VI. CODE OF CONDUCT

A. INTRODUCTION

The Laurens Board of Education is committed to providing a safe and orderly school environment where quality education may be delivered and received without disruption or interference. As stated in the District's Mission Statement, the Laurens School will create a learning environment which ensures success for all students, while providing opportunities to prepare all students to become active and responsible citizens in a multicultural democratic society. Responsible behavior by students, teachers, administrators, staff members, parents, and visitors is essential to achieving this goal. The Board also recognizes that a positive school climate is maintained through the efforts of parent, guardians, students, and all school personnel. Each of these stakeholders is expected to work positively toward this goal and to respect individuals and the rights of every person.

The district has a long-standing set of expectations for conduct on school property and at school functions. These rules promote civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Personal responsibility is the goal but, when students cannot accept responsibility and violate school rules, they are required to accept penalties and more regulated supervision.

The Board recognizes the need to clearly define these expectations for acceptable conduct, to identify the possible consequences of unacceptable conduct, and to ensure that discipline is administered promptly and fairly. Furthermore, the Board and school administrators reserve the right to amend, change, or modify all said consequences relative to violations of the Laurens School Code of Conduct. These changes in consequences may occur on a situational, frequency, and severity basis.

B. STUDENTS' RIGHTS AND RESPONSIBILITIES

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and it must be emphasized that lack of responsibility means a weakening of rights. It is the student's responsibility to know and abide by these procedures; and to accept responsibility for personal actions which are contrary to school policies and rules.

It is the Student's Right to:	**It is the Student's Responsibility to:**
Be respected as an individual entitled to his/her personal dignity and integrity.	Demonstrate appreciation for the dignity and integrity of all.
Be afforded equal and appropriate educational opportunities.	Be aware of available educational programs, work to the best of his/her ability and strive toward his/her highest level of achievement possible.
Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.	Refrain from participating in any discriminatory practices against others - students, teachers, parents, other school/community members.
Attend school in the district in which his/her parent or legal guardian resides.	Attend school and classes regularly and on time, and to be prepared with the necessary learning materials. Be responsible for all class work, quizzes, homework, and tests.

It is the Student's Right to:	**It is the Student's Responsibility to:**
Expect that the school will be a safe and orderly place for all students to gain an education.	Be aware of and abide by all school rules, regulations, and expectations regarding student behavior. Conduct him/herself in accordance with these guidelines and contribute to maintaining a safe and orderly school that is conducive to learning and to show respect to other persons and to property.
Be afforded due process in the event of disciplinary action brought against him/her, including suspension and/or expulsion.	Be willing to volunteer information in disciplinary cases if he/she has knowledge of importance in such a case.
Have access to school rules and receive an explanation of the rules from school personnel.	Ask for clarification or explanation of rules when necessary from the appropriate school personnel when necessary.
Present his/her version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.	Honestly express his/her version of the relevant events.
Be afforded channels of communication to the Board of Education.	Express views concerning the operation of the school system with supporting rationale.
Have his/her student records available for inspection by his/her parent or legal guardian upon request, or by the student him/herself if 18 years or older.	Be aware of right to access and guidelines governing such access.
Be afforded mechanisms for the expression and resolution of grievances which cannot be resolved through informal discussion.	Seek help in solving problems that might lead to discipline.
	Dress appropriately for school and school functions.
	Be responsible for one's behavior and accept responsibility for personal actions.
	Immediately comply with any staff members' reasonable request to carry out school rules.
	Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold oneself to the highest standards of conduct, demeanor, and sportsmanship.

C. ESSENTIAL PARTNERS

1. Board of Education Responsibilities:

a. To adopt a fair and consistent discipline policy and code of conduct which establishes clear standards of student behavior, as well as expectations for district personnel and visitors on school property and at school functions.
b. To review the discipline policy and code of conduct at least annually, and to evaluate its effectiveness to ensure fair, consistent implementation.
c. To lead by example by conducting board meetings in a professional, respectful, and courteous manner.
d. To respect the right of confidentiality of all members of the school community.

2. Parent Responsibilities

a. To recognize that the education of their child(ren) is a responsibility shared by the parents and the school community.
b. To work to the best of his/her ability to provide the necessary materials and positive home learning environment.
c. To make sure that the child attends school regularly and that the school receives notifications of the reasons for absences.
d. To assume legal responsibility for the behavior of the child as determined by law.
e. To know the school rules and be sure that the child is familiar with the discipline policy, regulations, and code of conduct.
f. To teach the child self-discipline, respect for authority, and respect for the rights of others.
g. To maintain communication with the school and to inform school officials of changes in the home situation that may affect student conduct or performance.
h. To work with the school staff in cooperation to develop strategies that benefit the child.
i. To respect the right of confidentiality of all members of the school community.

3. Teacher Responsibilities:

a. To communicate information and expectations to students and parents on course objectives, grading procedures, assignment deadlines, and the classroom discipline plan.
b. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
c. To encourage self-discipline and respect for others.
d. To be prepared to teach, to demonstrate a concern for student achievement, and to provide appropriate learning opportunities for all students.
e. To accept shared responsibility for control and discipline of students throughout the building, on school property, and at school functions.
f. To know and abide by school policies, regulations, and guidelines for school discipline.
g. To use positive reinforcement, whenever possible.
h. To confer with school support staff in pursuit of possible solutions to inappropriate student behaviors.
i. To report to the parent at regular reporting periods and at other times, when appropriate, regarding a student's behavior.
j. To utilize all reasonable classroom strategies in addressing disruptive behavior before referring a student for out-of-class disciplinary action.
k. To refer a disruptive student, in writing, for out-of-class discipline when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.
l. To respect the right of confidentiality of all members of the school community.

