

Code of Conduct (for Adult Students)

The BOCES is committed to providing a safe and orderly educational environment where students receive and BOCES personnel deliver quality educational services without disruption or interference. The BOCES is also committed to maintaining a climate of mutual respect and dignity in the schools to promote learning within a safe environment. Responsible behavior by students, teachers, other BOCES personnel, parents and other visitors is essential to achieving these goals.

The Western Suffolk BOCES Board 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, and honesty and integrity. BOCES is committed to provide training to all employees to help prevent and respond to incidents directed at students that are committed by students or school employees on school property or at school functions including but not limited to discrimination, harassment, intimidation and bullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, or gender. The Board also recognizes the need for prompt notification of local law enforcement agencies when a violation of the Code of Conduct is believed to constitute criminal conduct.

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

V. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately while on school property and at school functions. Students have the primary responsibility for acceptable student dress and appearance. Teachers will review with students the attire and accessories that are acceptable and what are unacceptable within the context of their class/program. Teachers and all other BOCES personnel should reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the work setting.

A student's dress, grooming and appearance shall:

- Be safe, appropriate, and not interfere with school activities or be disruptive to or interfere with the educational process.
- Not include items that contain inappropriate symbolism, especially that which discriminates against others based on race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include hats, "do rags," bandanas, or other types of headwear except for approved medical and/or religious purposes or where authorized by the building administrator.

- Not include items that are vulgar, obscene lewd, profane or libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability.
- Not include items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage or incite illegal activities or violent activities or the violation of law or school policy or regulations.
- Not include any attire or accessory whose color or emblem is worn specifically for the purpose of promoting or reflecting membership in a gang, subgroup of a gang, or any suspected gang.
- Not include any attire or accessory that is potentially dangerous to others.

The appropriate principal or his or her designee shall be responsible for informing all staff and students of the student dress code.

Students who violate the student dress code shall be required to modify their appearance. Any student who refuses to do so shall be subject to the established consequences. Any student who repeatedly fails to comply with the dress code shall be subject to additional consequences pursuant to the Code of Conduct.

VI. PROHIBITED STUDENT CONDUCT AND DISCIPLINARY CONSEQUENCES

Prohibited conduct includes discrimination and harassment, bullying and /or discrimination against any student or employee on school property or at a school function that creates a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying as defined in this Code of Conduct that either 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 physical injury to a student or to cause a student to fear for his or her physical safety. This prohibited conduct extends to incidents that occur off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats intimidation or abuse, inclusive of verbal and non-verbal actions, might reach school property. This conduct is inclusive of, but not limited to acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex as defined by this code of conduct.

Students should report immediately, either oral or written, to their evening supervisor or appropriate principal or any other school employee any known incident(s) of harassment, intimidation, bullying, discrimination by students or employees on school property or at a school function. When such incidents are reported, BOCES will follow specific steps described in Policy 6560. The infractions have been categorized as minor, serious, and major infraction with the understanding that an infraction is assessed on an individual basis to determine the circumstances of the incident and may escalate to a higher level based on its repetitive or persistent nature. Retaliation against anyone who, in good faith reports or assists in the investigation of harassment, bullying and/or discrimination is prohibited.

Students who violate the Code of Conduct will be subject to disciplinary action based on the following. Note: Discipline procedures for adults in BOCES full-time programs are also described in the handbooks for each program.

