

LE ROY CENTRAL SCHOOL DISTRICT

CODE OF CONDUCT

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I. INTRODUCTION

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and Le Roy Central School District (“District”) personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences for unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

II. EXTENT OF SCHOOL AUTHORITY

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Because of the geographic location of our school, incidents occur occasionally that impact the school, but take place off school property. When a safe and orderly environment is threatened, the administration reserves the right to intervene with disciplinary action after considering the time, location and origin of the incident.

III. GLOSSARY OF TERMS

For purposes of this Code, the following definitions apply. See Chapter XIII (A) for definitions pertaining to students with disabilities.

Academic misconduct – a student presents another student’s work as his or her own, and/or assists another student in the misrepresentation of work submitted. (see Appendix A)

Disciplinary removal – the student is prohibited from attending the next scheduled meeting(s) of class.

Disorderly behavior – behavior causing a disturbance in safety, order or the educational process.

Disruptive behavior – behavior interfering with the maintenance of a safe and orderly environment for teaching and learning.

Insubordination – failure to comply with reasonable requests, directives, instructions, procedures and/or rules issued by school personnel.

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

Public – all persons when on school property or attending a school function including students, teachers, District personnel and visitors.

School function – any school-sponsored extra-curricular event or activity.

School property – in or within any building, structure, playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus.

Superintendent’s Hearing – a disciplinary hearing conducted pursuant to Education Law by a superintendent of schools, or a hearing officer designated by a superintendent of schools, to determine whether a student should be suspended from instruction for more than five consecutive days.

Violent action – an action such as hitting, kicking, punching, scratching, or any action willfully causing physical or emotional injury to any other person, or threatening to do so for the purpose of compelling or inducing such other person to refrain from any other act which he/she has the lawful right to do, or to do any act which he/she has the right not to do.

Violent student – a student that willfully causes physical or emotional injury to any other person, or threatens to do so for the purpose of compelling or inducing such other person to refrain from any other act which he/she has the lawful right to do, or to do any act which he/she has the right not to do.

IV. RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. Student Rights

1. Students have the right to be secure in their property and person.
2. Students have the right to an orderly school and classroom atmosphere that is conducive to learning.
3. Students have the right to an environment that respects their rights to explore different points of view.
4. Students are entitled to reasonable notice of rules and penalties.

5. Students have the right to be governed by reasonable and purposeful rules that are enforced as consistently and equitably as possible.
6. Students are entitled to be treated in a fashion that is consistent with the laws of the State of New York, the regulations of the Board of Regents, the decisions of the Commissioner of Education, and the constitutions of the State of New York and the United States of America.
7. Students are entitled to file a grievance if they believe that their rights, as stated above, have been violated. The aggrieved student may file the grievance under the following procedure:
 - a. Prior to filing the grievance, the student must comply with the discipline prescribed prior to the grievance.
 - b. Within five calendar days, a written statement will be submitted to the administration stating the nature of the grievance.
 - c. A grievance committee composed of an Administrator, Student Council President, and a member of the faculty will review the grievance, render a decision, and notify the student as soon as administratively feasible.
 - d. Should the student be unsatisfied with the decision rendered by the grievance committee, a written appeal will be made to the Superintendent within five calendar days of receipt of notification of the decision.

B. Student Responsibilities

It is the student's responsibility to have knowledge and understanding of the Code of Conduct.

V. ROLES AND RESPONSIBILITIES OF ESSENTIAL PARTNERS

A. Parents

It is the parent's responsibility to have knowledge and understanding of and to review and reinforce this Code of Conduct with their son/daughter.

B. Professional and Support Staff

It is the teacher's responsibility to inform students of school and classroom rules, enforce these rules and document infractions. The teacher has the responsibility to establish classroom standards and hold students accountable to those standards. It is the responsibility of all District personnel to have knowledge and understanding of this Code, and to reinforce and abide by it.

C. Administration

It is the Administration's responsibility to apply this Code in an equitable and just manner.

D. Board of Education

It is the Board's responsibility to annually review and adopt a uniform policy of student disciplinary procedures by collaborating with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct

that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.

VI. 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 acceptable student dress and appearance.

The Administration and faculty expect that all students will be dressed appropriately and in good taste for the regular school sessions and respective school activities. The Administration and faculty can insist on clean and decent clothing that does not disrupt a safe and orderly learning environment.