4. **Administration Responsibilities:**

a. To administer a uniform and just application of the discipline procedures.
b. To maintain order and promote a safe environment.
c. To discipline students and to assign duties to teachers with regard to discipline, pursuant to the authority given by the policies adopted by the Board of Education.
d. To assume responsibility for implementing rules and procedures that are necessary to establish standards of acceptable student behavior.
e. To be readily available to handle disruptive behavior, discipline, and emergency situations.
f. To monitor and evaluate all programs on a regular basis, making modifications when needed, and to provide in-service training to staff related to a sound disciplinary program.
g. To inform the staff, parents, and community when modifications are made in the school's discipline policies and procedures.
h. To report certain acts to law enforcement. When the administrator has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the administrator will immediately report the act to the appropriate local law enforcement agency.
i. To be available to students, staff, and parents so communication can occur.
j. To communicate effectively to parents the expectations of the school discipline program and the role of the parent.
k. To respect the right of confidentiality of all members of the school community.

5. School Visitor Responsibilities:

a. To sign-in at the designated areas, obtain and wear ID tag.
b. To know and follow district policies, regulations, and guidelines.
c. To assume responsibility for your behavior and the behavior of others in your charge.
d. To respect the personal, civil, and property rights of all members of the school community.
e. To respect the right of confidentiality of all members of the school community.
f. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
g. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
h. To immediately comply with any staff member's reasonable request to carry out school rules.

6. Volunteer Responsibilities

In addition to the visitor's responsibilities listed above, the following apply:

a. To support all students in developing self-discipline and respect for others.
b. To consider the physical, social, intellectual, and emotional development of students.
c. To follow established personal behavioral expectations, including proper attire, throughout the school building and property.
d. To confer with support personnel for solutions to inappropriate student behavior.
e. To use positive reinforcement, whenever possible.
f. To be prompt and responsible for volunteer commitments.
g. To respect the right of confidentiality of all members of the school community.

7. Failure to follow the Rights and Responsibilities could result in:

Conference with administrator (Supt. or Building Principal)
Conference with teacher
Letter of Admonition
Conference with Board of Education
Disciplinary action as per employee contract
Removal from school property
Being banned from school property

D. DISCIPLINE and LEGAL VIOLATIONS

1. Statement of Purpose

Be aware of actions which constitute serious and dangerous wrong-doing and refrain from such acts.

Pursue informal discussion to resolve any perceived grievance before moving to formal state.

Refrain from participating in any discriminatory practices against others.

Demonstrate appreciation for the dignity and integrity of all. The purpose of this discipline procedure is to help deter unacceptable behavior. It is further intended to pursue uniformity and fairness for all students.

2. Goals

To establish a positive learning environment for all; to insure understanding and respect for the rights of all persons; to protect the property rights of all; and to promote individual responsibility and self control.

3. Definitions

For purposes of this code, the following definitions apply.

"**Contraband" means:** Any illegal item in the handbook and in law; items reasonably determined to be a threat to the safety or security of others.

"Corporal Punishment" means: Any act of physical force upon a student for the purpose of punishing that student.

"Disruptive Student" means: An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means: Parent, guardian, or person in a parental relation to a student.
"Serious Violent Incident" means: An incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students an/or staff.

"Sexual Harassment" means: any action of a sexual nature that is unwanted and unwelcome.

"Violent student" means: a student who is under the age of 21 who:

a. Commits an act of school violence upon a school employee, or attempts to do so.

b. Commits, while in, on, or at any enforcement area listed under "Enforcement Areas", an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
c. Possesses, while in, on, or at any enforcement area listed under "Enforcement Areas", a weapon.
d. Displays, while in, on, or at any enforcement area listed under "Enforcement Areas", what appears to be a weapon.
e. Threatens, while in, on, or at any enforcement area listed under "Enforcement Areas", to use a weapon.
f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, or any area listed under "Enforcement Areas".
g. Knowingly and intentionally damages or destroys school district property.

"Weapons" means: a firearm as defined for purposes of the Gun-Free Schools Act. It also may include, but not be limited to, any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, stiletto, switchblade knife, box cutter, cane sword, leaded cane, electronic dart gun, throwing star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

"School property" means: 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, as defined in Vehicle and Traffic Law Statute 142, or property used by the school for school related activities.

"School function" means: any school-sponsored extracurricular event or activity.

4. Enforcement Areas

This procedure shall be applied under the following circumstances:

On all school property and/or properties used by the school for school related activities During attendance at school.
In all school vehicles or any vehicles used by the school to transport students
At all school functions, including extracurricular activities, field trips and overnight trips.
On all occasions when a student is in some manner representing Laurens Central School or attending an event where other LCS students are representing the Laurens Central School.
This procedure shall also apply to any student whose conduct at any other time or place has a direct and immediate affect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the school(s).

5. Procedural Issues and Referrals

Law Enforcement Notification:
The Superintendent or a designee will call law enforcement officials.

Pupil in Need of Supervision (PINS)
In the event that a student requires intervention beyond those services available through the school, a PINS referral may be generated. Referrals must be accompanied by all available documentation for substantiation. In a situation where a PINS referral is appropriate for a student classified by the CSE team, the CSE team must be consulted and involved to determine,

as per IDEA whether the PINS referral will constitute a "change of placement". The PINS referral may be submitted to the School Counselor who will inform a school administrator.

