when the actor is under the age of 16 to the appropriate human services agencies. When necessary, the District will file a juvenile delinquency petition or a person in need of supervision (PINS) petition in Family Court.

RESPONSIBLE STUDENT CONDUCT

It shall be the responsibility of each student in the Greenwood Lake School District to:

1. Know and abide by all school policies, rules and regulations pertaining to student behavior;
2. Be in regular attendance at school and in class and to be on time for all assignments;
3. Maintain behavior that is conducive to learning and show respect to other persons and for both school and personal property;
4. Accept responsibility for his/her actions;
5. Work to the best of his or her ability in both academics and activities and strive toward the highest level of achievement possible;

6. Conduct himself/herself, when participating in or attending school sponsored activities, events and trips, as a representative of Greenwood Lake District and as such hold himself or herself to the highest standards of behavior and sportsmanship as defined in the Code of Conduct;
7. Respect school property (e.g., lockers, desks) and help to keep them free of damage;
8. Discourage inappropriate behavior of other students and report the incidents to the administration;
9. Use his/her own ideas, works, creations and knowledge in completing examinations, projects, reports.

STUDENT CONDUCT AND DISCIPLINE

It is the School's belief that students should be treated as people who can reasonably be expected to be responsible for their own behavior. The School Administration will assist each student in this program of personal responsibility with sensible rules of conduct, focusing on safety and respect for the rights and property of others. The program will be consistently applied in classrooms and throughout the School. Students that cannot accept this responsibility and violate school rules will be subject to disciplinary consequences as outlined on the following pages.

Discipline is most effective when it deals directly with the problem at the time and place it occurs. Teachers will first use all of their resources to create a positive change of behavior in the classroom. Only after the teacher has made every effort to bring about positive behavioral change, and the student's parents or guardians have been involved with the discipline process, the student will be referred to the administration and/or the Child Study Team. Certain infractions may require immediate administrative action. Disciplinary action, when necessary, will be swift, firm, fair, progressive and consistent in order to be most effective in changing behavior.

OFF-CAMPUS MISCONDUCT

A student may be subject to discipline for conduct constituting a crime that is committed off of the school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believe that the continued attendance of the student would constitute disruption of the operation of the schools or constitute an endangerment to the health, safety, welfare, or morals of the student and/or others in our school.

A student may be subject to discipline for off-campus misconduct that does not involve criminality that the Superintendent of Schools or Board of Education reasonably believes has a nexus to the educative process (i.e., student-student, student-personnel, interactions that foreseeably would have a detrimental or disruptive effect upon school programs or activities).

A student may also be subject to discipline for cyberbullying that 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.

Students who violate the Code of Conduct with District issued devices off-campus, are subject to discipline as outlined herein.

AUTHORIZED DISCIPLINARY MEASURES

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

1. Warnings (oral or written).
2. After School/Lunch Detention (1 – 5 days).
3. In-School Suspension (1 – 5 days).
4. Out of School Suspension (1 – 5 days).
5. Out of School Suspension five (5) days with Superintendent Hearing.
6. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to 45 school days.
7. Placement in an interim alternative educational setting for a period of up to 45 school days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance or inflicting a serious bodily injury to another person at a school or a school function is determined not to be related to his/her disability.
8. Suspension from school and notification of police.
9. Permanent suspension (Expulsion).

While it is the intent of the District that satisfactory behavior be fostered by positive measures, it must be recognized that some student behavior will require the imposition of appropriate disciplinary measures or penalties. The District has adopted the concept of progressive discipline as the method to be used in disciplining students. Progressive discipline is corrective in nature and is intended to direct students toward appropriate school behavior.

A record will be kept of each student's infractions and the disciplinary measures imposed. Subsequent infractions of regulations will result in more severe penalties.

A parental conference may be initiated at any step in the disciplinary process. This is a meeting of persons in parental relationship and appropriate school personnel to discuss student behavior and expected conduct for the future.

Acts within the school, which may constitute a crime when occurring in the community, will be reported to the proper legal jurisdiction.

Penalties are listed below in order of severity.

DETENTION

Detention is a penalty for not following the rules and regulations of the School. Detention must be served on the day assigned. If a student is involved in an activity after school, it is the student's responsibility to inform his/her activity advisor or coach that he/she will be late or absent.

Detention can be assigned to be served during lunch/recess; for MS students, it can also be served after school. Students may be assigned written work during detention. Students who do not follow the rules during detention will receive additional/or alternative disciplinary measures. Failing to serve detention on the assigned day shall be penalized by reassignment and additional days of detention or In-School Suspension.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension has been created to allow students to keep up with course assignments and maintain a good attendance record while serving a penalty for a disciplinary infraction. When a student is assigned to In-School Suspension the student will be given a written assignment. This assignment must be completed before any additional schoolwork is done. While in ISS, students will complete their work under direct supervision of the ISS Teacher/SRP in an environment in which privileges have been restricted.

Students shall report to the ISS room at the beginning of homeroom after first reporting to their teacher for attendance. Students should bring all class texts, notebooks, pens and pencils to the ISS or designated room at the beginning of the day. They will not be allowed to go to their lockers during the day.

Students may be allowed one supervised bathroom privilege in the morning and one in the afternoon. Students will eat lunch in the ISS room. Students will be dismissed from ISS at the end of the school day back to their homerooms.

Students may not communicate with other students during the time they are in ISS. If a student needs to speak to the teacher, they must raise their hand to be acknowledged. If a student becomes disruptive, the parent or guardian will be called to remove the student from school grounds immediately. A student who is removed from ISS for behavior may be placed on out-of-school suspension. Due process will be provided in this event. The purpose of ISS is to modify student behavior. If ISS does not change student behavior, a parent conference will be required and additional ISS days will be assigned. In addition, alternative forms of behavioral modification will be considered.

OUT-OF-SCHOOL SUSPENSION (OSS) *(see also next section: Student Suspension Process)*

Out-of-School Suspension will be utilized when a situation warrants serious disciplinary action.

Students suspended out-of-school may not be on school property and may not participate in any school related activity during the suspension period. This period is from the time of suspension through the morning of the return to regular classes.

When a student's behavior has been such that an out-of-school suspension is required a written assignment must be completed and submitted upon return to school. Failure to complete the written assignment will result in placement in the in-school suspension room until the assignment(s) is completed.

With the cooperation of parents, this should be a parent-supervised detention at home for the day(s) assigned. Students are responsible for making up work missed as a result of suspension on the regular date the work was due. No additional time will be given unless the specific work can only be done in the school building.

SUPERINTENDENT'S HEARING *(see also next section: Student Suspension Process)*

Very serious or repeated violations of the Code of Conduct will result in a Hearing before the Superintendent of Schools or an appointed Hearing Officer. The student has the right to be represented by counsel, the right to present witnesses and other evidence, and the right to cross-examine the District's witnesses. The Superintendent of Schools will notify parents, in writing, of the time set for the Hearing and will advise parents of all rights available to them under existing Education Law. Dependent on the Superintendent of School's findings, penalties, which include suspension beyond five (5) days, may be imposed. The District will arrange alternative education for

any suspended student less than sixteen (16) years of age. Students are responsible for making up work missed as a result of suspension on the days the work was due.
The District will provide alternative education for any student who is of compulsory education age.

STUDENT SUSPENSION PROCESS

(Due Process: Goss v Lopez)

The Board of Education, Superintendent of Schools, Building Principal or in his/her absence, an Acting Building Principal, may suspend a student from school where it is determined that the student:

- Is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; or
- Is removed from a classroom for substantially disrupting the educational process or substantially interfering with the teacher's authority in the classroom four or more times in one semester.

In addition to the statutory grounds for suspension from school for conduct or health conditions, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed below.

A. Pre-Suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The students shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal Principal's conference, unless waived, as described in paragraph "C" below.

B. Short-Term Suspension Process

Prior to a proposed suspension from school for between one and five days by the Building Principal or an Acting Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service, and by telephone, if possible, within 24 hours of the decision to propose suspension. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, at which time the evidence, may be questioned by the parent or guardian. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. Any appeal brought by the parent or student over the age of 18 of a Principal's suspension must be presented to the Board of Education within 30 days of the suspension prior to filing any further appeal.

