

B-G Code of Conduct and Discipline Summary

(See Student Agenda and Website for the detailed version of these policies.)

Prohibited Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct on the next pages are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when the following occur:

- a. Being under the influence of any substance that alters behavior in any way ie: any drug, synthetic drug (Including e-cigarettes and other devices designed for inhalation purposes) or controlled substance, an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school property or at a school function or school sponsored function or on a bus going to or coming from a school function or school sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b. The use, possession, sale or gift of tobacco products, any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe (Including e-cigarettes and other devices designed for inhalation purposes), syringe or other paraphernalia, while on school property or at a school function or school sponsored function or on a bus going to or from a school function or school sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician who is to be taken by the particular student at the time in question and administered through the Health Office.
- c. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- d. Verbal or physical intimidation, harassment or discrimination against any person on the basis of race, color, weight, national origin, creed, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
- e. Fighting or causing physical harm to another.
- f. Disrespect toward a faculty member, administrator, or other school employee.

- g. Possession, use of, or threatening to use a weapon, which constitutes a firearm or destructive device, on school property or at a school function or school sponsored function.
- h. Possession, use of, or threatening to use knives or other weapons not included in section (g) on school property or at a school function or school sponsored function.
- i. Failure to comply with the directions of a teacher, administrator or other school employee.
- j. Engaging in acts of sexual harassment as defined in the district sexual harassment policy.
- k. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
- l. Selling, using or possessing obscene material.
- m. Lateness for, missing or leaving school, school grounds, or class without permission or an excuse given by a faculty member.
- n. Any willful act which disrupts the normal operation of the school community.
- o. Smoking a cigarette, cigar, or pipe, or using chewing or smokeless tobacco on school property, at a school function or school sponsored function or on the bus going to or from a school function or school sponsored event.
- p. Disrupting the educational process.
- q. Interfering with the teacher authority over the classroom.
- r. Acting as a violent pupil.
- s. Vandalizes school property or the property of student or staff member.
- t. Violates the civil rights of another student.
- u. Violates the district's dress code.
- v. Public displays of affection.
- w. Cell phones and other electronic devices may disrupt or interfere with the learning process and are encouraged to be kept in the student's locker and turned off during the hours of 7:55 – 3:05. Cell phones and electronics are prohibited from being on one's person during any testing. When cell phones or electronic devices are a distraction, viewed by staff as inappropriate or against classroom rules, they will be confiscated. The consequence given to a student for violation of this rule may include, among other consequences, requiring a parent/guardian to pick up the device from the building principal.
- x. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- y. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment (c) is harassing or discriminating as defined by this Code. An example in this category is cyber-bullying.
- z. Defamation, which includes making false or unprivileged statements or

representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).

- aa. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- bb. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- cc. Engage in misconduct while on a school bus including but not limited to noise, pushing, shoving and fighting.

Disciplinary Penalties, Suspension and Referrals Summary

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination:

1. verbal warning
2. written warning
3. written notification to parent

4. reprimand
- 5.. detention
6. suspension from transportation
7. suspension from athletic participation
8. suspension from social or extracurricular activities
9. suspension of other privileges
10. exclusion from a particular class
11. involuntary transfer
12. suspension upon instruction- Long Term (more than 5 days)
13. suspension upon instruction- Permanent
14. suspension upon instruction – 5 days or less
15. in school suspension
16. removal from classroom

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Minimum Periods of Suspension

1. Students who bring a weapon to school: Any student, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:
 - a) The student's age.
 - b) The student's grade in school.
 - c) The student's prior disciplinary record.
 - d) The superintendent's belief that other forms of discipline may be more effective.
 - e) Input from parents, teachers or others.
 - f) Other extenuating circumstances.
 - g) The effect/impact that the offense had upon the individual.
 - h) A student with a disability may be suspended only in accordance with the requirements of state and federal law.
2. Students who commit violent acts other than bringing a weapon to school: Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a

short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom:

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

Referrals

1. Counseling- The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions- The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

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

3. Juvenile Delinquents and Juvenile Offenders

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

- a) Any student under the age of 16 who is found to have brought a weapon to school,
or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the

Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Cheating Policy

Integrity matters at Bainbridge-Guilford Central School. Cheating is copying someone else's work and submitting it as your own, or enabling others to do so. Each faculty member will articulate what is considered cheating in his or her class. Not only will cheating be discussed in each class, but information on cheating will also be included in each teacher's course syllabus that is sent home with students at the beginning of each semester.

The procedure taken when a student (or students) is caught cheating will be as follows:

1. All teachers, staff, and administration will confront and question a student suspected of cheating – the student's paper will also be taken away from him or her. If the suspected cheater is not in the class of the teacher who confronted him or her, that teacher must report the incident to the teacher who assigned the work.
2. The teacher(s) will then investigate the incident.
 - If it is concluded that a student was not cheating, the staff member who reported the incident and the student must be informed.
 - If it is concluded that the student was cheating, that student (and any other students involved) will:
 - A. Receive a 0 for the work.
 - B. Be written up on referral turned in to the principal.
 - C. Have their parents called to report the incident that was written up on the referral form.
 - D. Receive, at minimum, a p.m. detention by the principal after due process.
 - E. Be disqualified from Honor Roll and the Principal's List for the marking period.
3. The teacher whose class the student cheated in will provide feedback to whoever reported the cheating incident.
4. All incidents will be shared – in confidence – at grade level meetings.
5. Additional incidents of cheating by the same student will result in the above procedure, a parent-conference, and more severe disciplinary consequences including disqualification from consideration for the Honor Society.

Canine Searches

Periodically there will be searches conducted by a canine in the hallways and classrooms. The purpose of the searches is to create a safe environment for our students. The searches will be conducted to eliminate weapons, including knives, drugs and alcohol and tobacco products in the school building.