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FAYETTEVILLE-MANLIUS SCHOOL DISTRICT

*Code of Conduct*

JULY 2008





# **Fayetteville-Manlius School District Statement of Behavioral Expectations**

Schools are often referred to as microcosms of society. It seems fitting then that behavioral expectations within a school community should be governed by an overarching set of tenets applicable equally and consistently to society as a whole.

The school community has responsibility to preserve societal values related to freedom and democracy. Given this, we all must recognize the necessity of the democratic process of law making and demonstrate its importance through respect for laws, rules, and authority.

Members of the school community must also respect themselves through an understanding and appreciation of their own individuality. Self-respect is demonstrated through academic and social integrity, the making of healthful choices, personal appearance, and interpersonal relationships. It is only through this knowledge and respect for self that we become empowered with the ability to extend this respect to others, to acknowledge the expression of uniqueness in others, and to give of ourselves in assisting others to develop a stronger sense of self.

All members must demonstrate respect for the beliefs and values of others, their points of view, their religions, and their rights as human beings. We must be active and positive in our respect, curtailing such acts or language that would diminish another. Treatment, judgment, or evaluation of others should be conducted with fairness tempered by empathy for individual differences. At the same time, expression of one's individuality must be balanced by the often greater needs of the community, particularly those related to respect for the environment, and for the health, safety, personal property, and dignity of others.

All members must realize the importance of honesty in our daily tasks, activities, and responsibilities. We must encourage and expect each other to offer honest opinions and preferences on important issues.

Finally, members must encourage and expect each other to be positively contributing members of the school community by accepting the responsibilities associated with our respective roles in public education. Students and staff must work collaboratively in developing and maintaining a school climate which demonstrates a positive attitude toward learning, a safe and orderly environment, and an acceptance of the needs and differences of others.

## **Code of Conduct**

The Fayetteville-Manlius Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other staff, parents, and visitors is essential to achievement of this goal. Accordingly, in collaboration with students, parents, teachers and administrators, the Board has established this code of conduct. It applies to all students, school personnel, parents, and other visitors when on school property or in attendance at a school function.

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.

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## **I. Definitions**

For purposes of this code, the following definitions apply.

“Disruptive student” means a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Informal conference” is an open-ended discussion of a disciplinary incident to include the student/teacher/parent/principal without the requirements of tape recording or transcription and examination of witnesses associated with a Superintendent’s hearing.

“Principal” within the context of teacher removal of a student from class, means either the principal of the building or any other administrator in the district acting in the principal’s absence or at the principal’s direction.

“Parent” means the biological, adoptive or foster parent, guardian, or person in parental relation to a student.

“School function” means any school-sponsored event or activity on or off school property.

“School property” means any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the school district, or in or on a school vehicle.

“Violent student” means a student who:

1. Commits an act of violence upon a school employee
2. Commits an act of violence upon another student or any other person on school property or at the school function
3. Possesses a weapon while on school property or at a school function
4. Displays what appears to be a weapon while on school property or at a school function
5. Threatens to use a weapon while on school property or at a school function
6. Knowingly and intentionally damages or destroys the personal property of any person on school property or at a school function
7. Knowingly and intentionally damages or destroys school district property

“Twenty-four hours” within the context of teacher removal of a student from class, is equal to one school day. Weekends, holidays, and vacation days are not counted as part of a twenty-four hour period.

“Weapon” means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switch-blade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

## **II. Essential Partners**

Providing a safe and orderly school environment involves a partnership of parents and school personnel. The following are expectations of each.

