





















**monroe one**  
EDUCATIONAL SERVICES



**2025–2026**

*Code of Conduct*  
*Plain Language Version*

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# Introduction

This is the plain language version of the Monroe One BOCES Code of Conduct (the Code).

The Code supports all students, staff, and families in a safe and supportive school environment. The goal is to provide a learning environment where all students can engage in social/emotional growth and achieve academic success.

## We meet our goals by:

1. Creating a positive school by having clear rules
2. Listening to and supporting students
3. Understanding students by getting to know them and what they need
4. Helping students learn from their mistakes
5. Giving students choices in their learning
6. Working with parents as a team
7. Working with the community



# Student Rights and Responsibilities

## A. Student Rights

All students have the right to go to school no matter who they are or what they like to do. All students have the right to feel safe and respected at school.

## B. Student Responsibilities

All students have the responsibility to participate in school in a way that will help everyone learn in an environment that is safe and respectful of others.

# Essential Partners

We believe in partnering together. This means students, families, school staff, and community members all work as a team to support student success.

## Parents/Guardians

Families should support their student's learning, talk with school staff, and help solve problems together. This includes following the Code. This will help our school be safe so students can learn.

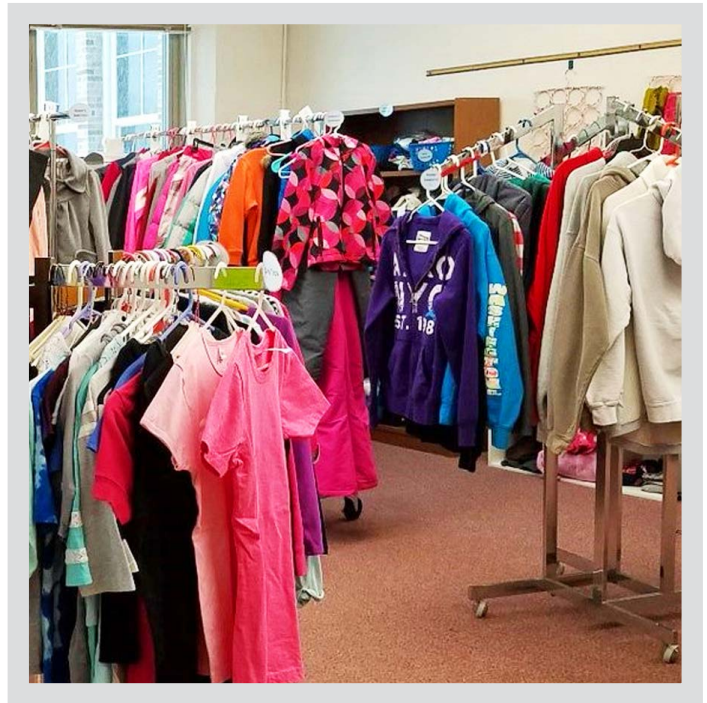
## School Staff

All school principals, teachers and staff are expected to follow the Code rules. School staff help students learn and understand how to behave at school. This will help students be successful.

# Student Dress Code

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

This means wearing clothes that are appropriate for learning and activities. If a student is wearing clothing that is not appropriate for school, they will be asked to change. If the student refuses, they may receive a consequence such as in-school suspension. If the student continues to not follow the dress code, they may face more serious consequences.



# Student Behavior

At Monroe One, students learn how their behavior affects others. When students make unsafe or unkind choices by not following the Code, school staff will work with the student to:

- understand what happened
- understand who was impacted
- provide students with support to plan next steps to repair harm

## At school and on the bus, students should:

- Be safe
- Be kind to other people
- Take care of school property

## At school and on the bus, students should not:

- Be unsafe
- Disrespect other people
- Damage school property
- Leave class/school/bus without permission
- Threaten others
- Hurt others
- Copy other people's work
- Steal
- Touch other people inappropriately
- Pull the fire alarm
- Have a weapon
- Have/use or sell drugs
- Smoke or use tobacco
- Use electronic devices without permission



# Bullying

Bullying is not allowed at Monroe One. Bullying is when someone says or does something hurtful on purpose, especially multiple times. Bullying can happen in school or online. This is called internet or cyber bullying.

Bullying can make someone feel scared or hurt. The adults in your school want all students to feel safe. If you are getting bullied or see a friend getting bullied, you should tell your teacher, staff or principal.

## Harassment/Discrimination

Harassment is when a person is picked on or made to feel unsafe because of who they are by another student or staff member. Harassment includes bullying and internet bullying. It can include; threats, saying bad things, using force or size to make someone uncomfortable or to physically hurt them.