Bizarre items of attire or “costumes” will be prohibited on the basis of their disruptive effect on the teaching and learning processes. Skimpy clothing or items of clothing that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability will not be permitted.

If, in the judgment of an administrator, teacher, or other staff member, the student is dressed in a manner that is deemed distracting to students or teachers in educational pursuit, the student will be asked to change by a member of the administration.

Staff members are encouraged to report violations of the Student Dress Code. If any staff members suspect the Code has been violated, an Administrator may be informed and shall determine whether a violation has occurred. Staff can report these questionable violations verbally or in writing.

Students wishing to report a violation can inform a member of the teaching staff or administration, either verbally or in writing.

VII. ELECTRONIC DEVICE USAGE

Le Roy Junior/Senior High School has created zones to guide students in properly using their electronic devices. In today’s technological society, we need to educate our students about the proper protocol in the work/educational setting. Students need to follow the following usage areas:

Yellow Zone (Staff Discretion) – Library/Study Hall/Homeroom/Hallway/Cafeteria

Red Zone (No Cell Phone Use) – Instructional Classrooms/Bathrooms/Locker Rooms/Auditorium/Detention

VIII. 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, the sanctity of the teaching/learning process, and for the care of school facilities and equipment.

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 listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who do not accept responsibility to abide by the Code of Conduct will be required to accept the penalties associated with any violation.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in any behavior listed below on school property and/or at a school function, or at any activity under the extent of school authority. Disciplinary options are specified in Section XI.

- A. Disorderly and/or Disruptive Behavior
- B. Insubordination
- C. Violent Action
- D. Any Conduct that endangers the safety, morals, health or welfare of others
- E. Academic Misconduct

Examples of Prohibited Student Conduct can be found in Appendix A.

IX. DIGNITY FOR ALL STUDENTS ACT

DIGNITY ACT COORDINATORS

James Clark
Wolcott Street School
585.768.7115

Lynda Lowe
Le Roy Jr/Sr High School
585.768.8131

Le Roy Central School District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for all Students Act (“DASA”).

If you believe you, or someone else, has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations.

School/district personnel witnessing an incident or receiving a report of an incident must complete and submit this written report within two (2) school days.

NOTE: School/district personnel must also orally notify the principal, superintendent or their designee no later than one school day after witnessing or receiving a report of an incident.

All complaints will be treated in a confidential manner. Anonymous reports may limit the District's ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

Please complete the **DASA INCIDENT REPORTING FORM** and return it to a school administrator or Dignity Act Coordinator. (see Appendix B)

Our District has taken steps of prevention with Olweus Bully Prevention Program, a nationally renowned and researched program that empowers our students to develop positive interactions with their peers and the community.

Glossary of Terms for Section IX. Dignity for All Students Act

Used in the Annual Reporting of Incidents Concerning School Safety and Educational Climate ("SSEC") Violent or Disruptive Incident Related Terms

Violent or disruptive incident: an incident that occurs on school property of the school district, board of cooperative educational services, charter school or county vocational education and extension board, and falls under one of these categories:

1. **Homicide:** any intentional violent conduct that results in the death of another person.
2. **Sexual Offenses:**
 - i. **Forcible Sex Offenses:** Sex offenses involving forcible compulsion and completed or attempted sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with or without a weapon including, but limited to, penetration with a foreign object, rape and sodomy; or resulting from forcibly touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia.
 - ii. **Other Sex Offenses:** Other non-consensual sex offenses involving inappropriate sexual contact, including, but not limited to, touching another student on a part of the body that is generally regarded as private, which include, but is not limited to, the buttocks, breasts, and genitalia, removing another student's clothing to reveal underwear or private body parts, or brushing or rubbing against another person in a sexual manner. Other sex offenses shall also include, but not limited to, conduct that may be consensual or involve a child who is incapable of consent by reason of disability or because he or she is under 17 years of age, provided that such term shall not include consensual sexual conduct involving only students, and/or students 18

years of age or under, unless at least one of the individuals participating in the conduct is at least four years older than the youngest individual participating in this conduct.