### *A. Parents*

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community
2. Send their children to school ready to participate and learn
3. Ensure their children attend school regularly and on time
4. Ensure their children are absent only for legal reasons
5. Insist their children be dressed and groomed in a manner consistent with the student dress code
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment
7. Know school rules and help their children understand them
8. Convey to their children a supportive attitude toward education and the district
9. Build positive relationships with teachers, counselors, other parents, and their children’s friends
10. Help their children deal effectively 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 study and support teachers’ requirements to complete school assignments
13. Initiate parent/student/teacher/counselor/psychologist conferences, as necessary, as a way to resolve problems
14. Maintain ongoing and frequent communication with school personnel
  - a. Contact the teacher regarding their child’s progress
  - b. Contact the counselor regarding their child’s personal adjustment, future plans, and their class schedule, as appropriate
  - c. Contact the administrator regarding their child’s behavior and unresolved concern

### *B. Teachers*

1. Maintain a climate of mutual respect and dignity, which will strengthen each student’s self-concept and promote confidence to learn
2. Are prepared to teach
3. Demonstrate interest in teaching and concern for student achievement
4. Know school rules, and enforce them in a fair and consistent manner
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan

6. Communicate regularly with students, parents, counselors, psychologists, and other teachers concerning student growth and achievement
7. Initiate parent/student/teacher/counselor/psychologist conference, as necessary, as a way to resolve a problem

*C. Counselors/Psychologists*

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems
2. Initiate teacher/student/counselor/psychologist conferences as necessary and parent/teacher/student counselor/psychologist conferences, as necessary, as a way to resolve problems
3. Review educational progress and career plans with each student
4. Report information to a school administrator which might impact a safe, orderly school environment
5. Encourage students to benefit from the curriculum and extracurricular programs
6. Participate in crisis management
7. Refer students and/or parents to appropriate human service agencies outside the school
8. Assess student social and emotional behaviors

*D. Principals*

1. Promote a safe, orderly and stimulating school environment, supporting teaching and learning
2. Ensure that students, staff, and parents have the opportunity to communicate regularly with the principal
3. Evaluate all instructional programs on a regular basis
4. Support the development of, and student participation in, appropriate extracurricular activities
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly
6. Ensure regular communication with law enforcement agencies
7. Initiate parent/student/teacher/counselor/psychologist conferences, as necessary, as a way to resolve a problem

*E. Superintendent*

1. Promote a safe, orderly and stimulating school environment, supporting teaching and learning
2. Review the policies of the Board and state and federal laws relating to school operations and management with district administrators
3. Ensure that staff and parents have the opportunity to communicate with the superintendent
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs
5. Work with district administrators, when appropriate, in reinforcing the code of conduct to ensure that cases are resolved promptly and fairly

*F. Board of Education*

Adopt, review at least once a year, and modify as appropriate, the District's code of conduct.

### **III. Student Conduct**

*A. Student Rights and Responsibilities (Board Policy, 4200, Student Conduct and Discipline)*

All students have the right to:

1. An education that offers opportunity for inquiry and for development to their fullest potential
2. Constructive discipline for the development of good character, conduct, and habits
3. Security in the school community against influences detrimental to proper development

4. An educational climate where the well-being of students is of primary concern
5. An educational staff that exhibits a positive role model
6. The opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous or insubordinate
7. Wholesome extracurricular activities
8. Health and psychological services to assist in physical, mental and social development
9. An appropriate education and/or remediation to serve special needs
10. Consideration as an individual within the educational environment
11. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education

All students have the responsibility to:

1. Work toward personal growth
2. Be honest with themselves and others
3. Show respect for fellow students, teachers, and all school district staff
4. Perform all assignments to the best of their ability
5. Consider their education as preparation for the future
6. Obey all school rules and regulations
7. Respect public, private, and school property
8. Attend school regularly and punctually
9. Develop high moral standards and the courage to live by them
10. Strive for mutually respectful relationships and comply with reasonable requests of teachers, administrators, and other district staff
11. Inform an adult in the school about any threat to safety within the school environment.
12. Take full advantage of educational opportunities available at school
13. Learn and practice civic responsibility

#### *B. Student Dress Code*

All students are expected to give attention to personal grooming and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming, and appearance shall:

1. Be safe, and not disrupt or interfere with the educational process
2. Not include any item that is vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or disability
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

In addition to these general requirements, each school building may adopt its own dress code, subject to approval by the Superintendent. 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 be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be considered insubordinate and shall be subject to further discipline, up to and including out-of-school suspension.