Harassment is sometimes based on how a person looks, acts, or may be different. You cannot treat others mean or unfairly because of things such as their race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, or disability.

## The Use of Electronic Devices

Students must have staff permission to use electronic devices (cell phones, ipods, video games) on school property. Personal devices need to be “off and away” during the day.

Students who use an electronic device in an inappropriate way may face consequences such as loss of activities or suspension.

Students who cyber bully may face consequences such as loss of activities or suspension.



# Tobacco and Vaping-Free School Environment

Monroe One is a tobacco- and vape-free school. Students and staff are not allowed to use or carry tobacco, nicotine products, or vaping devices on school property or at school events. Students and staff need to follow this rule or they will be given consequences.

## Reporting Violations

- All students are expected to tell a school adult if someone is not following the rules of Monroe One BOCES.
- If you see a student with an unsafe item (drugs/alcohol/weapon) you must immediately tell a school adult.
- School adults who are allowed to enforce discipline must do so in a quick and fair way.
- School adults who are not allowed to enforce discipline must quickly report broken rules of the Code to the teacher or principal.
- Any unsafe item (drugs/alcohol/weapon) found will be taken as soon as noticed, if possible.
- The principal must tell the appropriate law enforcement agency (for example; police department) if any broken rules from the Code are a crime or illegal.



# Disciplinary Actions, Procedures and Referrals

At Monroe One, we focus on helping students understand how their actions affect others. When needed, consequences will be respectful, clear, and meant to help students grow and learn from their mistakes. Restorative justice practices will be considered first when students do not follow the Code.

## Disciplinary Action

Students who break the rules of the Code may:

- get a verbal or written warning
- have a written note sent home
- lose privileges or miss an activity
- be removed from the classroom
- be suspended from school

## Procedures

School staff can give consequences. The staff must tell the student what they did wrong and has to look into the behavior that the staff thinks the student did wrong. Students can talk with the staff about the problem behavior to explain the behavior.

## Minimum Periods of Suspension

Based on severity of the offense of the Code, students may be suspended from school for up to a year.

Student who are violent in school could be suspended from school for at least three days and could have a long-term suspension.

Students who often break the rules and disrupt the classroom environment and do not listen to the teacher could be suspended for at least one day.

## Referrals

### PINS Petition

The District may file a PINS (Person In Need of Supervision) petition in family Court on any student under the age of 18.

### Juvenile Delinquents and Juvenile Offenders

The district superintendent has to tell law enforcement of a juvenile delinquency proceeding in Family Court:

- any student 16 and under who brought a weapon to school; or
- any student 14 or 15 years old who can be a juvenile offender status under the law.

The district superintendent refers students, age 16 and older or any student 14 or 15 who can be considered a juvenile offender status to the law enforcement.



## Alternative Instruction

When a student (except an adult student) of any age is suspended from school, Monroe One has to provide alternate instruction, as required by this Code and educational law.

## Discipline of Students with Disabilities

The Board knows that students with disabilities might need to be disciplined for breaking the Code. The Board will decide consequences based on each student case. Monroe One will follow the procedures set by the Code and follow all laws to make sure students are treated fairly.



# Prohibition of corporal punishment, aversive interventions, and seclusion and the authorized limited use of timeout and physical restraint

This guide sets clear rules to ensure the safety and well-being of students by outlining what actions are not allowed and what limited actions can be used to address student behavior. Timeout and physical restraint can only be used when nothing else has worked to stop danger or serious harm to a student or others.

## **A. Use of timeout**

Timeout space must be unlocked, clean, and safe. The student will be brought back to class as soon as they are calm.

## **B. Use of physical restraint**

Physical restraints can only be used by trained staff members to stop serious harm, and only after less restrictive techniques have been used and did not stop danger of serious physical harm to the student or others. The least restrictive method is used; the restraint cannot hurt the students or be a planned intervention.

## **C. Parental notification**

Parents and caregivers are notified on the same day that a student is placed in timeout or restrained. Monroe One gives parents and caregivers a report of the incident within three school days.

## **D. Documentation**

Monroe One keeps a record of every time a student is placed in timeout or restrained. Documentation will include a list of positive, proactive intervention strategies used prior to the use of either a timeout or restraint.

## **E. Debriefing**

A school administrator meets with the staff who restrained a student or took them to timeout soon after it happens. They will review proactive strategies to prevent the future use of a timeout or restraint. A school staff member also talks it over with the student and discusses the circumstances leading up to the incident.

## **F. Review of documentation**

Monroe One regularly revisits timeout and restraint reports. If there is a pattern in one classroom or with one staff member, it will be addressed appropriately.