C. The Long-Term Suspension Process: Suspension for More than Five (5) Days

Any suspension from school in excess of five (5) school days shall be considered a long-term suspension. Unless there is a written agreement between the Superintendent of Schools and/or Board of Education and the parent, a long-term suspension may be imposed only after the Superintendent of Schools or the Board of Education has conducted a Hearing. When a student is subject to a long-term suspension, a hearing shall be conducted by the Superintendent of Schools, if the Building Principal, Acting Building Principal or the Superintendent of Schools has made the original suspension, or before the Board of Education where the Superintendent of Schools or Board of Education has made the original suspension. The Superintendent of Schools or Board of Education may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this Code of Conduct, as well as penalty recommendation pursuant to the penalty parameters described herein.

D. Hearing Procedures, Notice of Hearing

In the event of the suspension of a student, the Notice of Suspension will be mailed or delivered to the parent, who shall have a minimum of 48 hours notice of the time and place of the hearing, as well as the nature of the charge(s) and the facts, sufficiently stated so that a proper defense may be placed upon the record on behalf of the student.

All notices of long-term suspension hearings shall contain provisions indicating that the student has the right to be represented by an attorney or lay counsel, that a transcript of the hearing will be prepared (tape recording or stenographic record) and that the student has the right to subpoena witness or otherwise present witnesses in his/her defense. The time, date and location of the hearing shall also be prominently set forth in the notice.

If the student is 18 years of age or older, the letter described above will be mailed to the student, as well as his/her parents.

E. The Long-Term Suspension Hearing

The Hearing shall be conducted by the Superintendent of Schools or a designated Hearing Officer. The Hearing shall be conducted by the Board of Education or it's designated Hearing Officer in the event that the suspension originated by Board of Education action.

At the beginning of the hearing, the Superintendent of Schools or a designated Hearing Officer shall inform the student and the student's representative(s) that:

- The District's and the student's representatives shall have the right to examine and cross-examine witnesses;
- The student has the privilege against self-incrimination, but that if the student does testify, she/he shall be subject to cross-examination;
  The District has the burden of proving the charges by a preponderance of the credible evidence;
- A transcript of the proceedings shall be maintained and made available to the student's representative upon request; and
- The Hearing shall be private or open to the public, as determined by the student's representative.

The Superintendent of Schools or designated Hearing Officer shall inform the parties that:

- The case will proceed by having the District present its evidence through witnesses and other evidence first;
- The District's witnesses shall be subject to cross-examination by the student's representative; and
- The student will then have the opportunity to present witnesses on his/her behalf, subject to cross-examination by the District's representative.

Following the conclusion of the testimony and the introduction of other evidence matters, the parties shall be afforded the opportunity to present oral arguments to the Superintendent of Schools indicating the reasons why the charges should be sustained or dismissed.

The Superintendent of Schools or designated Hearing Officer shall then reach findings of fact upon the charges.

In the event that one or more of the charges is sustained, the Superintendent of Schools or designated Hearing Officer shall then entertain statements, testimonies, and/or evidence from the parties regarding the appropriate penalty outcome. In the event that the parent and/or the student, in an appropriate case, have been served with a copy of the student's past disciplinary anecdotal record in a timely fashion (at least 48 hours before the hearing), for consideration at the Hearing, such record may be considered by the Superintendent of Schools in determining an appropriate penalty. The incidents contained within the past anecdotal record shall be demonstrated by credible evidence and may be contested in the same manner to the extent that they are denied by the student, as expressed by the student's representative.

This process shall be concluded within the five (5) school day period from the time of the initial suspension if the student is to be continuously suspended. The decision may be communicated to the student's representative beyond the five (5) school day period in cases where the student has been reinstated to attendance in school pending the final determination on the charges and penalty by the Superintendent of Schools or the Board of Education, in cases to be decided by them, respectively.

Alternative Instruction

Pursuant to the Education Law, no student of compulsory education age shall be suspended from school in his/her regularly scheduled classes without being provided alternative equivalent instruction, either in the form of home instruction or instruction in an alternative setting. Such instruction shall be of an equivalent nature to that provided in the student's regularly scheduled classes. A good faith effort shall be made to provide such alternative instruction immediately giving due regard to the nature and circumstances of each particular case.

In the event that a student within the compulsory education ages of six (6) and the school year in which she/he becomes sixteen (16) is suspended from school in excess of five (5) school days, alternative equivalent instruction shall be provided for the duration of the period of suspension.

Appeals Process

The decision of the Superintendent of Schools with respect to the findings of fact sustaining charges in a long-term suspension hearing and/or penalty determination shall be subject to appeal to the Board of Education within 30 days of receipt of the Superintendent's decision. The Board of Education shall review the record of the proceedings before the Superintendent of Schools, including a review of the transcript of the proceedings, documentary evidence and written arguments of the representatives of the respective parties, if any. The Board of Education does not provide the representatives of the respective parties with the opportunity either to present evidence not previously in the record or to make arguments in person before the Board of Education.

The Board may review findings of fact, uphold the penalty, reduce the penalty or condition a suspended student's early return to school or suspension revocation upon: (1) a student's voluntary participation in counseling or (2) voluntary participation in special classes, such as those addressing anger management or dispute resolution.

In the event that the initial long-term suspension hearing was conducted by the Board or its designated Hearing Officer, or where the Board has ruled on an appeal from a Superintendent's long-term suspension hearing, the matter may be further appealed to the Commissioner of Education.

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of Students with Disabilities

A principal may suspend a student with an educational disability for a short-term (5 school days or less) in the same manner as non-disabled students may be suspended. A principal's designation of an Interim Alternative Educational Setting (IAES) must be made in consultation with the student's special education teacher.

In the event that a student has a known disability or when school officials can be deemed to know in accordance with law, that a student has a disability or meets the "suspected of having a disability" standard, the District will first proceed to conduct a §3214 disciplinary proceeding for any suspension of more than five (5) school days. The §3214 disciplinary proceeding will be held in two parts, first to determine the student's guilt or innocence on the charges and the second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

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 (hereinafter "§504")/Title II of the Americans with Disabilities Act (hereinafter the "ADA"), the §504 multi-disciplinary committee (hereinafter the "§504 Committee") must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability.

1. If a nexus is found between the disability and the conduct underlying the charges, **no** additional discipline shall be imposed and the record of discipline imposed to date shall be expunged. The 504 Committee shall consider any appropriate evaluations and/or modifications to the student's accommodation plan.

2. If no nexus is found, yet a disability is indicated or has been identified, discipline may

be imposed in the same manner as it would be for nondisabled students, upon remand to the §3214 Hearing Officer. Any penalty imposed may not be based on past behavior for which a nexus determination was not made. A change in placement, i.e., a suspension, removal or transfer, in excess of 10 school days, must be preceded by notice and an evaluation conducted by the §504 team.

3. Students with a recognized §504/ADA disability who are currently using or in possession of alcohol or drugs may be disciplined, regardless of their disability status in the same manner and to the same extent as non-disabled students, provided that same students are currently engaged in the illegal use of drugs or use of alcohol.

4. The School District must continue to provide a free appropriate public education to students who have been suspended from school as required by the regulations implementing §504 (34 CFR §104 et. seq.) until the end of the school year in which the student reaches the age of 21.

IDEA Disability

For students classified or presumed to have disabilities under the Individuals with Disabilities Act (hereinafter "IDEA" - a student with an educational disability), a Manifestation Team must make a Manifestation Determination prior to a student's suspension for 10 or more consecutive school days or prior to a suspension of 10 school days or less, if it has been determined that a suspension for less than 10 consecutive school days would constitute a disciplinary change in placement.

A series of suspensions that are each 10 or fewer school days in duration may create a pattern of exclusions that constitutes a disciplinary change in placement. That determination will be made on a case-by-case basis in accordance with applicable law and regulation. Among the factors considered in making this determination are the length of each suspension, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

A student shall be presumed to have a disability if prior to the time the behavior occurred:

1. The parent or guardian of the child has expressed in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, provided that such notification may be oral if the parent does not know how to write or has a disability that prevents a written statement; or

2. The parent of the student has requested an evaluation of the student; or

3. A teacher of the student or other personnel of the District has expressed specific concern about a pattern of behavior demonstrated by the student to supervisory personnel in the District in accordance with the District's child-find procedures.