#### *C. Behavior-Related Offenses and Consequences*

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of other students, District personnel, and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Expectations for student conduct while on school property or while engaged in a school function should be specific and clear. The rules of conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, the following may be taken into consideration:

- The nature of the offense and the circumstances which led to the offense
- The age-appropriateness of the consequence
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- The extent to which the offense interfered with the responsibility/rights/privileges/property of others
- The extent to which the offense posed a threat to the health and safety of others
- Other extenuating circumstances.

This means that a student's first violation usually merits a lesser penalty than subsequent violations. In the case of students who are habitually disruptive or who frequently violate school rules, or when the disruption or violation in the first instance is unusually significant, administrators have the prerogative of applying more severe penalties at any stage, including removal from class and suspension from school. As a general rule, discipline is progressive. The Superintendent retains the authority to expel (permanently suspend) a student.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances.

### **Range of Consequences for Behavior Related Offenses**

I	II	III
<b>OPTIONS</b>	<b>OPTIONS</b>	<b>OPTIONS</b>
Warning/verbal reprimand Time-out or out of classroom Loss of privilege Conference with student Communication with parent Detention *Controlled study hall Counseling *Restitution	Removal from class *Suspension In-school Out-of-school *Saturday detention *Police notification *Removal from school property	*Alternative placement **Expulsion (permanent suspension)  *Administrator action only **Superintendent action only

## Offenses and Consequences

<u>Offense</u>	<u>Definition</u>	<u>Range of Consequences</u>
Absence (Unlawful)	An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the student handbook) and/or failure to bring a note by a parent/guardian to verify a lawful absence.	I - III
Alcohol/Drug Violation	Possession, distribution, consumption, being under the influence, or sale of illegal drugs or alcoholic beverages, drug paraphernalia, or prescribed medication not the individual's own, on school property, at a school function, on a school bus, or in a school vehicle. Possession of unauthorized nonprescription medication.	II - III
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	II - III
Bus Misbehavior	Any violation of bus behavior rules (as listed in the student handbook).	I - II
Cheating/ Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I - III
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's e-mail or an inappropriate website; misuse of a website. Unauthorized taping, (audio/video) filming or photographing.	I - III
Cutting class	Unauthorized absence from a class or school activity.	I - II
Defamation	False or unprivileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group.	I - II
Destruction of Property/Vandalism	Damage, destruction, or defacement (graffiti) of property belonging to another or the school.	II - III
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	I - III
Disrespect Toward Others	Inappropriate comment or physical gesture to a student, teacher, staff member, or other adult.	I - II
Disorderly Conduct	Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.	I - II

Disruption - Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.	I - III
Disruption - School	Behavior that interferes with the safe and orderly environment of the school or school activity.	I - III
Dress Code	Violation of dress code.	I - II
Driving/Parking Violations	Failure to obey all state, district, and campus traffic and parking signs and rules.	I - II
Failure to Serve Assigned Consequences	Failure to serve detention, Saturday detention, suspension, or other assigned consequences.	I - II
False Alarms/ Bomb Threats	Initiating a report or warning of fire, or catastrophe, without valid cause; misuse of 911; discharging a fire extinguisher; or tampering with or removing from its compartment an automated external defibrillator (AED).	II - III
Fighting	Hostile confrontation with physical contact involving two or more students.	II - III
Fireworks or Explosives	Possession, use, and/or threat to use a firework, smoke bomb, flare, or combustible or explosive substance.	II - III
Gambling	Wagering money or property.	I - II
Harassment/ Bullying	An action or persistent pattern of actions, statements or electronic communication directed at an identifiable individual or group that is intended to be, or that a reasonable person would perceive as ridiculing, demeaning, or offensive.	I - III
Hazing	Negative or reckless act required for the purpose of initiating into, affiliating with, or maintaining membership in any activity, organization, club, or team.	I - III
Indecent Exposure	Exposing the private parts of the body in a lewd or indecent manner.	I - II
Insubordination	Refusing to follow reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information.	I - III
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian, administrator, or someone listed on the emergency procedure card.	I - II