Human Services: DSS and Child Abuse Contact
Students who have been incarcerated or housed in a residential treatment facility must meet with the Superintendent and School Counselor before being allowed to enroll or continue in Laurens Central School. The Superintendent or a designee will make a decision concerning appropriate placement and the parent and student will be notified in writing.
Any school official must report any suspected case of child abuse or maltreatment if the person who suspects the child abuse is a staff member, he or she must immediately notify the school counselors and the administration, who must then make a report to the commissioner of social services. The Social Services law provides legal penalties for failure to report cases of suspected child abuse. The law also provides immunity from liability for the school official making such a report in good faith.

Stay Put Rule:
Students who are being tested for possible placement in a CSE Program must remain in current placement until the testing is complete. In some instances students in violation of the Code of Conduct may qualify for a 45 day placement (drug and/or weapon violation). The administration will review any drug or weapon violation and make an appropriate determination.

Preventive Services:
Any student who meets the criteria of a student in danger of placement in foster care may be referred to Otsego County's Department of Social Services Preventive Service Program. Referral forms would be available after consulting the School Counselor.

6. Discipline Procedures

Report of Infractions
School personnel who are aware of an infraction of the discipline code should submit a discipline form to the Building Principal.

Processing Reported Infractions
When a student is sent to an administrator for disciplinary action, teacher removal, or conferencing concerning an incident, the steps below will be followed:

The Building Principal:

> Investigates evidence and facts when necessary. In teacher removals, if the administrator finds lack of evidence, the removal will be reversed.
> Advises the student of the charges.
> Advises the student of the facts on which the charge(s) are based.
> Gives the student an opportunity to present his/her version of the facts to the administrator imposing the disciplinary penalty.
> Provides written verification of the proposed disciplinary actions to the parent.
> Makes every effort to notify the student's parent by telephone if immediate action will be taken to suspend the student.
> Notifies law enforcement of violations that constitute a crime.
> Notifies appropriate extracurricular advisors including advisors to the National Junior and/or Senior High Honor Society.

Disciplinary Actions

1. Students who are found to have violated the Code of Conduct may be subject to the following penalties, either alone or in combination.
    a. Oral warning
    b. Written warning
    c. Written notification to parent
    d. Lunch and lunch/recess detentions
    e. After School/Study Hall Detention
    f. Suspension/removal from athletic participation
    g. Suspension from transportation
    h. Suspension/removal from social or extracurricular activities
    i. In-school suspension, Out-of-school suspension
    j. Removal from classroom by teacher
    k. Short-term suspension from school
    l. Long-term suspension from school
    m. Permanent suspension from school
    n. Removal from National Junior and/or Senior High Honor Society

2. Any consequences for student discipline take precedence over extracurricular activities (i.e. detentions will not be scheduled around games.)

3. The administration reserves the right to modify disciplinary action as necessary.

Detention

This is a period of time when a student is detained on his/her own time for minor infractions of the rules and regulations of LCS, or where removal from the classroom or suspension might be inappropriate. When a student is assigned, (s)he should receive a detention notice, the parent will be called and a letter of notification will be mailed home. Students must attend detention when it is assigned. If a student cannot make it on the day assigned, (s)he must contact the administrator, state the problem, and abide by the decision of the administrator; otherwise, absence constitutes truancy. Disciplinary action will be taken.

a. Detention will be two hours and will be held as assigned by the Building Principal, Superintendent or teacher.
b. Students will be absolutely quiet and may be assigned work if they don't provide their own work.
c. All Student Handbook rules apply.
d. Students will not be allowed to eat or drink during detention.
e. If a student is late or absent from detention, an in-school suspension may be assigned and the detention will have to be made up.
f. Detention starts at 3:00 and ends at 5:00.
g. These regulations and guidelines in no way limit teachers' use of proper discipline in their rooms but will supplement that use.
h. Transportation may be provided if necessary.
i. Classroom teachers may assign detentions to students. The teacher will call the parent to confirm that there is not a parental objection to the penalty and the student has appropriate transportation home following detention. Documentation will be submitted to the Building Principal prior to detention being served.

In-School Suspension

In-School Suspension is assigned at the discretion of the administration with the authorization of the Board and up to five days may be assigned. The Board recognizes a student's need to attend school but it must be balanced with the need for order. When a student is suspended in school, the following procedure will be used:

a. The student will receive notice of the charged misconduct leading to suspension and, if the student denies the misconduct, will be provided an explanation of the reasons for such action.
b. The student and/or parent will be given an opportunity for an informal conference with the administrator if requested.
c. The parent or guardian of a suspended student will be given written notice by mail, and by phone if possible.
d. Any student who is on an in-school suspension will have the responsibility to make up any homework, quizzes, tests, etc., that were assigned during the suspension period. It is up to the student to get this make-up work from the teachers. All work must be completed by the day of return to class after the suspension has ended unless other arrangements are made with the teacher involved.
e. A student who is on in-school suspension cannot participate or be in attendance at any of the school activities during the suspension, including all interscholastic activities and any evening activities. The student should arrive by 8:05 am and leave at 2:59 p.m., unless a detention is to be served immediately following the day of suspension. Each day of suspension is for a 24-hour period. If a suspension is on a Friday and Monday, the student cannot participate in any activities over the weekend.
f. Students will not be used for help in the office, running of errands, etc., when serving an in-school suspension.
g. If a major test is given that day, the monitor may administer it and return it to the classroom teacher.
h. No eating will be permitted during an in-school suspension, other than lunch at a designated time, under the supervision of the monitor. Bathroom breaks will be supervised and limited.