3. **Assault:** engaging in behavior intentionally or recklessly that causes physical injury to another person with or without a weapon, in violation of school district Code of Conduct and falls under one of these categories:
 - i. **Physical Injury:** means impairment of physical condition or substantial pain and includes, but is not limited to, black eyes, welts, abrasions, bruises, cuts not requiring stitches, swelling and headaches not related to a concussion.
 - ii. **Serious Physical Injury:** means physical injury which creates a substantial risk of death or which causes death or serious and protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ and requires hospitalization or treatment in an emergency medical care facility outside of school including, but not limited to, a bullet wound, fractures or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.

4. **Weapons Possession:** possession of one or more weapons, except possession in a classroom or laboratory as part of an instructional program or in a school-related activity under the supervision of some teacher or other school personnel as authorized by school officials and falls under one of these categories:
 - i. **Routine Security Checks:** possession of one or more weapons (see list below) secured through routine security checks.
Weapons: means one or more of the following dangerous instruments:
 - i. Firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paintball gun;
 - ii. A switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
 - iii. A billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
 - iv. A sandbag or sandclub;
 - v. A sling shot or slungshot;
 - vi. A martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun-chuck, or shiriken;
 - vii. An explosive, including, but not limited to, a firecracker or other fireworks;
 - viii. A deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
 - ix. An imitation gun that cannot be easily distinguished from a real gun;
 - x. Loaded or blank cartridges or other ammunition; or
 - xi. Any other deadly or potentially dangerous object that is used with the intent to inflict injury or death.

- ii. **Weapons possessed under other circumstances:** Possession of one or more weapons at a school function or on school property which are not discovered through a routine security check, including, but not limited to, weapons found in possession of a student or within a locker.
5. **a. Material Incident of Discrimination, Harassment, and Bullying (excluding Cyberbullying):** A single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, as defined in Commissioner’s regulation §100.2(kk)(1)(viii). Such conduct shall include, 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 practice, disability, sexual orientation, gender, or sex. Commissioner’s regulation 100.2(kk)(1)(vii) provides that harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse that either: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition shall include acts of harassment or bullying that occur on school property, at a school function, or off school property where such act creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.
- i. **Bullying:** Defined as a form of unwanted, aggressive behavior among students that involves a real or perceived power imbalance and that is repeated, or has the potential to be repeated, over time.
 - ii. **Imbalance of power:** An imbalance of power involves the use of physical strength, popularity, or access to embarrassing information to hurt or control another person.
 - iii. **Repetition:** Bullying typically repeated, occurring more than once or having the potential to occur more than once.
 - iv. **Intent to Harm:** The person bullying has the goal to cause harm. Bullying is not accidental.
 - v. **Discrimination:** Not specifically defined in the Dignity Act. However, it would include any form of discrimination against students prohibited by state or federal law such as, for example, the denial of equal treatment, admission, and/or access to programs, facilities, and services based on the person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity), or sex. It should be noted that Educational Law §3201 and 3201-a

prohibit discrimination in the form of denial of admission into or exclusion from any public school on the basis of race, creed, color, national origin, and sex.

5. **b. Cyberbullying:** Defined as harassment or bullying that occurs through any form of electronic communication, (Ed. Law §11[8]) including, but not limited to, cell phones, computers, and tablets, or other communication tools, including social media sites, text messages, chat rooms, and websites. (See definition of harassment or bullying as defined in 5a. and Commissioner's regulation 100.2(kk)(1)(viii))
6. **Bomb Threat:** A telephoned, written or electronic message that a bomb, explosive, or chemical or biological weapon has been or will be placed on school property.
7. **False Alarm:** Causing a fire alarm or other disaster alarm to be activated knowing there is no danger or, through false reporting of a fire or disaster.
8. **Use, Possession, or Sale of Drugs:** Illegally using, possessing or being under the influence of a controlled substance or marijuana on a person, on school property or at a school sponsored event. This includes in a locker, a vehicle or other personal space; selling or distributing a controlled substance or marijuana on school property or at a school sponsored event; finding a controlled substance or marijuana on school property that is not in the possession of any person. This does not apply to the lawful administration of a prescription drug on school property.
9. **Use, Possession, or Sale of Alcohol:** Illegally using, possessing, or being under the influence of alcohol on school property or at a school function. This includes possessing alcohol on a person, in a locker, a vehicle or other personal space; selling or distributing alcohol on school property or at a school function; and finding alcohol on school property that is not in the possession of any person.