Loitering	Idle presence in an area without authorization.	I - II
Physical Attack on Staff/Students/Others	Assault, or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.	II - III
Possession of Disruptive Items	Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon, or any other disruptive item.	I - II
Possession of Portable Electronic Communication or Recording Devices	Unauthorized use of cellular phone, pager, camera, video device, or audio device.	I - II
Possession of Skateboards/Rollerblades/Scooters/ATVs/Snowmobiles	Unauthorized possession or use of a skateboard, scooter, roller blades, all-terrain vehicle or snowmobile on school property.	I - II
Profanity	Using vulgar or abusive language, cursing, or swearing.	I - II
Refusal to submit to alcohol/drug test	Refusing to take a saliva based drug test, AlcoSensor test, or Breathalyzer test, or refusing to permit a staff member to smell breath.	II-III
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person.	I - III
Tardiness	Lateness to school or class.	I - II
Theft	Taking or obtaining property of another without permission of the owner. Possession of stolen property and attempted theft.	II - III
Threat to Staff, Student or Other Person	Expression, conveyed by word or action, of intent to abuse, intimidate, coerce, or injure a staff member, student, or other person.	I - III
Tobacco Violation	Possession or use of any tobacco product.	I - II
Trespassing	Unauthorized presence on school property, including while on suspension.	I - II
Truancy	Unlawful absence without parental knowledge and/or permission.	I - II
Weapon Possession	Possession of a weapon.	II - III

#### *D. Teacher Removal of Disruptive Students*

The District has a long-standing set of expectations for school behavior, based upon the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. These expectations apply to all members of the school community, and are described in the “Statement of Behavioral Expectations” in the introduction of this code of conduct. Accordingly, teachers maintain classroom environments reflective of good management techniques, and students behave in accordance with the code of conduct. Occasionally, students exhibit disruptive behavior, which warrants removal from class by the teacher. In these cases, the following procedures apply.

A classroom teacher may remove a disruptive student from his/her class for up to two school days if the teacher finds the student’s continued presence to pose a threat of disruption or a danger. The teacher must provide the student with an explanation of the basis for the removal, and must send the student to an administrator’s office. The two school days are additional to the day in which the removal occurs. A class at the K-6 level is the interval of time devoted to instruction in a specific subject matter area.

The teacher must complete a district-established referral form and meet with the principal as soon as possible, but no later than the end of the same school day, to explain the circumstances of the removal and to present the referral form. If the principal is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal prior to the beginning of classes on the next school day.

Within twenty-four hours, the teacher must notify the student’s parent of the removal and provide the reason(s) for the removal. The notification should be made by telephone, followed by a letter or a copy of the referral form. The principal must verify by telephone the teacher’s notification and, in addition, inform the parent of his/her right to an informal conference which will include the student, parent, teacher and principal. At the conference the teacher and principal will present the reason(s) for the removal and intervention(s) to remedy the cause for the removal. The informal conference also will allow the student to present his or her version of the event(s). The informal conference must take place by the end of the second full school day after the student’s removal from class. These timelines may be extended by mutual agreement of the parent, teacher, and principal. In the case of multiple removals of a student on the same day, an informal conference involving all appropriate teachers may be held. The unavailability of the parent for telephone contact or informal conference will not impede the removal process. In this case, the student maintains the right to an informal conference.

The principal may overturn the removal of the student from the class only if in the principal’s judgment there is a lack of substantial evidence to support a removal, there is violation of law, there is justification for suspending the student from school, or the removal is inconsistent with the code of conduct. Accordingly, after discussion with the teacher, the principal may return the student to class. At the teacher’s discretion, he/she may rescind the removal prior to the two-day removal period.