Out of School Suspension

Suspension from school is a severe penalty and the Board authorizes the administrators to impose out-of-school suspension upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct endangers the safety, morals, health, or welfare of others.

a. The student suspended during the school day must be signed out of school by the administration before leaving school.
b. A suspended student is not permitted in Laurens Central School or on school property during his/her suspension period. A student who is on out of school suspension cannot participate or be in attendance at any of the school activities during the suspension, including all interscholastic activities and any evening activities. A day of suspension is a 24 hour period. The student will be declared loitering and immediate and appropriate legal action will be taken if a student attempts to be in school during an out of school suspension. Such act shall be deemed an act of insubordination pursuant to §3214(3)(1) of the Educational Law of New York.

c. No student will be exempt from or have his/her date of suspension changed due to an athletic event, concert, or any other extra-curricular activity.
d. Any student who is serving an out-of-school suspension will have the responsibility to make up any homework, quizzes, tests, etc.,that was assigned during the suspension period. It is up to the student to get this make-up work from the teachers. All work must be completed by the day of return to class after the suspension has ended unless other arrangements are made with the teacher involved.
e. The above rules may be modified at the Superintendent's discretion.

Teacher disciplinary removal of disruptive students

In accordance with the Safe Schools Against Violence Education Act (SAVE), teachers have the authority to remove "disruptive" students from class who are substantially disruptive to the educational process or substantially interfere with the teacher's authority over the class.

A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. The disruption may include, but not be limited to, repeated use of profanity or obscene gestures, continued resistance to reasonable requests (insubordination), excessive arguing with the teacher, or frequent interruptions of class instruction.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for the removal. The student must have an opportunity to explain his or her version of relevant events before the removal from class.

If the student poses a danger to himself/ herself or others, or causes an on-going threat of disruption, the teacher may order the student to be removed from the class immediately. The teacher must explain to the student why he/she was removed and be given a chance to present his/her version of relevant events within 24 hours.

A substantially disruptive student may be removed from a classroom by a teacher for a minimum of two days and up to a maximum of five days.

The teacher removing the student will be responsible for notifying the parent(s) of the removal by mail on a district approved removal form and by phone both within 24 hours. The teacher will notify an administrator of the action before the end of the school day. The parent has a right to request an informal conference and, if one is requested, the teacher may be required to attend. The teacher and administrator must keep a log of all removals of students from class.

The student may not return to class until the administration determines that the removal was not supported by "substantial evidence," or the period of removal expires (whichever comes first). Administration may overturn the removal of the student from class if the administration finds any of the following:

a. The charges against the student are not supported by substantial evidence.
b. The student's removal is otherwise in violation of law or the code of conduct.
c. The conduct warrants suspension from school.

Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming until he/she is permitted to return to the classroom.

Removal of a student with a disability will require prior approval of administration or the chairperson of the Committee on Special Education to avoid violations of state or federal law or regulation.

Short-term (5 days or less) suspension from school:

> the student is notified orally
> an explanation of the basis for the suspension is given if the student denies charges.
> the student's parents are notified in writing of the suspension, are given a description of the charges and the incident, and are informed of the right to request an immediate informal conference.
> after such conference the suspending administrator will advise parents in writing of a decision and offer the option of making a written appeal to the superintendent within 5 business days to which the superintendent will respond in writing within 10 business days of receiving the appeal
> the student's parents may file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision. Only final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) suspension from school:

> reasonable notice of a fair hearing will be given to the student and parents.
> the Superintendent or a designee hearing officer will hear and determine the proceeding.
> an appeal of the decision of the Superintendent may be made to the Board. This must be in writing and submitted to the district clerk within 10 business days.
> final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

When in-school or out-of-school suspension is the action to be taken, the Administration will notify the parent in writing.

Traditional classroom management techniques may be employed by a teacher to restore control to the classroom. They might include, but are not limited to, proximity, verbal warning, non-verbal warning, moving a student's location in class, lunch detention, or short-term "time out" in another setting. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of the SAVE legislation.

7. Special Notes

(a) Infractions of the rules and regulations that are repeated will be dealt with each time more severely (progressive discipline). Category II infractions will have more serious consequences than Category I infractions. Category III infractions will have more serious consequences than Category II infractions, etc.

(b) Rules, regulations and disciplinary action may apply that are not listed in the Student Handbook - ex. Board Policies, other handbooks (Guidance, Band, Color Guard, Athletic, etc.) Laws of New York State and the Commissioner's Rules and Regulations.

(c) Any student who willfully vandalizes any property belonging to the school will be responsible for financial restitution and/or the work equivalent at the prevailing minimum wage scale.

(d) Any student who is readmitted, following a leave of absence, must meet with the guidance counselor to discuss educational placement and with an administrator to discuss expected behavior.

(e) Teachers and the administration (and teachers when they assign a detention) will notify parents/guardians of code violations.

(f) When a student has received three discipline referrals (Category II or above) from a teacher, the teacher will hold a face-to-face meeting with the parent for the purpose of developing a plan to improve their child's behavior.

E. DISCIPLINE CATEGORY INFRACTIONS

CATEGORY I INFRACTIONS:

Loitering
Failure to bring in excuse for being absent or tardy
Sitting in car during school hours
Littering
Eating out of the cafeteria without written permission by a classroom teacher
Running in hallway
Hat, bandana, or wearing any hat-type apparel
Profane language/obscene gestures - student to student
Tardiness to class
Inappropriate displaying of affection
Inappropriate dress and/or dress code violation
Use of personal electronic device or internet-enabled device
Other infractions as determined by the Administration
Late to school (automatic detention assigned after 3 incidents)

Category I penalties will be assigned by the Administration and will be progressive in nature. They can include verbal warnings, written warnings, detentions, loss of study hall privileges, and in-school suspensions.