## **G. Staff Training**

Staff go through annual training on timeout and physical restraint policies, procedures, and techniques. Training includes evidence-based positive, proactive strategies, crisis intervention procedures, and de-escalation techniques.

## **H. Written Policy**

Monroe One has a clear, public policy on the use of timeout and physical restraint.

All incidents involving students are sent to New York State in a yearly report.

# Student Searches and Interrogations

School staff may ask students questions if they think someone might be unsafe or a rule of the Code has been broken. Staff need to tell the student why they are being questioned, but do not need to provide a warning before asking questions about breaking the Code. Staff do not have to talk to a student's parent before asking the student questions.

The Board allows the district superintendent, principals, and director of safety and security to search students' things carefully if they think there is reason to search their items. They may also search the students' things if they get information that they will find something that violates the Code.

Monroe One may work with police to search school grounds with trained dogs to look for drugs. They also may use metal detector to search for weapons.

## A. Student Lockers, Desks and other School Storage Places

School staff can go into desks, lockers, and other school storage places without telling students or getting their okay. Students do not have a right to as much privacy in school as outside of school.

## B. Searches

A student may be searched in school. The school staff in charge of the search must have a reason to search a student such as thinking the student is hiding something dangerous, illegal or is against the Code.

## C. Documentation of Searches

School staff who searches a student has to write about the search.

If anything illegal is found from the search, the school staff has to take the item and give it to the police.

## D. Police Involvement in Searches and Interrogations of Students

Monroe One has to work with police and others in law to make sure the school is always safe. Police have limited rights to search or talk to students on school property or at school activities. Police may enter schools or school activities to question or search a student only if:

- they have an arrest warrant;
- they have a strong thought that a student has broken the law at school or at a school activity; or
- school staff says it is okay.

## E. Child Protective Services Investigations

Monroe One will work with local child protective services workers who want to talk with students on school property about possible abuse and/or neglect, or court issues.

# Visitors to the Schools

The Board knows that parents and other people might want to visit students, teachers, school staff, and the classrooms. However, since schools are a place of learning and work, there will be times that people may not visit.

## Public Conduct on School Property

We have rules to keep schools safe, which also apply to people visiting a school. Visitors must be respectful, follow the rules, and have the correct clothing on for the event they are attending.

### A. No Person Can:

- hurt another person
- threaten another person
- steal from the school
- steal from the people working at school
- steal from the people visiting the school
- damage school property including setting a fire or using graffiti
- remove things from the dumpster or recycling bins
- disrupt classes, programs or school activities
- wear clothes or hand out things that are disruptive, upsetting, obscene or against the law
- bully, tease or judge anyone based on their color, weight, nationality, religion, gender, sex, sexual orientation, disability or any other reason
- enter or stay in the school without permission when it is closed
- stop the movement of any person in any place
- break the rules when driving or parking
- have, sell, give, trade or use alcohol or drugs or materials needed for using alcohol and drugs at school or school activities
- have or use weapons unless they are a law enforcement officer
- hang out on school grounds or at school functions if they do not belong there
- play cards or games for money or gain (gamble) on school grounds
- not follow a reasonable request from a school person
- make others commit any action against the code of conduct
- break the law, Code or district rules while on school property or at a school function

### B. Actions

Visitors who break the rules in the Code will not be allowed on school property or at school events. The police will be called if they do not listen.

Students who break the rules of the Code will have consequences.

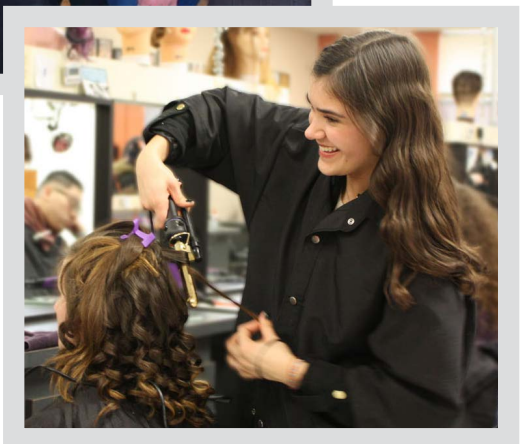
School personnel who break the rules will be warned, reprimanded, suspended or dismissed as the law allows.

### C. Enforcement

It will be the job of the school workers to enforce the rules.

# Sharing the Code of Conduct

The Code of Conduct will be shared every year with students, families, staff, and the school community. It will be reviewed every year by the Board of Education to make sure it supports safe, respectful schools where everyone belongs.







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