After meeting with an administrator, a student who is removed from class may be placed in a supervised setting until the period of removal is completed. As soon as possible, but no later than the beginning of the next school day, the removing teacher must provide a guide for instruction (on a district prepared form) and appropriate instructional material(s).

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. Teachers must ensure that the cumulative days of removal of a special education student do not violate state or federal law or regulation. The principal must keep a log of all removals of students from class.

Nothing in this code abridges the customary right or responsibility of a principal to suspend a student. Moreover, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as “time out” in the classroom or in an administrator’s office, sending students briefly into the hallway, and sending the student to an administrator’s office for the remainder of the class period only are not considered removals from class within the context of this code.

### *E. Students Who Are Repeatedly Substantially Disruptive*

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 same teacher on five or more occasions in a school year will be suspended from school for one day. Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom on ten or more occasions in a school year, by the same teacher or multiple teachers will be suspended from school initially for three days. The principal has the authority to modify the three-day suspension on a case-by-case basis. If the principal wishes to seek a suspension of greater than five days, the principal will activate the superintendent's hearing process with its required notice provisions. In addition, there may be an occasion when it will be appropriate to refer a disruptive student to a school counselor or psychologist who in turn may refer a student (and parent) to appropriate human services organizations outside the school.

### *F. Corporal Punishment (Board Policy, 4220, Corporal Punishment)*

In accordance with Board of Education Policy 4220, "Corporal Punishment", no employee, district officer, or agent of the district, shall use corporal punishment against a student. As used in this code, corporal punishment means any act of physical force against a student for the purpose of punishing that student, except as hereafter provided.

In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this code shall be construed to prohibit the use of reasonable physical force for the following purposes:

1. To protect oneself from physical injury;
2. To protect another student or teacher or any person from physical injury;
3. To protect the property of the school or others; or
4. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers and duties, if that student has refused to comply with a request to refrain from further disruptive acts.

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

At times it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Students with disabilities are afforded certain procedural protections whenever school authorities intend to impose discipline upon them. Procedures followed for suspending, removing, or otherwise disciplining students with disabilities must be consistent with the procedural safeguards required by applicable laws and Part 200 of the Regulations of the Commissioner of Education.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

#### 1. Change of Placement Rule

- a. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
  1. for more than 10 consecutive school days; or
  2. for a period of 10 consecutive school days or less, if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 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 suspensions or removals to one another.
- b. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability.

## 2. Special Rules Regarding the Suspension or Removal of Students with Disabilities

The district's Committee on Special Education shall conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an interim alternative educational setting for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

### H. *Athletic And Field Trip Conduct*

A student subjected to a suspension from athletic participation, an extra-curricular activity, or other privilege 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.

The athletic code of conduct is contained in Board Policy, 3838, "Athletics Program." Expected student conduct on field trips is delineated in Board Policy 3440, "Field and Nonschool-Sponsored Trips" and its corresponding Administrative Regulation.

## **IV. Visitors to the Schools**

Parents and other School District citizens are encouraged to visit the District's schools. Since schools are places of work and learning, however, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school is considered a "visitor"
2. Except for those who are attending public gatherings or meetings, visitors must report to an administrator's office upon arrival at the school
3. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum, and to abide by Board Policy 3430, "School and Classroom Visitation," and its corresponding Administrative Regulation
4. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct as well as Board Policy 2200, "Maintenance of Public Order on School Property."

The administration has authority to determine whether the visitor has an appropriate reason for being in the building. If the visitor is judged by the administrator not to have an appropriate reason, the visitor will be asked to leave. The police may be called if the situation warrants.

## **V. Public Conduct at School Events**

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to establish rules for public conduct on school property and at school functions. Such rules, as well as consequences for violation of such rules, are contained in this code as well as Board Policy 2200, “Maintenance of Public Order on School Property.”