Bias-Related Terms

1. **Biased-related conduct:** Conduct that is motivated by a victim's race, color, creed, national origin, gender (including gender identity), sexual orientation, age, marital or partnership status, family status, disability, alienage, or citizenship status.
2. **Race:** the groups to which individuals belong, identify with, or belong in the eyes of the community.
3. **Ethnic Group (Ethnicity):** An affiliation with a particular group, country or area of origin (distinct from citizenship or country of legal nationality), race, color, language, religion, customs of dress or eating, tribe or various combinations of these characteristics.
4. **National Origin:** Is an individual's country of birth, country of origin, or the country of origin of an individual's family or spouse.

5. **Religion:** Religious or spiritual belief of preference, regardless of whether this belief is represented by an organized group or affiliation having religious or spiritual tenets.
6. **Religious Practice:** Religious observances or practices that may include attending worship services, praying, wearing garb or symbols, displaying religious objects, adhering to certain dietary rules, proselytizing or other forms of religious expression, and/or refraining from certain activities.
7. **Disability:** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurologic conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or a record of such an impairment or (b) a condition regarded by others as such an impairment, provided, however, that in all provision of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[3] and Executive Law §292[21]).
8. **Gender:** means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
9. **Sexual Orientation:** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
10. **Sex:** is the biological and physiological characteristics that define men and women.
11. **Other:** can include, but is not limited to, physical characteristics, age, socio-economic status, health condition, housing, domestic relationships, social/academic status, etc.

Other Related Terms

1. **Gang-Related:** when an incident involves one or more than one offender, known to be a member of an organized group, or gang, which is characterized by turf concerns, symbols, special dress, and/or colors that engages students in delinquent or illegal activity.
2. **Group-Related:** an incident is group-related if it is several individuals that assemble for the purpose of engaging in or contributing to actions that occur during the incident.
3. **School Property:** shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary

- line of a public elementary or secondary school; or in or on a school bus. (Education Law §11(1) and Vehicle and Traffic Law §142, 8 NYCRR 100.2(kk)(1)(i))
4. **School Function:** means a school-sponsored or school-authorized extracurricular event or activity, regardless of where such activity takes place, including any event or activity that may take place in another state. (Education Law §11(2), 8 NYCRR 100.2(kk)(1)(ii))
 5. **School Bus:** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers, and other person acting in a supervisory capacity, to or from school or school activities (Education Law §11(1) and Vehicle and Traffic Law §142).
 6. **Target:** refers to a person who has been mistreated and/or injured or the individual intended to be affected by the incident.
 7. **Victim:** see the definition of target.
 8. **Disciplinary or Referral Action:** for purposes of reporting , a consequence assigned based on the violation of the school’s Code of Conduct and reported under one of the following:
 - a. **Counseling or Treatment Programs:** for purposes of reporting, referrals to counseling or treatment programs are formal multi-session interventions, provided by certified or licensed professionals, aimed at reducing risk factors linked to the identified problem area(s) (i.e. drug/alcohol rehabilitation programs, anger management programs, etc.).
 - b. **Teacher Removal:** is the removal of a disruptive pupil from the teacher’s classroom pursuant to the provision of Education Law §3214(3-a).
 - c. **In-School Suspension:** is a removal from instruction and/or activities in the same setting as class/age peers as a disciplinary purpose, but remains under the direct supervision of school personnel.
 - d. **Out-of-School Suspension:** a student is suspended from attending classes or being on school property. The student must receive his/her instruction during the period of suspension in an alternate setting, separate from the school which his/her class/age peers attend.
 - e. **Involuntary Transfer to an Alternative Placement:** is the removal from instruction within the same school building as class/age peers as a disciplinary measure, and assignment to an alternate setting to receive instructional services. This could also include alternate (i.e. condensed) hours.
 - f. **Community Service:** when a school/district determines work that is assigned without pay to help a community.
 - g. **Juvenile Justice or Criminal Justice System:** when a student engages in an incident that rises to the level of a criminal offense, the school reports the incident to the juvenile justice system which intervenes through police, court, and/or correctional system.

