



# **Student Code of Conduct**

## **Plain Language Summary**

**Assistance in reviewing this document is available upon request**

**Adopted: July 5, 2001**

**Revised and Board Approved: August 18, 2005**

**Board Reviewed and Re-approved: August 10, 2006**

**Board Reviewed and Re-approved: July 12, 2007**

## **STUDENT CODE OF CONDUCT**

### **I. Mission**

The mission of the Orange-Ulster Board of Cooperative Educational Services (BOCES) is to serve our component districts and community in the development of continuous learners who will be successful in meeting the challenges of living in our society today and in the future. We will accomplish this mission in a cost-effective manner with a dedicated, skilled, caring staff providing quality educational programs in a safe, nurturing and accessible environment.

### **II. Introduction**

The Orange-Ulster Cooperative Board (“Board”) is committed to providing a safe and orderly school environment where students will receive and staff will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other BOCES personnel, parents and other visitors is essential to achieving this goal.

The Orange-Ulster BOCES Programs have a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, tolerance, honesty and integrity, and are essential to develop a strong character.

The Board recognizes the expectation and responsibility to educate students for appropriate conduct. Our goal is to clearly define these expectations for acceptable conduct on school property or at a school function, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

To this end, the Board has adopted a Student Code of Conduct, which is available in its complete form at the following locations:

- The BOCES Web Site [www.ouboces.org](http://www.ouboces.org)
- Your program principal’s office
- The office of the BOCES Executive Officer.

### **III. Student Rights and Responsibilities**

#### **A. Student Rights**

The Orange-Ulster BOCES Programs are committed to protecting the rights given to all students under state and federal law. In addition to those rights, all students have the right to:

1. a safe, healthy, orderly and civil school environment.
2. learn appropriate behaviors.
3. take part in all school activities on an equal basis.
4. present their version of an incident to school personnel.
5. know the school rules.

#### **B. Student Responsibilities**

All students have the responsibility to:

1. contribute to a safe and orderly school environment.
2. show respect to other persons and property.
3. be familiar with and abide by all Orange-Ulster BOCES policies dealing with student conduct.
4. attend school every day, unless they are legally excused, to be in class on time and prepared to learn.
5. work to the best of their ability in all educational and extracurricular activities.
6. respond to direction given by school personnel in a respectful, positive manner.
7. develop self-control.
8. ask questions if he/she does not understand.
9. seek help, if needed, in resolving problems.
10. dress appropriately for the academic/vocational setting.
11. take ownership of their actions.
12. conduct themselves appropriately when participating in or attending a school-sponsored extracurricular activity.
13. comply with Orange-Ulster BOCES Internet usage and Website policies.

## **IV. Essential Partners**

### **A. Parents**

All parents are expected to:

1. recognize that the education of their children is a joint responsibility of the parents, school, and community.
2. Send their children to school ready to participate and learn.
3. ensure their children attend school regularly and on time.
4. ensure absences are legitimate and accompanied with a note upon student's return to school.
5. insist their children be dressed and groomed in a manner consistent with the student dress code.
6. help their children understand that appropriate rules are required to maintain a safe, orderly environment.
7. know and support the school rules.
8. convey to their children a supportive attitude toward education.
9. build positive relationships through communication with school personnel.
10. help their children deal positively with peer pressure.
11. inform school officials of changes in the home situation that may affect student conduct or performance.
12. provide a place for learning and ensure homework assignments are completed.
13. notify school personnel of changes in phone number, address, or emergency contacts.

### **B. Other Essential Partners**

All staff of Orange-Ulster BOCES, the Board and your local school districts are available to ensure that your child is educated in a safe and orderly environment. The Orange-Ulster BOCES contracts with local law enforcement to provide two full time School Resource Officers ("SRO"), one in the Career & Technical Education Division and the second one in the Special Education Division. The SRO is a pro-active partner with the BOCES staff to assist in assuring a safe environment and supporting the Student Code of Conduct.

## **V. Student Dress Code**

All students are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. If a uniform is required for the student in their course of study, then students must be

prepared with a clean and neat uniform daily. Students are responsible for acquiring and purchasing school uniforms for their course of study. Financial assistance may be available for extreme hardship.