A student shall not be presumed to have a disability for discipline purposes, despite satisfaction of one or more of the above criteria, if:

1. The parent of the student has not allowed a relevant evaluation of the student by the Committee on Special Education ("CSE");

2. The parent of the student has refused special education services; or

3. It was determined by the CSE or Committee on Preschool Special Education ("CPSE") that the Student is not a student with a disability; or

4. It was determined that an evaluation was not necessary and the District provided appropriate notice to the parents of such determination.

A. Manifestation Determinations

A Manifestation Team, which shall include a representative of the school district knowledgeable about the student and interpretation of information about child behavior, the parent and relevant members or the committee on special education as determined by the parent and the school district. The parent must receive written notification prior to any manifestation team meeting to ensure that the parent has an opportunity to attend and inform the parent(s) of their right to have relevant members of the CSE participate at the parent's request.

When making a manifestation determination, the Manifestation Team shall review all relevant information in the student's file including the student's IEP, any teacher observations and any relevant information provided by the parents to determine if:

a. The conduct in question was caused by or had a direct and substantial relationship to the student's disability; or

b. The conduct in question was a direct result of the school district's failure to implement the IEP

If either of the aforementioned criteria listed as "a" and "b" above are answered affirmatively, the conduct in question shall be deemed to be a manifestation of the student's disability.

When a Manifestation Team determines that the conduct in question was a manifestation of a student's disability, the CSE shall meet to recommend and conduct a functional behavioral assessment and implement a behavior intervention plan in accordance with 8 NYCRR § 201.3 and 201.4(d)(2)(a).

A meeting for the sole purpose of making a manifestation determination does not require five calendar days' notice to the student's parent or guardian at the meeting. However, if the CSE meets to consider a change in placement in conjunction with the manifestation determination, the five-day notice requirement of §200.5(a) (3) of the Commissioner's Regulations is applicable and parental participation in all CSE meetings is expected and strongly encouraged.

- **Discipline of Students with Disabilities When the Manifestation Team has made an Affirmative "Manifestation Finding"**

  When an educationally disabled student's conduct is a manifestation of the child's disabling condition, a student classified under IDEA may only be suspended from school for more than 10 consecutive school days, if one of the following applies:

  1. The CSE recommends a change in placement on the student's Individualized Education Plan (IEP) and/or Behavior Intervention Plan and the parent, guardian or eighteen-year or older student consents to such change in writing following receipt of their Procedural Safeguards Notice.

  2. A court order or order from an impartial hearing officer of suspension/removal of a dangerous student pursuant to 8 NYCRR 201.8 is obtained.

  3. The violation involves weapons, drugs or serious bodily injury.

Suspensions for Misconduct Involving Weapons and/or Drugs and/or Serious Bodily Injury

A student classified or deemed to be known as having an educational disability under IDEA may be suspended and placed in an Interim Alternative Educational Setting ("IAES") for up to 45 school days (less if the discipline is for a non-disabled student would be less), if the student is found guilty of: 1) carrying or possessing a weapon while at school, on school property or while at a school function; 2) knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance while at school, on school premises or while at school function; or 3) inflicting a serious bodily injury to another person while at school or a school function.

1. In accordance with law, the term "weapon" means "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches in length." While a pocket knife with a blade of less than 2-1/2 inches in length is not a weapon for purposes of Commissioner's Regulation §201.7, the student will, however, be subject to discipline under the Code of Conduct, including suspension from school.

2. In accordance with law, the term "illegal drugs" means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of Federal law. Controlled substances are drugs and other substances identified under schedules set forth in applicable Federal law provisions.

3. In accordance with law, the term "serious bodily injury" means bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Before a student is suspended and placed in an IAES for up to 45 school days for behavior involving weapons and/or drugs and/or serious bodily injury, the Manifestation Team must conduct a manifestation determination. Placement in an IAES as a result of conduct involving weapons and/or drugs and/or serious bodily injury is not contingent upon a Manifestation Team determination that the misconduct is not related to the student's disability. If the student is or may be placed in an IAES, the CSE shall as appropriate, recommend functional behavioral assessment and behavior intervention, or review any such pre-existing, plan for modification; and

1. A CSE shall determine and recommend an IAES reasonably calculated to enable the child to continue to receive educational services, participate in the general curriculum and progress toward meeting IEP goals and objectives during the period of suspension from instruction.

- **Dangerous Students**

  To continue the suspension of a student classified or deemed to be known as having an education disability under IDEA for more than 10 consecutive school days, the School District may commence an expedited hearing before a special education impartial hearing officer to demonstrate that a student is "dangerous" and is substantially likely to cause injury to himself or others if returned to his last agreed upon placement. An impartial hearing officer may order the placement of the student in an interim alternative setting for up to 45 school days in accordance with 8 NYCRR §201.8 and 201.11.

1. The Manifestation Team must still conduct a manifestation determination within 10 consecutive school days of the initial disciplinary action.
2. If the student is or may be placed in an IAES, the CSE shall as appropriate, recommend functional behavioral assessment and behavior intervention plan, or review any such pre-existing, plan for modification; and
3. An impartial hearing officer's determination allowing a student's placement in an IAES as a result of dangerous behavior is not contingent upon a Manifestation Team determination that the misconduct is not related to the student's disability.

- **Discipline of Students with Disabilities when the Manifestation Team has made a "No Manifestation Finding"**
  Where a student with a disability's conduct is found not to be a manifestation of his/her disability, he/she may be disciplined in the same manner and to the same extent as nondisabled students. In such instances, the CSE shall meet upon proper notice to determine any appropriate evaluations which must be performed, changes to a student's IEP and to recommend an appropriate IAES where the child can continue to receive educational services, although in another setting, that enable the child to participate in the general curriculum and progress toward meeting IEP goals and objectives during the period of suspension from instruction.

- **Pendency Placement**
  An IAES shall be deemed the student's "stay put" placement for up to 45 school days, during the pendency of any expedited due process proceedings commenced by parents to contest 1) a finding that a student is not "presumed to have a disability", and/or 2) a finding that the student's misconduct was not a manifestation of the student's disability, and/or 3) a decision to place a student in an CSE recommended IAES for misconduct involving weapons and/or drugs and/or serious bodily injury, and/or 4) the decision of an impartial hearing officer in a dangerousness hearing and/or 5)the appropriateness of an IAES program recommended by the CSE in the context of one of the four categories of action listed above.

- **Declassified Students**
  In accordance with law, the CSE must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

GUN-FREE SCHOOLS ACT

Any student who comes onto school property (or a school event whether on or off school property) with a firearm, as defined under this act (see definition of "weapon"), will receive a minimum one-year suspension from school, subject to the discretion of the superintendent of schools to modify the penalty for a student if the superintendent believes that the one year or longer suspension penalty is excessive. The superintendent shall make the decision on a case-by-case basis, based upon criteria, including but not limited to:

1. The age of the student;
2. The student's grades in school;
3. The student's prior disciplinary record;
4. The Superintendent's belief that other forms of discipline may be more effective;
5. Other relevant information from the parent(s), guardian(s), teacher(s) and/or others;
6. Other extenuating circumstances.

SUSPENSION FROM TRANSPORTATION SERVICES

Students may be suspended from transportation services for an infraction or infractions listed herein upon the conducting of an informal hearing by the Superintendent of Schools or his/her designee, at which time the student's parent/guardian or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service. If such informal hearing is conducted before the Superintendent of School's designee, the designee shall make a recommendation to the Superintendent of Schools as the action to be taken.

SUSPENSION FROM EXTRA-CURRICULAR AND CO-CURRICULUAR ACTIVITIES AND SCHOOL FUNCTIONS

Extra-curricular and co-curricular activities as well as school functions (including dances, and graduation) are privileges, not rights. A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating rules issued to participants in the activity by the activity supervisor or for fighting at games. Students who are failing two or more courses for the year will not be eligible to participate in extracurricular, co-curricular, school functions or attend GWLUFSD field trips. (See MS Academic & Eligibility later this document for full details for MS students.)
Upon the request of the student's parent/guardian, the Building Principal shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct, which led to suspension from the activity.