- h. Law Enforcement:** when a student engages in an incident, which occurs on school grounds, school-related events, or while taking school transportation and rises to the level of a criminal offense, the school reports the incident to any law enforcement agency or official.
- 9. **Sexting:** is described as the sending, receiving or forwarding of sexually suggestive nude or nearly nude photos through text messages or email.
- 10. **School-related arrests:** refers to an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.

X. REPORTING VIOLATIONS

It is the responsibility of District personnel to enforce this Code of Conduct and to report significant violations of this Code to school administrators.

Any District personnel observing a student possessing a weapon on school property or at a school function will report this immediately to a school administrator.

Students are also encouraged to report violations of the Code of Conduct to a teacher, the building principal, the principal's designee, or the superintendent.

Any students observing a student possessing a weapon, alcohol, or an illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of the school as soon as practical.

It is everyone's responsibility to protect the integrity of the Code of Conduct.

XI. DISCIPLINARY PROCEDURES AND OPTIONS

A. 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. Please see Section B for a fuller explanation of each penalty.

1. Verbal Warning
2. Written Warning

3. Written Notification to Parent
4. Detention
5. Suspension from Transportation
6. Suspension from Athletic Participation
7. Suspension from Social or Extracurricular Activities
8. Suspension of Other Privileges
9. In-School Suspension
10. Removal from Classroom by Teacher
11. Short-term Suspension (five days or less) from School
12. Long-term Suspension (more than five days) from School
13. Permanent Suspension

If the conduct of a student is suspected to be related to an identified disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirement of this Code of Conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. (See Section XIII, “Discipline of Students with Disabilities”.)

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the type of 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 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. The personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s right to due process.

All staff members must report and refer a violent student to the building administration for a violation of the Code of Conduct. All referrals shall be made in writing unless the conditions underlying the referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member documenting the event or incident. The Principal, when processing a case for suspension, shall consider the facts relevant to the matter.

1. **Verbal Warning** – any member of the District staff
2. **Written Warning** – bus drivers, hall and lunch monitors, teachers, assistant principals, principals, Superintendent
3. **Written Notification to Parent** – bus drivers, hall and lunch monitors, teachers, assistant principals, principals, Superintendent
4. **Detention** – teachers, assistant principals, principals, Superintendent
Teachers, principals and the Superintendent may use after-school detention as a

penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents will be notified when a student is assigned detention at the direction of an administrator. Detention will not extend past the latest provision of transportation by the District.

5. **Suspension from Transportation** – assistant principals, principals, Director of Special Education, Superintendent
If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building assistant principal, principal, Director of Special Education or the Superintendent. In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student’s education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §314. However, the student and the student’s parents will be provided with a reasonable opportunity for an informal conference with the building principal to discuss the conduct and the penalty involved.

6. **Suspension from Athletic Participation** – coaches, Athletic Director, assistant principal, principal, Superintendent
-and-
7. **Suspension from Social or Extracurricular Activities** – advisor, assistant principal, principal, Superintendent
-and-
8. **Suspension of Other Privileges** – assistant principal, principal, Superintendent
A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parents will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

9. **In-School Suspension** – assistant principal, principal, Superintendent
The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in “in-school suspension.” “In-school suspension” is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will receive substantially equivalent, alternative education. A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parents will be provided with a reasonable

opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

10. Removal from Classroom by Teacher – teachers, assistant principals, principals, Superintendent

Teachers may refer disruptive students to an administrator for action consistent with Sections VII – “Prohibited Student Conduct” and XI (A) – “Penalties” in the Code of Conduct. (Alternative “A”)

A second alternative for teachers is to remove students from class for up to three days. If a teacher chooses this option then the procedures in Section XI (B) – “Procedures” in the Code of Conduct must be followed. (Alternative “B”)

In the case of a disciplinary removal of an elementary school student, the length of the removal will not exceed 60 minutes. The elementary school teacher(s) will select the 60 minute disciplinary removal period for each day.

11. Short-Term Suspension (five days or less) from School – principals, Superintendent, Board of Education

When the Superintendent or building principal (referred to as the “suspending authority”) is considering a short term suspension for a student charged with misconduct pursuant to Education Law §3214(3), the suspending authority must notify the student orally. The suspending authority must provide an explanation of the basis for the suspension. The suspending authority must also notify the student’s parents in writing that the student’s suspension from school is a distinct possibility. The written notice must be provided by means reasonably calculated to assure receipt of the notice within 24 hours of the decision to consider a suspension from school. Where possible, notice should also be provided by telephone if the school has been provided with the telephone number for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is being considered and shall inform the parent of the right to request an immediate informal conference with the building principal. At the conference, the parents shall be permitted to ask questions under such procedures as the building principal may establish.