Three-Month Rule:
If there are no further Category I infractions in a three-month period, the discipline procedures revert to the beginning as if it was a first offense.

A student may lose study hall privileges for a designated length of time, at the discretion of the Administration.

CATEGORY II INFRACTIONS:

Leaving school grounds without permission - including lunch recess
Inappropriate behavior in class or on school property or classroom disruption
Missing BOCES bus (reason unrelated to school activities)
Theft (minor) (could be category three)
Leaving class early
Vandalism - minor
Fighting or threatening another student with physical harm (could be Class III)
Insubordination - including recess/lunch time
Forgery of signature/altering passes, notes, grades, permissions slips
Inappropriate use of camera device (could be Category III)
Cutting class/study hall or any other assigned activity
Misuse of driving privilege - including noon hour and BOCES
Cheating/Plagiarism involving homework
Signing out without permission from school official
Physically abusing another student (could be Class III)
Profanity

CATEGORY II INFRACTIONS CONTINUED:
Other infractions as determined by the Administration
Inappropriate use of school computers (could be Category III)
Inappropriate use of electronic devices (could be Category III)

Category II penalties will be assigned by the administration and will be progressive in nature. They can include detention, loss of privileges, in-school suspension, out-of-school suspension, suspension from activities and long term suspension.

Fighting Rule: Students who get into a fight during the school day may be sent home or placed in an in-school suspension-like setting in addition to the regular consequences of such behavior. Should the severity of the fight warrant a student being sent home, the student will not be allowed to participate in any extracurricular activity on that same day.

CATEGORY III INFRACTIONS:
Not reporting to detention/failure to follow detention rules
Writing harassing letters/notes to another student
Indecent exposure
Physically harming another student
Bullying, harassing, intimidating, menacing another student or cyberbullying
Minor altercations involving physical contact and no physical injury
Reckless endangerment – subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.
Sexual harassment
Vandalism – major (including school computers)
Theft - major
Cutting all or part of a school day at Laurens or BOCES Occupation Education Program
Threatened or actual physical abuse directed towards a staff member
Profane speech, obscene gestures, or verbal abuse directed at any staff member
Cheating/Plagiarism involving quiz, test, mid-term, final exam, etc.
Misuse of non-controlled substances
Use, possession, or sale of tobacco, electronic cigarettes, or nicotine pouches
Use, possession, or sale of controlled substances, including synthetic cannabinoids
Use, possession, or sale of alcoholic beverages
Use, possession, or sale of harmful items (could also be a Category V)
False alarms and bomb threats (Could also be a Category IV)
Selling or giving away a non-controlled substance which is misrepresented as an illegal substance
Possession of drug paraphernalia
Racial, ethnic, gender, or religious derogatory verbal comments
Other infractions as determined by the Administration
Inappropriate use of school computers (Could be Category II)
Inappropriate use of electronic devices (Could be Category II)

CATEGORY III PENALTIES:
Category III penalties will be assigned by the administration and will be progressive in nature. They will include up to five days of In-school or Out-of-school suspension by the principal and/or Superintendent's Hearing which may lead to a long-term suspension from school, plus additional possible action by civil authorities, plus mandatory meeting with parents. The student involved may be directed to meet with the appropriate Counselor.

CATEGORY IV INFRACTIONS AND PENALTIES:
Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis, pursuant to Education Law 3214.
(Refer to the definition of "Violent Student" in this code of conduct)

CATEGORY V INFRACTIONS AND PENALTIES:
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 Superintendent has the authority to modify the one-year suspension on a case-by-case basis.(Refer to the definition of "Weapons" in this code of conduct)

In deciding whether to modify the penalty for a Category IV or V Infraction, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

F. DRESS CODE

1. It is a matter of school policy in the Laurens Central School District that a traditional neat manner of dress is appropriate for school attire. Students and their parents have the primary responsibility for acceptable student dress and appearance. The good judgment and cooperation of all students is needed to maintain the school's standards. The way a student dresses may often be related to the way (s)he performs in class.

2. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails shall be safe, appropriate, and not disrupt or interfere with the educational process or environment.
   a. Bare feet and/or socks alone will not be permitted. Footwear appropriate to the educational activity must be worn by all students at all times. Footwear that is a safety hazard will not be allowed.
   b. Certain insignias designated as inappropriate or obscene or in bad taste will not be permitted.
   c. Hats/bandanas/hoodies and other types of hat type apparel must be removed upon entering any classroom (including the gym for PE class), during the Pledge of Allegiance and during any assembly. Hats/bandanas/hoodies may be worn in hallways and the cafeteria ONLY.

3. Clothing which displays the anatomy, is tight-fitting, is excessively brief, or inappropriate will not be allowed. Clothing that is a distraction, interferes with learning, or has the potential to interfere with learning is not allowed.

4. Undergarments are to be covered at all times.

5. Extremely brief garments are not permitted. Specifically,
   a. No shirts with cutout sides may be worn.
   b. Belly buttons AND midriffs must be covered at all times.

c. Shirts/blouses with plunging necklines are not permitted. Breasts must be covered at all times.
d. Buttocks must be covered at all times.
e. Skirts or dresses must extend to mid-thigh.
f. Shirt/dress straps must be at least as wide as the straps of any undergarments.