If a student is suspended from school pursuant to §3214 of the Education Law, she/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as any other school events or activities which take place on the days of suspension (including intervening weekends). To be eligible, students must follow all academic eligibility requirements.

SUSPENSIONS, DETENTIONS, AND EXCLUSION FROM SCHOOL TRIPS

A suspended student will not be permitted to attend any school function while on suspension until the student is eligible to return to school. In addition, an accumulation of three (3) or more days of in-school suspension or three (30 or more days of out-of-school suspension) may result in the loss of privilege of participating in field trips. Students with accumulated suspension days may attend the trip, upon prior approval of the Teacher and Principal, if accompanied by a parent. The Principal may make an exception to this rule for a student who has demonstrated a marked improvement in behavior since his/her last suspension over a significant amount of time. Any student who has accumulated three (3) or more days of detention per marking period must have approval of the sponsoring Teacher and Administration in order to participate in the field trip. Students who are failing two or more courses for the year will not be eligible to attend GWLUFSD field trips.

ENFORCEMENT PROGRAM

1. The Superintendent of Schools shall be responsible for the enforcement of these rules, and she/he shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
2. In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent of Schools or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort 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 officer 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 is in violation of these rules.
3. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent of Schools or his/her designee shall cause the ejection of the violator from any premises, which she/he occupies in such violation and shall initiate disciplinary action hereinbefore provided.
4. The Superintendent of Schools or his/her designee may apply to the public authorities for any aid, which she/he deems necessary in causing the ejection of any violator of these rules and she/he may request the Board's Counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

This Code and the penalties set forth herein are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The District is committed to providing an educational environment that promotes respect, dignity and equality in accordance with the Dignity for All Students Act (DASA), and creates and maintains high behavioral standards and expectations.

All students have the right and responsibility to attend and participate in school regularly, be respectful and considerate of others and follow the Code of Honor in school buildings, on school grounds, on school buses, field trips, and at all other school functions and events. Students are expected to treat others as they would like to be treated. All students have the right to feel safe at school, to grow and learn without worry or fear of physical or emotional harm.

To that end, the administrators, faculty, staff and students will participate in activities designed to support a school climate of caring and respect, and to proactively prevent discrimination, harassment, and bullying, including cyberbullying. These developmentally appropriate activities are designed to foster an acceptance and understanding of differences, provide alternative behaviors and responses, and build the capacity to prevent and reduce bullying.

All students have the responsibility to treat each other with caring and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer or other electronic device, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately request to speak with a teacher, administrator, coach, or other adult.

The School District, in accordance with DASA, specifically prohibits discrimination, harassment, bullying, taunting, hurtful teasing, and cyberbullying that negatively impact the ability of a student to focus on school work and participate in school activities.

Definitions

Bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. A form of harassment, (see below, and see full description of bullying under DASA.)

Cyberbullying: Harassment through any form of electronic communication.

Discrimination: The act of denying rights, benefits, justice, equitable treatment or access to facilities available to others, to an individual or group of people because of the group, class or category to which that person belongs.

Harassment: Creating a hostile environment by conduct or by threats, intimidation or abuse that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance or opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; (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.

The above conduct includes, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

Dignity for All Students	
Race	White, Black or African American, Hispanic/Latino, American Indian or Alaskan Native, Asian, Native Hawaiian of Other Pacific Islander; Two or more races.
Color	Color of a person's skin.
Weight	The size of a person.
National Origin	Where your relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of your religious belief, customs, traditions, etc.
Disability	A person's body or mind that does not look or work the same as others.
Sex	Being a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender: Gender Expression Gender Identity	Actual or perceived sex, including: How a person expresses being a boy or girl to others, such as behavior, clothing, hairstyle, voice, mannerisms How a person thinks of oneself as being a boy or girl

DASA INFRACTIONS WITH PENALTY REFERENCES

Definition of Bullying - "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."
(See full description of bullying under DASA.)

Intervention 1	Warning (Oral or Written)
Intervention 2	Lunch Detention (1-5 days)
Intervention 3	In School Suspension
Intervention 4	Out of School Suspension
Intervention 5	Mandatory Parent Meeting/Create Individual Behavior Plan

Students may be required to speak with a parent/guardian in the presence of a faculty member regarding the infraction.

ELEMENTARY SCHOOL**

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	>3 OFFENSES
NAME CALLING, TEASING, GOSSIP/RUMOR SPREADING	1	1-2	2, 5	5
EXCLUSION/ INTIMIDATION	1-2	1-2	2-3, 5	5
HITTING, PUSHING, OR OTHER PURPOSEFUL PHYSICAL CONTACT	1-2	1-2	2-3, 5	5
SEVERE HITTING/ PUSHING, THREATS OF VIOLENCE, OR SEVERE HARASSMENT	• Consequences will be increased due to the severity of the action and in line with the District Code of Conduct, including in-school (3) or out-of-school (4) suspension. • If student has broken the law, the school will inform the police. • Parent meeting with principal and school counselor (5).			

***Due to the age of the students, children in grades K-1 may be given an additional warning*

MIDDLE SCHOOL

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	>3 OFFENSES
NAME CALLING/ MEAN TEASING	1	2	2-3	5
PHYSICAL OFFENSE/ HARM	2-3	4	5	5
EXCLUSION/ RUMOR SPREADING	1	2	3-4	5
TAKING/DAMAGING OTHERS PROPERTY**	2	3	3-4	5
THREATS/ENDANGERMENT HARASSMENT	1-4	2-4	3-4	5

***All damaged/stolen property will be replaced by the responsible student(s)*

DISCIPLINARY INFRACTIONS & CONSEQUENCES

Disciplinary Measures

Intervention 1 – Warning (Oral or Written)	Intervention 4 – Out of School Suspension (1-5 days)
Intervention 2 – After School/Lunch Detention (1-5 days)	Intervention 5 – Out of School Suspension w/ Superintendent Hearing (≥ 5 days)
Intervention 3 – In-School Suspension (1-5 days)	

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Insubordination/Disrespect	1-5	2-5	3-5	3-5	3-5
Profanity (non-directed)	1-3	1-3	3-4	3-4	4-5
Profanity (directed)	3-5	4-5	4-5	4-5	4-5
Misconduct	1-5	2-5	2-5	3-5	3-5
Harassment/Bullying*	1-5	2-5	3-5	3-5	3-5
Sexual Harassment or Lewd Behavior	1-5	2-5	3-5	3-5	3-5
Assault/Physical Fighting	4-5	4-5	5	5	5
Weapon	4-5	5	5	5	5
Tobacco Products/Vaping Products	3-5	3-5	3-5	3-5	3-5
Use, Sale, Possession of Drugs/ Alcohol	4-5	4-5	5	5	5
Vandalism	1-5	2-5	3-5	4-5	5
False Alarm/Explosives/ Fireworks	3-5	3-5	3-5	3-5	3-5
Endangerment/Reckless / Threat	1-5	3-5	3-5	4-5	4-5
Truancy	1-3	2-3	3	3	5
Tardiness (unexcused)	1-3	2-3	2-4	2-4	2-5
Late to Class, Cutting Class	1-2	2-3	2-4	3-4	3-4
Leaving Building/Campus	1-5	2-5	3-5	3-5	4-5
Unauthorized/unsupervised area	1-5	2-5	3-5	4-5	5
Theft	3-5	3-5	4-5	4-5	4-5
Possession or Distribution of Obscene Material	1-3	1-3	3-4	3-4	4-5
Gambling	2-5	3-5	3-5	3-5	3-5
Lying/Obstruction of Authority	1-5	2-5	3-5	3-5	3-5
Conduct that Endangers Safety, Morals, Health or Welfare of Self or Others	1-3	2-4	2-5	3-5	3-5
Physical Misconduct (pushing, hitting, kicking, etc)	1-5	2-5	3-5	3-5	3-5
Misuse of Technology & Cell Phones	1-5	2-5	3-5	3-5	3-5
Academic Misconduct	Student receives a grade of zero for work or exam.				
Computer Misconduct	Loss of privilege for a period of time to be determined/Code of Conduct violation				

**See previous page for breakdown of infractions/discipline for bullying for Elementary and Middle School*

THE REPEATING OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE. CHRONIC REPEATING OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION (EXPULSION).