The notice and opportunity for an informal conference shall take place before the student is formally suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the beginning of the suspension as is reasonably practical.

After the conclusion of the informal conference, the building principal shall promptly advise the parent of his or her decision.

12. Long-Term Suspension (more than five days) from School – Superintendent, Board of Education

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceedings or may designate a hearing officer to conduct the hearing. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept or reject all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board. The Board will base its decision solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within ten business days of the date of the Superintendent's decision.

13. Permanent Suspension – Superintendent, Board of Education

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principal.

- 1. Students who bring a weapon to school –** Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. The building principal is required to consult with and refer any student who brings a weapon to school to the Le Roy Police Department, Genesee County Sheriff, or Genesee County Family Court. 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 bring a weapon to school –** Any student, other than a student with a disability, who is found to have committed a

violent act, other than bring a weapon onto school property, shall be subject to assignment to in-school suspension, short-term suspension, or long-term suspension.

3. **Students who are repeatedly substantially disruptive of the educational process or who repeatedly substantially interfere with the teacher's authority over the classroom** – Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by the teacher(s), or assigned to in-school suspension, or suspended from school for classroom disruption on five or more occasions during a school year will be subject to a PINS petition, if the student is under 16. If the student is 16 or over, a suspension from school will result for the fifth and all subsequent classroom removals.
4. **Students who possess, consume, sell, distribute or exchange alcohol or controlled substances or who are under the influence of such on school property or at a school function** – Any student who engages in prohibited conduct concerning alcohol or drugs while attending a school sponsored function shall be subjected to penalties ranging from suspension of extracurricular activities to out-of-school suspension.

Any student engaging in prohibited conduct concerning alcohol or drugs during the course of the normal school day will be subject to outright suspension.

A parent or legal guardian will be notified and reinstatement of the student will occur only after a conference with the administration and/or members of the Chemical Dependency Core Team. Options and referrals will be discussed at that time. Failure to attend the conference may lead to suspension.

Drug and alcohol violations will be referred to the appropriate law enforcement authorities.

5. **Students who commit theft or vandalism** – Any student, other than a student with disabilities, who is involved in theft or vandalism during school hours or during school activities will incur the full measure of the law with respect to fines and restitution. Consequences will range from in-school suspension to out-of-school suspension.

XII. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

Alternative instruction must be provided for a minimum of one hour daily for an elementary student and two hours daily for a secondary student.

XIII. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are in accordance with Education Law §3214 and Part 201 of the Regulations of the Commissioner of Education. Again, while the school has the authority to suspend or remove a child with a disability for violating the school's Code of Conduct, the parent(s) and student have the following rights throughout the process.

A. Glossary of Terms for Section XIII, "Discipline of Student with Disabilities"

1. **Behavioral Intervention Plan (BIP)** – A plan that is based on the results of the functional behavioral assessment and, at a minimum, included a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs and intervention strategies to address the behavior.
2. **Disciplinary Change in Placement** – A suspension or removal from a student's current education placement that is either:
 - a. for more than 10 consecutive school days or;
 - b. for a period of 10 consecutive days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they accumulate to more than ten school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspension or removals to one another.
3. **Expedited Due Process Hearing** – An impartial hearing conducted in an expedited manner in accordance with Section 201.11 of the Regulations of the Commissioner
4. **Functional Behavioral Assessment** – The process of determining why a student engages in behaviors that impede learning and how the student's behavior relates to the environment. The functional behavioral assessment includes, but is not limited to:
 - a. Identification of the problem behavior
 - b. Definition of the behavior in concrete terms
 - c. Identification of the contextual factors that contribute to the behavior
 - d. Formulation of a hypothesis regarding the general conditions under which a behavior usually occurs and probable consequences that serve to maintain it
5. **Impartial Hearing Officer** – An individual assigned by a Board of Education or by the Commissioner to hear an appeal and render a decision in accordance with Section 200.5(i) of the Regulations of the Commissioner of Education.