### **SPECTATOR AND AUDIENCE CONDUCT AT SCHOOL EVENTS**

Throughout the course of a school year there are many occasions when parents and other interested citizens attend presentations, activities, and athletic contests. Consistent with district philosophy, policy, and code of conduct all members of an audience of a school sponsored event are expected to demonstrate appropriate conduct. Accordingly, they must conduct themselves in a manner that encourages a positive and enjoyable experience for all. They are to treat all those in attendance (students, staff, players, coaches, officials, performers, and other members of the audience) with respect. They may not verbally or physically abuse any individual, use profanity, or use tobacco, alcohol, or illegal drugs.

Should anyone in attendance at a school sponsored event violate these behavioral expectations, the individual will be subject to disciplinary action, from a warning, to removal from the activity itself, or to permanent prohibition from attendance at school district activities. An administrator, teacher, or coach in attendance at a school district event has the authority to assess the conduct of spectators and members of the audience and to intervene, and, if the spectator or member of the audience refuses to comply with direction or becomes unruly, to seek assistance from police.

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

Any student or visitor who observes a violation of the code of conduct should report it immediately to a staff member. Any staff member who observes, or is made aware of a violation of the code of conduct should address the violation directly or report it to an administrator.

Certain acts of misconduct which occur may require the exercise of reasonable judgment by staff in consultation with the principal or superintendent in order to determine whether referral to law enforcement officials is appropriate, or whether the matter will be handled solely through the District’s student discipline system. Examples of acts of misconduct which require the exercise of such judgment, but not limited to include fighting, threat of bodily harm to another individual or property, harassment, theft, and property damage. The District’s staff has the responsibility to administer district policies, rules and regulations governing student conduct in a reasonable manner taking into account the age level, maturity and/or disability of the particular student involved, as well as the seriousness of the offense.

Additional procedures for reporting information to police are described in Board Policy, 4250, “Referral of Student Misconduct to Police,” and its accompanying Administrative Regulation.

## **VII. Related Board of Education Policies**

The following Board of Education Policies are directly related to the conduct of students, staff, or visitors in the school environment. Some of these policies have Administrative Regulations for their implementation:

- 2200 Maintenance of Public Order on School Property
- 2210 Vehicle Traffic and Parking on School Property
- 2330 Crisis Intervention
- 2410 Drug Free Workplace and School Environment
- 2420 Smoking and Other Tobacco Use
- 3430 School and Classroom Visitation
- 3440 Field and Non-School Sponsored Trips
- 3838 Athletics Program
- 4200 Student Conduct and Discipline
- 4210 Student Respect for Persons and Property
- 4220 Corporal Punishment
- 4230 Alcohol and Other Substance Use/Abuse
- 4240 Suspension of Students
- 4250 Referral of Student Misconduct to Police
- 4500 Child Abuse and Maltreatment
- 7110 Bus Safety

In some cases, the text of a policy is included verbatim or in substance within the Code; in other cases, only reference to a policy is made. In the former case, a change in either the Code or a policy may require change in both. These policies include 2420, Smoking and Other Tobacco Use, 4200, Student Conduct and Discipline, 4210, Student Respect for Persons and Property, 4220, Corporal Punishment, 4230, Alcohol and Other Substance Use/Abuse, and 4250, Referral of Student Misconduct to Police.

In the latter, change to a policy or the Statement of Behavioral Expectations may be made independently to the Code of Conduct. The policies which fall into this latter category are: 2200, Rules for Maintenance of Public Order on School Property, 2210, Vehicle Traffic and Parking on School Property, 2330, Crisis Intervention, 3440, Field and Non-School Sponsored Athletic Trips, 3838, Athletics Program, 4500 Child Abuse and Maltreatment, and 7110, Bus Safety.

## **VIII. Dissemination of the Code of Conduct**

Each year the district will:

1. Provide copies of the code, or a summary of the code, to all students at the beginning of each school year
2. Publish in the September issue of the F-M News a summary of the code, and make this summary and the code available for review by students, parents, and other community members in each school building
3. Provide all staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.