THE ABOVE LISTING IS NOT INTENDED TO BE ALL-INCLUSIVE. THE ADMINISTRATION RESERVES THE RIGHT TO IMPLEMENT DISCIPLINARY ACTION FOR INCIDENTS NOT SPECIFICALLY IDENTIFIED ABOVE.

EXPLANATION OF TERMS: INFRACTIONS

This section serves as a guide of prohibited behaviors and as an explanation of terms used in the chart of "Infractions with Penalty References".

Insubordination/Disrespect To Authority

Students are expected to conduct themselves with dignity and treat school personnel with respect at all times. Students who demonstrate disrespectful behavior towards School Personnel – through words or actions – shall be subject to disciplinary consequences. Failure to follow the instruction of School Personnel shall be considered insubordination.

Use Of Profane Language

The use of profane or offensive language including the use of vulgar or obscene gestures is unacceptable. In order to maintain decorum appropriate to a school, students are prohibited from using language, which is generally considered to be socially unacceptable, and which may offend the sensibilities of others. Students are reminded to refrain from using this type of profane/offensive language altogether, and are reminded that the use of profane or offensive language, in any social/academic setting, is not appropriate or acceptable.

The use of profane or offensive language diverted towards school personnel or other students will result in more severe disciplinary consequences.

Misconduct

A person is guilty of misconduct when, with intent to cause the school community (staff and/or students) annoyance, alarm, or recklessly creating a risk thereof, he/she:

- Makes unreasonable noise;
- Uses abusive or obscene language, or makes an abusive or obscene gesture in a public place;
- Disturbs any classroom, authorized meeting or assembly without authority;
- Disrupts the education process of students;
- Obstructs vehicle or pedestrian traffic;
- Congregates with other persons in a public place and refuses the request of a person in authority to disperse;
- Creates a hazardous or physically offensive condition by an act which serves no legitimate purpose.

Harassment/Bullying (May Fall Under Dignity For All Students Act)

It is the right of every person who comes to Greenwood Lake Union Free School District to enjoy freedom from harassment/bullying. The Dignity for All Students Act ("DASA") prohibits harassment and/or discrimination (including bullying and cyber bullying) of students by employees or other students on school property or at school functions. DASA defines broadly "harassment" as the creation of a hostile environment by conduct or by threats, intimidation or abuse, verbal and non-verbal, 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; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (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 foresee ably 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. Such conduct, threats, intimidation or abuse includes but is not limited to that which is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion practice, disability, sexual orientation, gender, or sex. Any student who harasses and/or threatens any member of the school community will be subject to age appropriate consequences, including but not limited to education/training and/or disciplinary action.

Disciplinary measures range from a warning to an out-of-school suspension and a Superintendent's Hearing with legal charges being filed.

Any threat of physical assault or any actual physical assault against a Staff Member will result in suspension from school and will be reported to local police in accordance with District policy and Penal Law.

Sexual Harassment or Lewd Behavior

Lewd Behavior: Engaging in sexually explicit, obscene, or indecent behavior, gestures, actions, or conduct that is inappropriate for the school setting, including exposing private areas of the body, engaging in inappropriate sexualized conduct, or displaying sexually explicit acts or gestures.

Sexual harassment is a precisely defined illegal form of differential treatment based on sex and/or gender. Legally it is described as unwelcomed sexual favors and other verbal or physical conduct of a sexual nature when any of the following conditions exist:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or welfare or
- Submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals, or
- Such conduct has the purpose or effects of creating an intimidating, hostile, or offensive educational or employment environment.

Disciplinary measures range from reprimand to a Superintendent's Hearing, with possibilities of legal charges being filed.

Sexual harassment can originate from a person of either sex against a person of the opposite or same sex. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff. Prohibited conduct can be verbal, non-verbal, or physical (the latter may qualify as criminal sexual assault). Examples of sexual harassment include, but are not limited to, the following:

1. Verbal abuse or ridicule, including innuendoes, stories and jokes, which are of a sexual nature and/or gender-related. This might include inappropriate sex-oriented comments on appearance, including dress or physical features.
2. Direct or indirect threats or bribes for unwanted sexual activity.
3. Asking or commenting about a person's sexual activities.
4. Unwelcome and unwanted physical contact of a sexual nature including, but not limited to, physical acts such as assault, impeding or blocking moving, offensive touching, or any physical interference with normal work or movement.
5. Displaying or distributing pornographic or other sexually explicit materials, such as magazines, pictures, Internet material, cartoons, etc.
6. The use of profanity and/or other obscenities that are sexually suggestive or degrading in nature.

7. Demanding sexual favors, insinuating that refusal to participate in such favors will adversely affect a student.
8. Unwelcome staring, leering, or gesturing, which is sexually suggestive in nature.
9. Unwelcome and/or offensive public displays of sexual/physical affection.
10. Clothing that reflects sexually obscene and/or sexually explicit messages, slogans, or pictures.
11. Any other unwelcome and unwanted sexually oriented and/or gender-based behavior, which is sexually demeaning, belittling, intimidating, or perpetrates sexual stereotypes and attitudes.

Behavior shall be considered unwelcome and unwanted if the student did not initiate, request or invite such conduct or communication and/or regarded such conduct or communication as undesirable or offensive.

Reporting of Complaints
Complaints of sexual harassment will be investigated thoroughly, promptly and impartially in accordance with applicable law and regulations.

Any student who believes that he or she has been subjected to sexual harassment or who is made aware of and/or witnesses any possible occurrence of sexual harassment shall report such complaint as soon as possible after the alleged incident occurs to the District's Title IX Officer in order to help the District effectively and promptly investigate and resolve the complaint. In order to assist in the investigation, victims and/or witnesses should document the harassment as soon as it occurs, providing as much detail as possible. (See "Sexual Harassment Complaint Form," located in the back of the handbook.

Mediation
Where appropriate, the Complaint Administrator may suggest mediation as an alternative means of resolving the complaint. The use of mediation is not intended to replace but, rather, is a supplement to utilization of the District's informal/formal complaint procedures. If mediation is requested and agreed to by the victim and the accused, the School will use qualified mediators to help resolve the complaint.

Assault/ Physical Fighting
An assault is a willful, physical attack upon another person. A fight is a physical confrontation in which two or more people willfully use force with the intent of inflicting harm on each other as a result of a conflict.

Assault and fighting endanger the safety of those involved, and contribute to an atmosphere that is inconsistent with a safe and secure learning environment. To the extent that these types of behaviors represent a serious threat to the mission of the school, assault and fighting will not be tolerated.

The Administration recognizes that fights often occur as a result of growing conflict. Students are advised to heed the early signals of conflict and seek assistance from School Faculty, Staff, or Administration in order to deal with that conflict in an appropriate manner. However, in those instances when an assault or fight seems imminent, each student will be responsible to do all that is within their power to avoid the physical confrontation – even if this involves leaving the scene immediately. Provocation and attempts to avoid physical confrontations will be taken into account in the investigations of assaults and fights.

Under no circumstances are violent acts tolerated at Greenwood Lake Union Free School District. A violent act is defined as any assault on another person including: (1) attempts to cause bodily injury on another, (2) negligently causing bodily injury, (3) attempts by physical menace to put another in fear of imminent bodily injury.

Whenever there is an act of hostile physical aggression between students, those students will be separated and sent or escorted to the office immediately for a resolution hearing. Every effort will be made to contact and involve parents in the resolution hearing.

A student is guilty of assault when the act is premeditated. Whether during school, after school, or at school-sponsored activities, an assault upon another person is considered a most serious disciplinary violation. All acts of violence are considered grounds for the most severe Administrative action as outlined previously as well as referral to legal authorities.