6. **Individualized Educational Plan (IEP)** – A written statement outlining the plan for providing an educational program for a student with disabilities based on the unique needs of that student.
7. **Interim Alternative Education Setting (IAES)** – A temporary educational placement for a period of up to 45 calendar days other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that:
 - a. Enables the student to continue to progress in the general curriculum although in another setting;
 - b. Enables the student to continue to receive those services and modifications, including those described on the student’s current IEP, that will enable the student to meet the goals set out in such IEP; and
 - c. Includes services and modifications to address the behavior, which precipitated the IAES placement that are designed to prevent the behavior from recurring.
8. **Manifestation Determination** – A review of the relationship between the student’s disability and the behavior subject to disciplinary action.
9. **Procedural Safeguards Notice** – A written notice developed by the State Education Department that describes the rights for parents of children with disabilities, ages 3-21.

B. Parent and Student Rights for Students with Disabilities

1. To be notified immediately by telephone, if possible, and to receive written notice within 24 hours if the suspension is for five school days or less. The notice should describe the incident, suspension and your child’s rights. You also have the right to request an informal conference with the building principal.
2. To receive written notice of your opportunity for a superintendent’s hearing, if the suspension is for more than five consecutive school days, which describes your child’s rights to counsel and to question and present witnesses.
3. For your child to receive alternative instruction during the first ten days of any suspension or removal to the same extent as a non-disabled student, if your child is of compulsory school age.
4. For your child to receive education services necessary to enable your child to progress in the general education curriculum and appropriately advance toward achieving his or her IEP goals if your child is suspended or removed for more than ten school days in a school year.
5. For your child also to have services to address the behavior that resulted in the disciplinary action if your child is removed to an interim alternative educational setting.

6. To have the Committee on Special Education develop or review and implement a behavioral intervention plan for your child that is based on the results of a functional behavioral assessment, if your child is suspended or removed for more than ten school days in a school year.
7. To convene a Committee on Special Education meeting to determine whether your child's behavior which led to the disciplinary action is related to his or her disability (manifestation determination), for suspensions or removals in excess of ten school days in a school year that would constitute a disciplinary change in placement.
8. For your child not to be suspended or removed for behaviors that are determined to be related to your child's disability, except for suspensions or removals ten school days or less in a school year and for removals to interim alternative educational settings.
9. To challenge, in an expedited due process hearing before an impartial hearing officer, the decision of the Committee on Special Education regarding the relationship between your child's behavior that resulted in a disciplinary action and his or her disability (manifestation determination).
10. To challenge, in an expedited due process hearing before an impartial hearing officer, any placement decision related to discipline.

XIV. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student by a District employee for the purpose of punishing the student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force by a District employee may be used to:

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

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XV. VISITORS TO THE SCHOOL

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- A. Anyone who is not a regular staff member or student of the school will be considered a visitor.
- B. All visitors to the school must report to the main office of the school building they are visiting. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
- C. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- D. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XVI. PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objective of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

See Section III, "Glossary of Terms" for definition of 'public'.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.

2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator or other District employee or any person lawfully on school property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange alcohol or controlled substances or be under the influence of such on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the District.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit acts prohibited by this Code.
15. Violate any Federal or State statute, local ordinance or Board policy while on school property or while at a school function.
16. Use language or gestures that are profane, lewd, vulgar or abusive.
17. Use tobacco products.

B. Penalties

1. **Visitors** – Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. **Students** – They shall be subject to disciplinary action as the facts may warrant in accordance with the due process requirements.
3. **Tenured Faculty Members** – They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. **Staff members in the classified service of the Civil Service entitled to protection of Civil Service Law §75** – They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

5. **Staff members other than those described in subdivisions 3 and 4** – They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this Code. When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person’s conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

XVII. DISSEMINATION AND REVIEW OF CODE

A. Dissemination of the Code of Conduct

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

1. Providing copies of a summary of the Code to all households in the District at the beginning of each school year.
2. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
3. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
4. Making copies of the Code available in the District business office, main office of each school building, and the school library for review by students, parents and other community members.