A student's dress, grooming and appearance shall:

1. be safe, appropriate and not disrupt or interfere with learning.
2. recognize that extremely short skirts and shorts and brief garments such as tube tops, net tops, halter tops, midriff/cropped tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. ensure that underwear is completely covered with outer clothing.
4. include appropriate footwear at all times.
5. NOT include the wearing of hats in the classroom except for a pre-approved medical or religious purpose.
6. NOT include items that are vulgar, obscene or offensive to others with respect to age, color, religion, ancestry, national origin, sex, sexual orientation or disability.
7. NOT promote the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the Student Dress Code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall meet with the building principal or his/her designee.

## **VI. Prohibited Student Conduct**

Students will be subject to progressive disciplinary action, depending upon the severity of the incident. These actions may range from reminders and instruction up to suspension from school, when students are:

1. violent
2. disruptive
3. insubordinate
4. disorderly
5. engaging in any gesture or written, verbal or physical act (harassment, intimidation or bullying)
6. endangering the safety, morals, health or welfare of others
  - a. not being truthful with school personnel
  - b. withholding information or obstructing any investigation in process
7. misbehaving on school bus
8. cheating

9. participating in gang activity/wearing gang related identifying clothing, apparel or related items
10. using cellular telephones or other electronic audio or visual devices.

## **VII. Reporting Violations of the Code of Conduct**

Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, counselor, principal, or any Orange-Ulster BOCES administrator. Staff shall confiscate any weapons, alcohol or illegal substance. The parent of the student will be notified and appropriate disciplinary action will be taken by administration.

Serious or repeated violations of the Code of Conduct are documented through a discipline referral system which may include a Violent and Disruptive Incident Report (VADIR), which is reported to the New York State Education Department.

## **VIII. Disciplinary Procedures and Penalties**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and reasonable.

### **A. Consequences**

Students who are found to have violated the Student Code of Conduct may be subject to the following, either alone or in combination with one another:

1. Verbal warning
2. Written warning
3. Verbal notification to a parent
4. Written notification to a parent
5. Alternative setting for instruction
6. Suspension from transportation
7. Suspension from extracurricular activities
8. Suspension from parking privileges
9. Suspension of other privileges
10. Removal from class
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Removal from program by the home district
14. Permanent suspension from program by the home district
15. Referral to law enforcement or judicial authorities

## **B. District Due Process Procedure**

The objective of the Orange-Ulster BOCES is to resolve problems of misbehavior at the earliest possible opportunity. The Due Process Procedure provides an avenue of appeal in the discipline procedure. It should only be utilized when all efforts to resolve the problem have been exhausted.

## **IX. Discipline of Students with Disabilities**

The Student Code of Conduct affords students with disabilities the rights expressly provided by applicable federal and state laws and regulations (refer to the complete Student Code of Conduct for additional details).

## **X. Student Searches and Interviews**

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of the law or the Student Code of Conduct. Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact the student's parents before questioning the student. However, school officials will tell all students why they are being questioned.

If the authorized school official has reasonable suspicion to believe that the search will result in evidence that violates the Student Code of Conduct, he/she may conduct a search of a student's belongings that is minimally intrusive.

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

Students should not expect privacy with respect to lockers, desks and other school storage places. School officials retain complete control over them and may search these areas at any time without prior notice or their consent.

### **B. Police Involvement in Searches and Interview of Students**

Orange-Ulster BOCES officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment.

### **C. Child Protective Services Investigations**

Any staff member having reasonable cause to suspect child abuse or maltreatment is required to report their concerns to the building administrator, while retaining their responsibilities as mandated reporters. This communication begins a report to Child Protective Services who will investigate the concern.

## **XI. Visitors to the School**

A. All visitors to the school must report to the office of the principal or “greeter” at the school. 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.

B. Visitors should be encouraged to make appointments with staff to discuss individual matters.

C. All visitors are expected to abide by the rules for public conduct on school property contained in this Student Code of Conduct (for details refer to the complete Code of Conduct).

Assistance in reviewing this document is available upon request.



**Student Code of Conduct  
Acknowledgement Page**

**I acknowledge having read this document.**

**Student Name** \_\_\_\_\_ **(Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**(Signature)**

**Parent/Guardian Name** \_\_\_\_\_ **(Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**(Signature)**



**Student Code of Conduct**

**Acknowledgement Page (For Adult Education Students Only)**

**I acknowledge having been made aware of the basic principles of the student code of conduct and where I may access the document in its entirety.**

**Student Name** \_\_\_\_\_  
**(Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Signature)**