Fighting is strictly prohibited anywhere within the school, on school grounds, and on school transportation. All students have an obligation to avoid physical confrontations.

Possession Of Weapons/Items Used As Weapons

Weapons or imitation or look-alike weapons are strictly prohibited on school grounds, on the school bus, at school-sponsored events, whether on or off school property, or in school buildings. Weapons shall be defined as: a firearm as defined in the Gun-Free Schools Act (18 USC §921) [any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device], as well as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. An imitation weapon shall be defined as a toy, or any other object, which is intended upon reasonable inspection to appear to be a weapon, can likely be used as a weapon, or is a potentially dangerous object. Any student violating this rule faces very serious consequences through a Superintendent's Hearing and a referral to the local police authorities.

The Federal Gun-Free Schools Act of 1994 requires, ". . . the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to school…" subject to the discretion of the Superintendent of Schools to modify the penalty for a student if the Superintendent believes that the one year or longer suspension penalty is excessive. The Superintendent shall make the decision on a case-by-case basis, based upon criteria, including but not limited to the age of the student; the student's grades; the student's prior disciplinary record; the Superintendent's believe that other forms of discipline may be more effective; other relevant information from the parent(s)/guardian(s), teacher(s) and/or others; other extenuating circumstances.

Stone throwing and snowballing are similarly forbidden.

Tobacco & Vaping Products

Smoking and the possession of tobacco substances by a minor are illegal and prohibited by anyone on school grounds or at any school functions. The possession of a cigar, pipe, cigarette (including electronic cigarette and vaping), lighter or matches shall be considered a violation of the Smoking Policy.

Use, Sale, Possession Of Drugs, Alcohol

In order for the school to promote a safe and healthful environment for learning, the use, sale, possession or being under the influence of alcohol or drugs (whether illegal, unauthorized prescription or other medication or synthetic drugs, whether or not specifically illegal) on school grounds or at any school sponsored function is strictly prohibited. Also, please be advised that under New York State Law, anyone found to be in possession of illegal narcotics on school grounds will be subject to more stringent criminal penalties. A student who is found to be in possession of or under the influence of alcohol, drugs (illegal, unauthorized prescription or other medication or synthetic drugs, whether or not specifically illegal) or unlawful narcotics will be immediately suspended from school in accordance with applicable due process procedures. Parents and police, in an appropriate case, will be notified.

Vandalism To School Property

Damage done to any school property or material either as a result of reckless or intentional behaviors is considered vandalism. Students, parents and guardians of students who damage school property or material through their own reckless or willful behaviors will be held responsible to make reparations for such damages. In addition, disciplinary penalties will be applied to any student who vandalizes school property.

False Alarms, Bomb Threats, Fireworks

False alarms, bomb threats and the possession and/or use of fireworks will be treated with the utmost levels of severity on the part of School Administration. Police will be employed to assist in the investigation, prosecution, and discipline of individuals responsible for these serious actions.

Endangerment/Reckless Endangerment/Threats

Engaging in open conversation that could reasonably be construed by those overhearing to be a plan or which could otherwise lead to violent actions is strictly prohibited (e.g., a student threatens to bring a weapon or an explosive devise into the school). Reckless endangerment is defined as individual(s) subjecting other individual(s) to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury, with or without a weapon. The reasonableness of the threat is to be determined by the Building Administrator.

Truancy

A student absent from school or a class without a legal excuse is truant. This is considered an unexcused absence. Truant students will be required to make up class time after school. You are truant if you:

- Leave school without permission of the Main Office or Nurse;
- Are absent from school without prior permission from parents;
- Become ill and go home or stay out of class instead of reporting to the nurse's office.

Tardiness/Late To School

If a student is late to school, he/she must bring a note of explanation from his/her parent regarding the lateness. The note must contain a phone number where the parent can be reached. A phone call from the parent or parent's appearance at school to explain the lateness will take the place of the note.

Students who are absent or late to school for a reason other than the ones previously listed, are considered to be illegally absent or late under District policy. Students who are illegally **late** to school **continually** will be subject to disciplinary penalties.

Late To Class
Any time a student is not in his/her assigned classroom, that student is required to have a pass. Passes must state date, time, student's name, destination, and be signed by a Faculty or Staff Member. Misuse of this privilege may result in Hall Pass Restriction. Students on Hall Pass Restriction will not receive passes. In emergencies, a student on Restriction will be escorted from one location to another. Running, roaming, or loud talking is not permitted. Students entering classes after the bell will be considered late to class. Failure to comply with the above rules will result in disciplinary action.

Cutting Class
Students who are not in their assigned location at their appointed time are considered to be "cutting class". It is the responsibility of each student to know their own schedule and ensure that he/she is in the appropriate class on time. Students who cut class will be subject to disciplinary action.

Leaving Building/Campus (Unauthorized)
Students are required to remain on campus and within the school building unless accompanied by a staff member. Students who leave the building or campus without authorization by staff or without signing out by the parent/guardian will be subject to disciplinary action.

Unauthorized/Unsupervised Area
Any student discovered or reported in an unauthorized area (any area where the student is not assigned) shall be subject to disciplinary action.

Theft
Theft is the taking or possession of any item belonging to anyone else and is subject to disciplinary action.

Possession/Distribution Of Obscene Material
Obscene material in any format is strictly prohibited on school property.

Gambling
Gambling is the wagering of money or something of material value on an event with the intent of winning additional money and/or material goods. Gambling on school property is strictly prohibited and violators will be subject to disciplinary action.

Lying/ Obstruction of Authority
Students are expected to be truthful and show integrity when engaging in any school related activities. Lying is defined as when a student delivers a message that is untrue, misleading, purposefully incomplete and/or deliberately violates rules.

Conduct that Endangers Safety, Morals, Health or Welfare of Self or Others
Conduct that creates a significant risk of physical or emotional harm to oneself or others, or that substantially interferes with the school's ability to maintain a safe, orderly, and supportive learning environment. This may include reckless, threatening, dangerous, or otherwise inappropriate behavior that places students, staff, or other members of the school community at risk, or that demonstrates a serious disregard for the safety and well-being of others.

Physical Misconduct

Students are expected to solve disagreements peacefully or with the support of a staff member. Students are expected to respect their peers, themselves, staff and visitors to the school. Physical misconduct is defined as when a student engages in actions involving serious physical contact (e.g., hitting, punching, pushing, shoving, hitting with an object, kicking, hair pulling, scratching, etc.). This action includes, but is not limited to, when one student is the aggressor and another student is passively involved in the altercation. Results of physical misconduct may mean impairment of physical condition or substantial pain and may include, but is not limited to black eyes, welts, abrasions, bruises, cuts not requiring stitches, swelling and headaches not related to a concussion.

Misuse of Technology & Cell Phones

Students are expected to focus on academics when they are at school. A technology violation is defined as when a student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, tablet and/or computer. This includes, but not limited to, computers, software, internet account; accessing inappropriate websites; evading the District's content filter, using an outside wireless network; unauthorized use of cell phone to, including but not limited to taking pictures/videos, etc.

Students may not use any communication device during the school day, unless under the supervision of a teacher or administrator. Students may not film incidents that occur within school buildings or on school grounds, and may not post them to social media. Students may not use social media to promote a physical altercation or an unauthorized student gathering. Students are prohibited from creating disruptions to the school day due to misuse of social media. Visible devices such as earphones or related equipment will be construed as usage. If students have an emergency or an extenuating circumstance, they may ask for permission to use these items in the school offices. Students have no expectation of privacy in cell phones or electronic devices (iPad, digital cameras, etc.) if utilized on school grounds, including the school bus. If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched, including searching calls, emails, texts, contacts, pictures and other communications or internet access.

Student use of internet enabled devices must follow the requirements of Board Policy 5695 (Personal Electronic Devices) as a part of the Distraction-Free Schools Legislation. Violations are subject to the Code of Conduct under Misuse of Cell Phone or Insubordination.

Cheating And Dishonesty/Academic Misconduct

Cheating is defined as the intentional use of someone else's work or material on any test or assignment. The swapping of homework assignments is academic dishonesty and, like cheating on a test, is not tolerated.