The Board will sponsor an in-service program for all District staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

B. Review of the Code of Conduct

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representative of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

Appendix A

Examples of Prohibited Student Conduct

- A. Examples of Disorderly and Disruptive Behavior include, but are not limited to:
1. Any misconduct while on a school bus
 2. Running in hallways
 3. Making unreasonable noise
 4. Using language or gestures that are profane, lewd, vulgar or abusive
 5. Obstructing vehicular or pedestrian traffic
 6. Engaging in any willful act that disrupts the normal operation of the school community
 7. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building
 8. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the District's acceptable use policy
 9. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
 10. Private listening devices that are not part of class instruction or participation
- B. Examples of Insubordination include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students or otherwise demonstrating disrespect
 2. Lateness for, missing, or leaving school without permission
 3. Skipping detention
- C. Examples of Violent Action include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so
 3. Possessing a weapon (this would include any item commonly identified as a weapon such as a gun, knife, etc.; additionally, any item that is willfully intended to be used to inflict physical harm will be considered a weapon)
 4. Threatening to use any weapon
 5. Intentionally damaging, destroying or defacing the personal property of a student, teacher, administrator, or other District employee or any person lawfully on school property
 6. Intentionally damaging, destroying or defacing school district property

D. Examples of conduct that endangers the safety, morals, health or welfare of others include, but are not limited to:

1. Lying to school personnel
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function
3. 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
4. Discrimination or harassment against any individual by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that: (i) has or would have the effect of unreasonably and substantially interfering with the student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (ii) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, 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.
5. Conduct that endangers the safety, morals, health or welfare of others, which includes, but is not limited to lying to school personnel; stealing; defamation; discrimination; harassment; intimidation through action or statement; cyber-bullying, hazing; selling, using or possessing obscene material; using vulgar or abusive language, cursing or swearing; smoking and/or possession of a cigarette, e-cig, cigar, pipe or using chewing or smokeless tobacco; possessing, consuming, selling, distributing or exchanging alcohol or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substance commonly referred to as "designer drugs"; inappropriately using or sharing prescription and over-the-counter drugs; gambling; indecent exposure; and initiating a report warning of fire or other catastrophe without valid cause; misuse of 911; or discharging a fire extinguisher. Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.

10. Smoking, using, possessing and/or exchanging of a cigarette, cigar, pipe, chewing/smokeless tobacco, vaporizer pens/hookah pens/e-cigarettes or any vapor-related paraphernalia deemed similar by administration.
11. Possessing, consuming, selling, distributing or exchanging alcohol or illegal and controlled substances or being under the influence of such. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substance commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of the emergency number '911', or discharging a fire extinguisher.

E. Examples of Academic Misconduct include, but are not limited to:

1. Copying
2. Cheating
3. Plagiarism
4. Altering records
5. Assisting another student in any of the above actions

Appendix B
DASA Incident Reporting Form

I. To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident)

School District: **LeRoy Central School District** School: **Wolcott Street School / Jr. – Sr. High School**

Dignity Act Coordinator: **Jamie Clark/Lynda Lowe**

Today's date: _____

Name of person reporting incident: _____

Phone/Building: _____ Email: _____

Role of person reporting incident (Check one)

Student Target Student (witness) Parent/Guardian Staff Member Other _____

Name of target: (student being bullied, harassed, or discriminated against)

Name(s) of alleged offender(s): _____

Date(s) and time(s) of incident(s): _____

What was your involvement in the incident?

I was directly involved in the incident I observed the incident I heard about the incident

Where did the incident happen? (Check all that apply)

On school property Classroom Hallway Bathroom Cafeteria

Gym Locker Room At a school function On a school bus

Off school property Electronic Communication Other (describe): _____

Type of incident (Check all that apply)

Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)

Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)

Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)

Abuse (actions or statements that put an individual in fear of bodily harm)

Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))

Other (describe): _____

Who was involved in the incident?

- Student Employee Both student and employee

Describe the specific nature of the incident. What happened? (Be as specific as possible). What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.

(Add extra pages if needed)

If there were any adults in the area when this happened, what did they do?

Types of bias involved (if known): (Check all that apply)

- Race Color Weight/size National origin Ethnic group
 Religion Religious practice Disability Sexual orientation Gender
 Sex Other (describe)_____

Names of others who may have witnessed the incident:

Was the student absent from school as a result of the incident?

- No Yes Number of days student was absent:_____

Does the situation continue to occur? Yes No

What do you think should be done about the situation?

You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.

Received by _____ Date: _____ Building: _____