



**monroe one**  
EDUCATIONAL SERVICES

**2018 -2019**  
**PLAIN LANGUAGE**  
**CODE of CONDUCT SUMMMARY**

# Monroe # 1 BOCES CODE OF CONDUCT SUMMARY



## Introduction

This is the Monroe # 1 BOCES Code of Conduct Summary.

All of us at Monroe # 1 BOCES believe that schools should be safe. Our goal is that all students and staff follow the rules and work together. We need to be responsible and respectful.

These are Monroe # 1 BOCES Code rules:

1. Be respectful (Be kind, treat everyone nicely, no bullying)
2. Be responsible (Be honest, cooperate, dress appropriately)

These rules apply to all students, staff, parents and visitors at Monroe # 1 BOCES.

This summary is not meant to replace the full Code of Conduct. If you have any questions, please see the full Monroe # 1 BOCES Code of Conduct. If there is something different in this summary than the full Code, follow the statements in the full Code of Conduct.



## I. DEFINITIONS

The Code of Conduct has many words you may not know. Article 1 explains what some of the words mean.



## II. STUDENT RIGHTS AND RESPONSIBILITIES

### A. Student Rights

All students have the right to go to school no matter what they look like or what they like to do. All have the right to be treated fairly.

## **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.



## **III. ESSENTIAL PARTNERS**

### **Parents/Guardians**

All parents and guardians should follow the Code rules. This will help our school be safe so students can learn.

### **School Staff**

All school principals, teachers and staff should follow the Code rules. This will help students be successful.

## **IV. STUDENT DRESS CODE**

All students should wear appropriate clothes at school. Each family should help make sure their child is wearing appropriate clothes for school.

If students are wearing inappropriate clothes at school, they will be asked to change into appropriate clothes. Students need to follow this direction or they will be given consequences. In-school suspension is an example of a consequence for not following this direction. If students wear inappropriate clothes to school more than once and still do not follow the direction to change into appropriate clothes, they will be given more consequences. Out of school suspension is an example of a consequence for not following this direction more than once.

## **V. STUDENT BEHAVIOR**

At school, students should:

- Act appropriately.
- Be kind to other people.
- Take care of school property.

At school, students will be given consequences for:

- Unsafe behavior.

- Not respecting other people.
- Damaging school property.
- Threatening others.
- Hurting others.
- Copying other people's work.
- Stealing.
- Touching other people inappropriately.
- Fighting
- Pulling the fire alarm.
- Having a weapon.
- Having/using/selling drugs.
- Smoking.
- Using tobacco.

An example of consequences for these actions is suspension from school.

### **Bullying**

At Monroe # 1 BOCES, any act of bullying will not be tolerated. A bully is somebody who says or does hurtful things over and over again. Bullying is when:

- Someone makes fun of others
- Hits, pushes or touches someone in a way that is not welcome
- Leaves someone out of games and activities on purpose
- Breaks or takes someone else's belongings
- Spreads hurtful rumors. (A rumor is information about someone or something that might not be true.)
- Threatening or mean messages are sent to someone on an e-mail, text message, video or put on the internet. (This is cyber bullying)

Bullying can make someone feel scared or hurt. The adults in your school want all kids 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 by another student or staff member. Harassment includes bullying and cyber bullying. It can include; threats, saying bad things, using force or size to make you uncomfortable or to physically hurt you. 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, disability.

Cyber bullying is the use of electronic devices, including cell phones and computers, to bully someone. You cannot harass, bully, cyber bully or discriminate students at school, or off school grounds if causes any problem at school.

### **Electronic Devices**

Personal electronic devices (cell phones, ipods, and video games) 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.

If not used correctly, cell phones and other electronic devices could be taken away by an adult. If this happens, your parent would need to come pick it up at school.



## **VI. REPORTING VIOLATIONS**

- All students are expected to tell a school adult if someone is not following the rules of Monroe #1 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 of Conduct 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) of any broken rules to the code of conduct that are a crime or illegal.

## **VII. DISCIPLINARY ACTIONS, PROCEDURES AND REFERRALS**

Disciplinary action or punishment when needed will be firm and fair in order to help change behavior.

### **A. Disciplinary Action**

Students who break the rules to the code of conduct may have the following punishment or disciplinary action:

- verbal warning – any school adult
- written warning – teachers, bus drivers, and principals
- written note to parent – teachers, bus drivers, and principals
- suspension from school (out of school for at least one day) due to repeated violation of the rules and interruption into the learning and safety of other students.

### **B. Procedures**

School staff is allowed to give consequence. The staff has to 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.

Students who have broken the rules and are given a consequence of not being able to attend school can have the rights in Article VII of the code.

### **C. Minimum Periods of Suspension**

1. Students who bring a gun to school or to a school activity.  
Students who bring a gun to school or to a school activity could be suspended from school for at least one year.
2. Students who are violent.  
Student who are violent in school could be suspended from school for at least three days and could have a long term suspension.
3. Students who often break the rules and disrupt the classroom environment and do not listen to the teacher.  
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.

### **D. Adult Students**

Adult students will have consequence for breaking rules but are not entitled to the rights under Education Law S32.14.

### **E. Referrals**

1. 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.

2. Juvenile Delinquents and Juvenile Offenders

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

- a) any student 16 and under who brought a weapon to school; or
- b) any student 14 or 15 years old who can be a juvenile offender status the Criminal Procedure Law S I .20 (42).

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

**VIII. ALTERNATIVE INSTRUCTION**

When a student (except an adult student) of any age, is suspended from school the District has to provide alternate instruction, as required by this Code, and Education Law S3214.

**IX. 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. The consequences and procedures will be followed for discipline students with disabilities set by Article X of the Code.

**X. CORPORAL PUNISHMENT**

Physical punishment by any staff to any student is not allowed. However, when necessary, staff can use physical force. Physical force can only be used to:

- A. protect anyone from being hurt;
- B. protect property; or
- C. restrain or remove a student whose behaviors do not stop and continue to get in the way of school or school activities.

## **XI. STUDENT SEARCHES AND INTERROGATIONS**

A student is not given any warning before questions are asked about breaking the Code. Staff do not have to talk to a student's parent before asking the student questions. Staff needs to tell the student why they are being questioned.

The Board allows superintendent, principals, and head of security to look through students things if they think they will find something that will break the Code.

The superintendent, principals and head of security can 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 from another person.

Monroe #1 BOCES 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 #1 BOCES 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;
- 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**

The District 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.

### **XII. 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.

### **XIII. PUBLIC CONDUCT ON SCHOOL PROPERTY**

We have to have rules to keep schools safe. These rules apply to people visiting a school, too. You must control the way you act at school. You must show respect. You have to wear the correct clothing for what you 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 alcohol and drugs at school or school activities
- have or use weapons unless you are a police officer or security person
- hang out on school grounds or at school functions if you 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 of Conduct 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.

**XIV. SHARING THE CODE OF CONDUCT**

The Code of Conduct will be shared with the people in the school community. It will be reviewed every year by the Board of Education.