All Teachers have been directed by the Administration to confiscate any homework papers or exams from students who are engaged in this dishonest practice. The papers and the names of both the lender and the receiver are to be given to the appropriate Teacher. The students will be confronted and the events investigated. If it is determined that the students cheated, both students are to be given a "0" for the assignment or exam without any opportunity to make up the grade. Everyone is encouraged to strive for the best. Just make sure that when you turn in an assignment, it is honestly your work.

Plagiarism (a form of dishonesty) is defined as putting forth as one's own, the ideas, language or creation of another, without citing the sources.

Another form of dishonesty occurs when a student lies to a Teacher, Administrator or other Staff Member who is investigating a disciplinary violation. Any student who lies or attempts to cover up such a violation will be charged with obstruction of authority and will be subject to disciplinary procedures.

Computer And Internet Misconduct

1. The following prohibited use of District-owned technology, including computer drives, network facilities and Internet links may give rise to disciplinary action against users of such equipment and/or facilities: E-mail, instant messaging or similar actions originating from the school premises or received at the school premises that a student user creates that:
    - Is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
    - Conveys a threat of violence, including but not limited to sexual violence, to an individual or individuals;
    - Constitutes a state and/or federal crime;
    - Is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);
    - Attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials.
2. Permitting the use of a student's computer access code by any other person and such student shall assume responsibility for occurrences in violation of this Code of Conduct that occurs under the student's access code number.
3. Using another student or staff person's access code number, password, etc.

MS ACADEMIC, DISCIPLINARY & ATTENDANCE ELIGIBILITY

The students of Greenwood Lake UFSD are here for their education first and foremost. Extracurricular activities (clubs, sports/sporting events, dances, fundraisers, benchmark or extracurricular field trips, etc.) are a privilege and are granted only to those deserving of these opportunities. Attendance issues, problems with grades, and/or misbehaviors are justifiable reasons for Academic or Disciplinary Ineligibility. Students are expected to remain in good academic and disciplinary standing as well as attend school on time in order to be eligible to participate in extracurricular activities.

Attendance

- Students must be in school by 11:00 a.m. or will **not** be eligible to participate in after school activities.
- If unexcused absences and/or tardies exceed 10% of the total days of school at 5 week and 10 week marks, a notification letter will be sent home to parents/guardians and students will be put on probation.
- Student attendance and tardies will be checked again after 5 weeks
    - If the student has less than 10% of unexcused absences and/or tardies will be off of probation.
    - If the student is still above 10% of unexcused absences and/or tardies they will be ineligible.

Academic Probation:

Students failing **one** subject will be placed on academic **probation**.

- Students **must** stay until 3:00 every day Monday-Thursday to work on academic areas of difficulty. If the student does not regularly attend after school support while on probation they will be ineligible for **ALL** extracurricular activities (clubs, sports/sporting events, dances, fundraisers, benchmark or extracurricular field trips, etc.).
- Students may attend practice or after school clubs at 3:00 **only** after attending after school support.
- Grades and behaviors will be re-evaluated after every five weeks. If the student is still failing one subject, the student will remain on probation. If a student is in good standing, they will come off of probation. If the student is now failing two or more subjects, they will become ineligible.

Academic Ineligibility:

Students failing **two or more** subjects or failing one subject and on probation for attendance reasons will be **ineligible** for all extracurricular activities.

- Students **must** stay until 3:00 every day Monday-Thursday to work on academic areas of difficulty.
- Students are **not** able to attend any extracurricular activities (clubs, sports/sporting events, dances, fundraisers, benchmark or extracurricular field trips, etc.) while ineligible.
- Students will **not** be able to try out for sports teams and will **not** be considered for a spot on the team.
- Grades and behaviors will be re-evaluated after five weeks. If a student is still failing two subjects, the student remains ineligible. If the student is failing one subject they

will be placed on probation. If the student is in good standing, they will come off of probation and ineligibility restrictions.

Disciplinary Actions:

- After School Detention (ASD) - The student will not participate in any extracurricular activities on these days.
- In School Suspension (ISS)/ Out-of-School Suspension (OSS) The student will not participate in any extracurricular activities on these days. ISS/OSS may also result in loss of play in future contests. Multiple instances may result in dismissal from all extracurricular activities.
- Advisors and coaches have the authority to suspend students from athletic or club participation for disciplinary reasons and disruptive/disrespectful behavior. Advisors and coaches may also recommend students to the Principal and Athletic Director for dismissal from the team/activity, following Due Process Rights.

Fourth Quarter Clause

- Students failing one subject at the end of the fourth quarter will start off the following school year on academic probation.
- Students failing two or more subjects will start off the following school year academically ineligible.

Extenuating circumstances could be brought to the Appeals Committee for re-evaluation. To begin the appeal process, parents should email the building principal.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education 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 education process or having such effect, is prohibited. The Board of Education also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board of Education will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, parents, faculty and other staff, other visitors, licensees, invitees, and all other persons, whether or not their presence is authorized, upon District property, and also upon or with respect to 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.

CONDUCT OF VISITORS

In an effort to maintain a safe and healthy educational environment, all visitors to the District must sign-in at the Main Office of the building visited, provide a valid ID, and state the purpose of their visit. Visitors are expected to conduct themselves in a manner that does not disrupt the academic process and in accordance with the law and this Code of Conduct and the District's Civility Policy.

PROHIBITED CONDUCT

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

- Willfully cause physical injury to any other person, or threaten to do so;
- Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, religion, gender (including gender identity and gender expression), age, marital status, sexual orientation or disability;
- Physically restrain or detain any other person, or remove such person from any place where she/he is authorized to remain;
- Willfully damage or destroy property of the District or under its jurisdiction, or the personal property of a district employee or any person lawfully on school property (including graffiti or arson), or remove or use such property without authorization;
- Without permission, expressed or implied, enter into any private office of an Administrative Officer, Member of the Faculty or Staff Member;
- Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
- Without authorization, remain in any building or facility after it is normally closed;
- 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;
- Obstruct the free movement of persons and vehicles in any place to which these rules apply;
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs or other school activities;
- Deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
- Knowingly have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the

Superintendent of Schools or designee, whether or not licensed to possess the same has been issued to such person;

- Drive recklessly, speed or fail to follow school crossing guard or traffic directions on school grounds, or park in unauthorized areas;
- Use or distribute any cigarettes, electronic cigarettes, tobacco or tobacco related product on school property or within 100 feet of any entrance, exit or boundary of any elementary or secondary school building;
- Possess, distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous or obstruct the rights of others;
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or illegal substances (including synthetic drugs whether specifically illegal or not) or be under the influence of any such items on school property or at a school function;
- Loiter on or about school property;
- Spit or engage in other unhygienic behavior on school property or at a school function;
- Gamble on school property or at school functions unless conducted pursuant to the Games of Chance laws;
- Refuse to comply with the reasonable order or directive of identifiable school district officials performing their duties;
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
- Violate any federal or state law, local ordinance or Board policy while on school property or while 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:

- If a licensee or invitee, his/her authorization to remain upon the grounds or other property shall be withdrawn and she/he shall be directed to leave the premises. In the event of failure to do so, she/he shall be subject to ejection.
- If trespasser or visitor without specific license or invitation, she/he shall be subject to ejection and/or arrest.
- If she/he is a student, she/he shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by §3214 of the Education Law and the Student Code of Conduct.
- If a Faculty Member, she/he shall be subject to disciplinary action as prescribed by and in accordance with procedures of the Education Law and the Collectively Negotiated Agreement.
- If a Staff Member in the classified service of the Civil Service, described in §75 of the Civil Service Law, she/he shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section and be subject of ejection.
- If a Staff Member other than one described above, she/he shall be subject to discipline in accordance with law and any applicable Collectively Negotiated Agreement.