6. In the event the student's dress is indecent, inappropriate, or causes disruption to the normal learning situation, the student may be asked to put on appropriate clothing, may be offered appropriate clothing, or may be removed from class and/or school until the situation is corrected.
   a. Boys must wear some form of footwear, pants or long shorts, and a shirt (must be buttoned at all times).
   b. Girls must wear some form of footwear, slacks, or a skirt, long shorts, and some type of blouse, or a dress.

7. The following types of clothing are not allowed:

   any article of clothing (including head covering) that contains, exhibits, promotes, endorses, or refers to illegal drugs, alcohol, or tobacco and/or encourages other illegal or violent activities

   any article of clothing (including head covering) that displays or refers to, sex, profanity, or other inappropriate phrasing.

   any article of clothing (including head covering) that is libelous or denigrates others on account of race, color, religion, national origin, gender, sexual orientation, or disability.

   pajamas/slippers

   This list is not meant to be all inclusive. The district reserves the right to make final decisions regarding clothing deemed inappropriate for school attire.

8. The matter of hair length will be up to the student's choice; however, it should not be so long that it is dangerous.

9. Students may not wear sandals or flip-flops during recess or PE. Students in grades PreK-6 may not wear flip flops at any time during the school day or during the CROP afterschool program.

G. INAPPROPRIATE DISPLAY OF AFFECTION

Students should not be overly demonstrative of their affections. If the spirit of the intent of this regulation is violated, appropriate disciplinary action may be warranted. Holding hands is the only contact allowed.

H. INSUBORDINATION

Insubordination is an act which evidences a willful or deliberate disrespect to or disobedience of authority of the rules and regulations set forth in this Student Handbook, those established by the Board of Education (Laurens), the New York State Legislature, Board of Regents and the Commissioner's Rules and Regulations. Disciplinary action according to the handbook will be taken if it appears that the charge of insubordination is valid.

I. PROFANITY

The use of profanity directly to a staff member or other students in an unreasonable manner by students is absolutely prohibited in school, on school grounds or in school vehicles.

J. VANDALISM

Vandalism is defined as willful or malicious destruction of any property, as well as misappropriation or stealing of school property. Perpetrators will make restitution for damages at cost of material and labor, as per Board Policy, and with assigned duty to work at clean-up and repair. Parents will be notified and suspension of up to five days will be made from school until the matter is resolved. Acts of vandalism can be referred to civil authorities in addition to school discipline. A Superintendent's Hearing may be initiated.

K. CHEATING

Any student who submits work that is copied from another student, or allows work to be copied by another student is cheating. Also included is any student that copies from another, or allows another person to copy from him/her on a test, quiz, project, etc. (See Penalties & Infractions for disciplinary action).

1. **Penalty for Cheating on an Examination/Test**

   If it is determined that a student cheated on an Examination/Test, they will be assigned a grade of zero (0) for that work. This grade will be averaged into their ten-week grade for that course.

2. **Penalty for Cheating on Classroom Assignments** (i.e., daily work, homework term papers, project, etc.)

   If it is ascertained that the work turned in by a student (on any particular assignment) is not the work of the student whose name is on the assignment:

   a. the classroom teacher retains the discretion to determine whether the work is that of the student or whether it was obtained by cheating.

   b. a grade reduction will occur. In such a case, the classroom teacher has the authority to reduce the amount of credit given for the assignment. The student allowing work to be copied may also have their grade reduced.

L. PLAGIARISM

A general definition of **plagiarism** is: submitting work done (in whole or part) by others as if it were one's own (http://www.shenet.org/high/acadintegrity.htm).

The following are all examples of plagiarism:

- copying passages from someone else's writing without using quotation marks and giving the author credit
- paraphrasing someone else's writing without giving credit
- using someone else's facts or ideas without acknowledgement
- handing in work for one course that you handed in for credit for another course without the permission of both instructors
- producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work

- using AI, such as Chat GPT, to produce documents that should be your own independent work (http://www.services.unimelb.edu.au/plagiarism/policy.html)

In today's technologically advanced society, students have countless opportunities to access other peoples' work over the Internet. Students who commit plagiarism using Internet-based materials while on school computers are in violation of our Acceptable Use Policy and are subject to having their in-school access suspended.

The consequences for plagiarism are the same as those for cheating. Students who plagiarize on classroom assignments (as determined by the teacher) will be assigned a zero. Students who plagiarize on an examination/test will be assigned a zero for that work. The zero will be averaged into their ten-week grade for that course. Software may be used to check student work for plagiarism and AI use.

M. STUDENT CARS

1. Cars must not be driven during school hours. This includes lunch hour and/or recess.
2. Students are not to drive to or from the Occupational Center unless they have been granted permission from BOCES, a parent, and the Principal or Superintendent.
3. Students are to park their car in the designated student parking area, which is the back lot of the school. Students are not permitted to park in the staff lot on the side of the school building or in the lot across from the generator.
4. Students who drive to school cannot use or be in the car during school hours (it must remain parked 8:05 AM to 2:59 PM).
5. Students driving to/from college courses must submit their schedule to the School Counseling Office. Students in this category must go directly to and return directly from their college course.
6. Students may not sit in cars or go to cars during the school day.
7. Students driving cars may not enter the main parking lot from 7:30 AM to 3:30 PM. Students may enter/exit through the back parking lot.
8. Students are to drive in a safe manner while on school property.
9. Failure to comply with these regulations will be met with disciplinary action.
10. Students who park their vehicle on school grounds during the day may be subject to search if there exists "reasonable suspicion" that the search will result in evidence that the owner/driver violated the law or the district code of conduct. Refusal to submit to a search could result in immediate forfeiture of driving privileges and possibly additional disciplinary consequences as well.