A. Minor Infractions and Consequences

1) Minor Infractions

- Engaging in any willful act which interferes with the operation of the class, school or school function
- Making unreasonable noise
- Using language or gestures that are profane, lewd, vulgar, abusive, teasing, or that incite others
- Rude or disrespectful behavior
- Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy
- Defamation

- Discrimination
- Violation of dress code except those related to gang affiliation (see Major Infractions)
- Obstructing vehicular or pedestrian traffic

2) Disciplinary and Remedial Consequences for Minor Infractions include but are not limited to:

- Verbal reprimand
- Written notification to appropriate principal
- Referral to appropriate human services agency

B. Serious Infractions and Consequences

1) Serious Infractions

- Repeated or persistent minor infractions
- Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – serious incident
- Trespassing
- Harassment, intimidation, menacing, bullying, or cyberbullying– serious incident
- Academic misconduct including plagiarism, cheating, altering records, or assisting another student in any of the above actions

- Sexual harassment or overt sexual behavior
- Insubordination to any school/BOCES employee
- Violation of safety procedures
- Violating the civil rights of other students and/or school employees – serious incident

2) Disciplinary and Remedial Consequences for Serious Infractions include but are not limited to:

- Requirement for reimbursement or restitution for damaged or stolen property
- Referral to appropriate human services agency
- Referral to evening supervisor or appropriate principal

C. Major Infractions and Consequences

1) Major Infractions

- Repeated or persistent serious infractions
- Misusing computer devices, including any unauthorized or inappropriate use of computers,

software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – major incident

- Possessing/stealing school/BOCES property or the property of another student, school/BOCES employee or any other person lawfully on school property or while attending a school function
- Harassment, intimidation, menacing, bullying, or cyberbullying– major incident
- Threats (verbal, written in any media including the Internet, or physical) to another student or school/BOCES employee
- Attempting to cause or intentionally or recklessly causing physical injury or serious physical injury to another with or without a weapon.
- Sexual offenses including inappropriate contact with no forcible compulsion
- Assault with physical injury
- Robbery
- Reckless endangerment
- Use, display or possession of a weapon* or any other item, material, chemical or fluid which could be used as a dangerous or deadly instrument or weapon
- Intentionally damaging or destroying the school/BOCES property or the personal property of a student, a school/BOCES employee or any person lawfully on school property
- Displaying overt signs, including any attire or accessory, of gang affiliation, or engaging in gang-related behaviors, that increase the level of conflict or violent behavior in the school or disrupt the educational process

- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, controlled substances, synthetic cannabinoids, or off-label use of any chemical, or being under the influence of any of the above.
- Inappropriately using or sharing prescription or over-the-counter drugs
- Initiating a bomb threat and/or report warning of fire or other catastrophe without valid cause; misuse of 911
- Inappropriately discharging and/or tampering with a fire extinguisher
- Committing an act of arson
- False fire alarm/smoke bombs, use of fireworks
- Endangering the health and safety of others
- Violating the civil rights of other students and/or school employees – major incident

*Pursuant to the Gun-Free School Act (P.L. 103-227, Section 8001.

2) **Disciplinary and Remedial Consequences for Major Infractions include but are not limited to:**

- Dismissal from class with no refund.
- Contact of appropriate law enforcement agency
- Permanent prohibition from entering school grounds or enrolling in any BOCES adult education program.
- Consequences for possession of a firearm shall be as described in Policy #6241
- Referral to appropriate human services agency.

Environmental Remediation

Beyond the individual-focused disciplinary and remedial responses discussed above, school-wide or environmental remediation can be an important tool to prevent discrimination, harassment, intimidation and bullying. Environmental remediation may include:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of discrimination, harassment, intimidation and bullying.

VII. PHILOSOPHY AND PROCEDURES FOR APPLYING CONSEQUENCES

Methods of student discipline vary in style and effectiveness. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. While no single method of discipline is recommended or mandated, all discipline is to be humane and appropriate to the situation.

The appropriate principal or the evening supervisor must notify the appropriate local law enforcement agency of those Code violations that constitute a crime

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
- Adoption of a research-based, systematic harassment prevention programs.
- Modification of schedules
- Staff professional development

and substantially affect the order or security of a school as soon as practical.

Copies of the entire Code of Conduct for Western Suffolk BOCES may be obtained from any Building Administrator, by calling (631) 549-4900, ext. 224, or by visiting our website at wsboces.org/policies