DISSEMINATION AND REVIEW

Dissemination of Code of Conduct

The Board of Education and Superintendent will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the code to all students at the beginning of each school year.
2. Making copies of the code and a summary of the code available to all parents at the beginning of the school year.
3. Providing all current teachers and other staff members with access to or a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
4. Providing all new employees with access to or a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

This Code of Conduct will be reviewed every year and updated as necessary. In conducting the review, the Administration will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

APPENDIX DOCUMENTS

GWL Elementary Discipline Referral

INCIDENT REPORT

Student Name :_____

Date: _____ Time : _____ ____ Arrival/Dismissal

Grade/Class: K 1 2 3 _____

Referring Staff : _____

Location
___ Playground ___Library ____ Cafeteria
___ Bathroom ____ Hallway ____ Classroom

Others involved in incident : ___ None ___ Peers ___ Staff ___ Teacher ___ Substitute

Names: _____

What activity was the student engaged in?	***Possible Motivation?***
___ Whole Group Instruction ___ Small Group Instruction ___ Individual Work ___ Working with Peers ___ Interacting with peers ___ Other : _____	____ Obtain peer attention ____ Obtain adult attention ____ Obtain items/activities ____ Avoid adult interaction ____ Avoid task or activity ____ Other : _____

Investigation Notes by supervising staff:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Infraction

_____ Name Calling
_____ Teasing
_____ Gossip/Rumors
_____ Exclusion
_____ Intimidation
_____ Hitting
_____ Pushing
_____ Severe Hitting
_____ Severe Pushing
_____ Threats of Violence
_____ Severe Harassment
_____ Other Purposeful Physical Contact:
_____

_____Insubordination/Disrespect
_____ Profanity (non-directed)
_____ Profanity (directed)
_____ Misconduct
_____ Sexual Harassment
_____ Assault/Physical Fighting
_____ Weapon
_____ Other
_____ Vandalism
_____ False Alarms/Explosives/Fireworks
_____ Endangerment/Reckless
_____ Leaving Building/Campus
_____ Unauthorized/Unsupervised area
_____ Theft
_____ Computer Misconduct

_____ Refer to DASA Coordinator

Investigation Notes by Principal/Administrator:

_____

_____

_____

_____

_____

_____

Corrective Action :

_____Verbal/Written Warning
_____ Phone Call to Parent
_____ Parent Conference
_____ ISS (_____)
_____ OSS (_____)
_____ Counseling/CSE Notified

Administrator's Signature : _____
Date: _____

Copy To Teacher: _____

GWL Middle School Discipline Referral

DATE: _____ TIME: _____ LOCATION: _____

NAME OF OFFENDER(S)/GRADE: _____

NAME OF VICTIM(S)/GRADE: _____

☐ **Bullying Infraction--Check Type**

- ☐ Name calling
- ☐ Teasing
- ☐ Gossip/Rumors
- ☐ Exclusion
- ☐ Intimidation
- ☐ Hitting
- ☐ Pushing
- ☐ Severe hitting
- ☐ Severe pushing
- ☐ Threats of violence
- ☐ Severe harassment
- ☐ Other purposeful physical contact: _____

☐ **Other Infraction (Non-Bullying):** _____
(See reverse for list of Infractions.)

DESCRIPTION OF INCIDENT/INTERVENTIONS (please use specific details):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name/Signature of Referring Staff: _____ Date: _____

FOLLOW UP PROCEDURES (SCHOOL NURSE AND ADMINISTRATION ONLY)

(FOR SCHOOL NURSE ONLY)

INJURIES (if applicable): _____

Seen by nurse: ☐ Victim(s) ☐ Offender(s) ☐ Report attached

Injury Type: ☐ No injury ☐ Physical Injury ☐ Serious physical Injury

(FOR ADMINISTRATION ONLY)

TYPE OF INFRACTION (See District Handbook for description/penalty of each infraction)

- ☐ Insubordination/Disrespect
- ☐ Profanity (non-directed)
- ☐ Profanity (directed)
- ☐ Misconduct
- ☐ Harassment/Bullying (type) _____
- ☐ Sexual Harassment
- ☐ Assault/Physical Fighting
- ☐ Weapon _____
- ☐ Other _____
- ☐ Gang/Bias Related
- ☐ Tobacco / Vaping Products
- ☐ Use, Sale, Poss. of Drugs/Alcohol
- ☐ Vandalism
- ☐ False Alarms/Explosives/Fireworks
- ☐ Endangerment/Reckless
- ☐ Truancy
- ☐ Tardiness (unexcused)
- ☐ Late to Class
- ☐ Cutting Class
- ☐ Leaving Building/Campus
- ☐ Unauthorized/unsupervised area
- ☐ Theft
- ☐ Possession/Distribution of Obscene Material
- ☐ Gambling
- ☐ Lying/Obstruction of Authority
- ☐ Physical Misconduct
- ☐ Misuse of Technology/Cell Phone
- ☐ Academic Misconduct/Cheating
- ☐ Computer Misconduct

VADIR INCIDENT CATEGORY (if applicable): _____

INVESTIGATION NOTES: _____

_____

_____

_____

_____

CORRECTIVE ACTION

NAME: _____ INCIDENT # _____

☐ Verbal/Written Warning ☐ Detention (___days) ☐ ISS (___days) ☐ OSS (___ days) ☐ Counseling/ CSE updated ☐ Other _____

☐ Phone Call to Parent ☐ Parent Conference

NAME: _____ INCIDENT # _____

☐ Verbal/Written Warning ☐ Detention (___days) ☐ ISS (___days) ☐ OSS (___ days) ☐ Counseling/ CSE updated ☐ Other _____

☐ Phone Call to Parent ☐ Parent Conference

NAME: _____ INCIDENT # _____

☐ Verbal/Written Warning ☐ Detention (___days) ☐ ISS (___days) ☐ OSS (___ days) ☐ Counseling/ CSE updated ☐ Other _____

☐ Phone Call to Parent ☐ Parent Conference

Administrator Signature _____ Date_____

GREENWOOD LAKE UNION FREE SCHOOL DISTRICT
DIGNITY FOR ALL STUDENTS ACT
CONFIDENTIAL STUDENT/PARENT/STAFF REPORT

Jennifer Koch , Natalie VanCuren **Elementary School Dignity Act Coordinators**	**Melanie Seay , Heather Greenberg** **Middle School Dignity Act Coordinators**

Please see the Dignity For All Students Act link on our website for specific information regarding student rights under DASA.

Person(s) Filing Complaint: _____
(This *may be anonymous, but remember that the more information that we gather, the more thorough the investigation.)*

Date/Time of Incident: _____

Name of Victim(s): _____

Name of Offender(s): _____
Note: Offender can be a student or an employee

Description of Offense

Possible Witness(es):_____

Location: _____

Class of Discriminatory and /or Harassing Behavior

Type of bias may be actual or perceived (please check all that apply)

Race:___ Weight:___ Color:___ National Origin:___

Ethnic Group:___ Religion:___ Religious Practices:___ Disability:___

Sexual Orientation:___ Gender:___ Sex:___

Other (please describe:_____

Not Sure:___

Type of Incident (verbal threat, harassment, physical contact, intimidation, etc)

_____

For Administrator/Coordinator only

Response/Interventions

Results/Conclusions

GWLUFSD SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant _____

Date Complaint Filed _____

Name and/or Description of Alleged Harasser _____

Description of Alleged Harassment _____

_____

_____

_____

Date and Place of Incident(s) _____

Names of Witnesses (if applicable) _____

_____

Has the Incident Been Previously Reported? _____

(If Yes, When and to Whom?) _____

Describe the Outcome and/or Resolution _____

_____

_____

(Use additional sheets to provide additional information if necessary.)

Remedy Sought by Complainant _____

_____

GWLUFSD DISCIPLINARY APPEAL FORM

Name of Complainant _____

Date Appeal Filed _____ Date Original Complaint Filed_____

Have There Been Any Prior Appeals Filed Related to this Complaint? _____

If Yes, When and to Whom? _____

Describe the Decision Being Appealed and Why _____

_____

_____

(TO BE COMPLETED BY VARIOUS DISTRICT PERSONNEL)

Decision of Complaint Administrator and Action Taken _____
_____

_____

_____

(If Applicable) Action Taken by Superintendent _____

_____

_____

(If Applicable) Action by the Board _____

_____

_____

Other Comments _____

_____

_____
Signature of Complaint Administrator

_____
Signature of Superintendent

_____
Signature of Complainant