N. MISUSE OF NON-CONTROLLED SUBSTANCES

The Board of Education prohibits misusing any non-controlled substance for the purpose of achieving an intoxicating or narcotic effect in themselves or others in the school building, on school grounds, in school buses, or at activities for which the Board has assumed or retained supervisory responsibility.

O. TOBACCO/ELECTRONIC CIGARETTES/NICOTINE POUCHES AND ALCOHOLIC BEVERAGES

Tobacco/Electronic Cigarettes/Nicotine Pouches, herein defined as any use, possession, or sale of (smoking, chewing, vaping etc.) within any building(s) of or on any premises of Laurens Central School District, or while riding on any conveyance owned or operated by Laurens Central School District or at any activities at which the Board of Education has assumed or retained supervisory responsibility is hereby prohibited.

The use, possession, or sale of alcoholic beverages or the use of alcoholic beverages prior to or within any building(s) of or on any premises of Laurens Central School District, or while riding on any conveyance owned, or operated by Laurens Central School District, or at any activities at

which the Board of Education has assumed or retained supervisory responsibility or at "away" events at which Laurens Central School is represented by participating students and attending Laurens Central School students is hereby prohibited.

P. CONTROLLED SUBSTANCES (DRUGS) RULES

The possession, control, transportation, abandonment, use or sale, of any controlled substance as defined in §3306 of the Public Health Law, except as expressly allowed by Articles 33, 33-A, or 33-B of the Public Health Law, by any person, prior to or while on the premises of Laurens Central School District, or while riding on any conveyance owned or operated by the school district, or while off the premises of Laurens Central School District during regular school hours, including lunch break of a school day on which the person has appeared on the premises or conveyances of Laurens Central School District, or while at any activity at which the Board of Education has assumed or retained supervisory responsibility, or at "away" athletic events at which Laurens Central School is represented by participating student athletes and attending Laurens Central School students, is hereby prohibited.

Possession, use, or sale of drug paraphernalia is also covered by the above rules. Drug Paraphernalia is defined as: Equipment used to take, store, measure, weigh, or in any way, use drugs. Drug users are creative with paraphernalia - many are made at home or put together from common items. Though possession of drug paraphernalia does not always mean a student is using drugs, finding such items or equipment may be cause for concern. Some of the more common drug paraphernalia include: cigarette papers, pipes, small mesh screens, "roach" clips (alligator clips used to hold a marijuana cigarette), measuring scales, plastic bags, empty pill containers, small vials, hypodermic needles, straws, plastic or glass tubing, razor blades, small or bent spoons, and any form of vaping device.

Q. CORPORAL PUNISHMENT

Corporal punishment may not be administered by a staff member, employee, or agent. as a means of discipline. However, in situations where alternative procedures or methods not involving the use of force cannot be reasonably employed, the use of reasonable physical force is permissible to:

- protect oneself or others from physical injury;
- protect the property of the school or of others;
- restrain or remove a student whose behavior interferes with the orderly exercise and
- performance of school district functions, powers and duties or if that student has refused
- to refrain from further disruptive acts.

R. BULLYING, CYBERBULLYING, DISCRIMINATION, HARASSMENT

DASA Coordinator: John Mushtare, Building Principal

Definitions

Bullying

Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term "harassment') to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

Cyberbullying
Harassment/bullying, as defined above, through any form of electronic communication. Cyberbullying may include, among other things, the use, both on and off school property, of electronic technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others.

Discrimination
Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under "Harassment," below).

Harassment
Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

> Race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or, gender (including gender identity and expression)

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The District is mindful of its responsibilities under the law and in accordance with District policy regarding civil rights protections.

Reporting of Bullying, Discrimination or Harassment

Reporting and Investigation
Although it can be difficult to step forward, the District cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be documented, tracked, and handled in accordance with the regulations and procedures associated with Board of Education Policy and the Code of Conduct.

Students or parents who wish to report an incident of bullying, discrimination or harassment should do so by contacting the Building Principal/DAC or by submitting a "Bullying Reporting Form." A copy of the form can be obtained from the Building Principal/DAC or can be printed off from the school's web site, www.laurenscs.org. Students may also report an incident using the Say Something Anonymous reporting system. There is a link provided on the home page of the school's website.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to the Building Principal, the Superintendent or their direct supervisor. In addition, there shall be a further duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying of which they are made aware by students to the Building Principal, the Superintendent or their direct supervisor. Supervisors will refer the information to the Building Principal or the Superintendent for investigation as designated in regulation. A District

employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

The results of the investigation shall be reported back to both the target and the accused.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are unacceptable and that the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the District's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and must be consistent with the District's Code of Conduct.

VII. BUSES

A. BUS RULES

For the sake of safety, as well as courtesy and good will, the students are expected to give full cooperation to their bus driver and to maintain reasonable quiet and order. A few other special rules apply:

1. The driver is in charge.
2. Students will not be allowed on the bus beyond their home or meeting place and may not ride a bus other than that to which they are assigned unless special permission is given by the Main Office after written request from the parent or guardian. Only Laurens students are to ride buses.
3. Pick up and discharge points will be designated at which students will be picked up and discharged.
4. Wait for the bus off the highway.
5. Cross the highway to board bus when bus has stopped, red lights are on, and traffic as been stopped in both directions.
6. Remain seated or hold onto proper device if standing while a bus is moving.
7. Offer to hold belongings of person who is standing while a bus is moving.
8. Do not make unnecessary noises or cause distractions.
9. After leaving bus, do not run alongside as it starts up.
10. Students are not allowed to enter or leave the bus while it is in motion.
11. If the driver permits the student to leave the bus in order to cross the road in front of the bus, student should go 10 ft. alongside of road in front of bus before crossing, look both ways and also look at driver for signal to cross.
12. Students must not thrust their heads or arms out of open windows.
13. Use or possession of tobacco, vaping devices, nicotine pouches, and/or possessing or drinking alcoholic beverages is not allowed on the buses.
14. Special bus emergency drills will be staged according to law several times during the year. Help your bus driver maintain a high standard of safety.
15. All regular school rules apply while a student is traveling on one of the school buses.
16. Students should not expect buses to wait for them in the morning; allow 5 minutes either way depending upon weather. Dress warmly in winter in event the bus is delayed.

17. Junior-Senior High School students should be considerate of the younger elementary children.
18. Students must occupy the seat assigned by the driver.
19. The same regulations pertain to the use of the bus when on special field trips or when traveling to athletic contests.
20. Students riding the bus "home" from extracurricular activities will be brought back to the school only. They will not be dropped off at their house.

B. STUDENTS RIDING BUSES

1. At 2:59 PM, when the students are dismissed -
   a. All students must board their respective buses (the one they ride from home to school).
   b. Once on the bus, the students can not get off. The bus drivers have been instructed not to allow any students off the bus after once they have boarded the bus.
      1. Parents who want to pick up their children tell them in the morning where to meet you at 2:59 PM.
      2. Parents - do NOT expect the bus driver to let your child(ren) off the bus (at 2:59 PM) after once they have boarded.
2. Students must go home on the bus they normally ride to school.
   a. The students must bring a written note to school (written by the parent) and delivered to the Main Office by 8:05 AM.
      The note should contain a telephone number where a parent/guardian can be reached for verification.
   b. The school secretary will call the parents involved to confirm the request.
   c. Every effort will be made to honor requests, written or phoned, after 2:00 PM.
   d. The bus drivers will be notified not to allow any non-regular student on the bus without the completed and signed permission form from the Main Office.
   e. No students will be allowed on a different bus, other than what he/she is assigned, without a permission slip from the Main Office.
   f. No student will be let off the bus other than at his/her home without a verified permission slip.

3. Students must board the bus as soon as they are dismissed from school.
   a. Any student who leaves school property, for whatever reason, will not be allowed to board the bus.

4. Parents - do not stop the bus on route and expect to take your child off the bus. Once on the bus, students will be delivered to their home.

   The reason for this procedure is that -
   a. Bus drivers have a definite responsibility and personal liability for the students assigned to their bus.
   b. The school also shares in that responsibility and personal liability.
   c. Parents expect the school to be responsible for their children at all times that they are under school supervision.
   d. The time allocations are reasonable for the request to be accomplished and to "fit in" with the normal daily school activity.
   e. The school bus is not public transportation - it is for the transportation of students to and from school and any other school sponsored activities.

RIDING THE BUS IS A PRIVILEGE WHICH CAN BE TAKEN AWAY.

C. SEATING ASSIGNMENTS

1. All students will be assigned seats for morning and afternoon bus runs.

2. Bus drivers will do bus inspections before and after each run.

3. Students will be held responsible for any damages to their assigned seat.

4. If a student chooses not to sit in his/her assigned seat, and damage occurs in the assigned seat, s/he will still be held responsible for the cost of repair to the seat.

5. Extracurricular groups will also be held responsible for damages that occur during transportation to and from events.

D. The Building Principal is responsible for student discipline on school buses. The Head Bus Driver will make recommendations to the school administration for any offense leading to In School Suspension/Out of School Suspension or suspension from transportation.

E. There are three levels of **bus discipline**. They are:

Class I

1. Violation of Safety Procedures (could also be a class 2 or 3)
2. Excessive mischief
3. Eating - drinking - littering
4. Rude - discourteous - annoying
5. Unacceptable language - student directed
6. Any infraction listed as a Class I violation in the student handbook

Consequences - Class I

Offense 1 - Warning
Offense 2 - Detention
Offense 3 – 2 Detentions
Offense 4 – 3 Detentions
Offense 5 & beyond – Determined by Administration and may include suspension from transportation.

These are for Category I infractions only. Category II or III infractions may lead to an immediate level 3 disciplinary action. In addition, regular disciplinary category infractions will apply to buses.

Class II

1. Violation of Safety Procedures (could also be a class 1 or 3)
2. Fighting, pushing, tripping (could also be a class 3)
3. Writing on bus, bus seats, etc.
4. Any infraction listed as a Class II violation in the student handbook

Consequences - Class II

Offense 1 - 1 Detention
Offense 2 - 2 Detentions
Offense 3 - 3 Detentions

Offense 4 & beyond – Determined by Administration and may include suspension from transportation.

Class III

1. Violation of Safety Procedures (could also be a class 1 or 2)
2. Destruction of property
3. Fighting, pushing tripping (could also be a class 2)
4. Unacceptable language - driver directed
5. Use, possession, or sale of tobacco, electronic cigarettes, nicotine pouches, and/or controlled substances
6. Use, possession, or sale of alcoholic beverages (see page 56 for definition)
7. Any infraction listed as a Class III violation in the student handbook

Consequences - Class III

1 to 5 days In-School Suspension or Out-of-School Suspension, or suspension from bus as determined by Administration.