

## Code of Conduct (for Adult Program Students)

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

The Western Suffolk BOCES Board has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, and honesty and integrity. BOCES is committed to provide training to all employees to help prevent and respond to incidents directed at students that are committed by students or school employees on school property or at school functions including but not limited to discrimination, harassment, intimidation and bullying based on but not limited to, an individual's actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight, religion, religious practices, creed, national origin, ethnic origin, disability, age, sex or gender including sexual orientation, gender identity or gender expression. The Board also recognizes the need for prompt notification of local law enforcement agencies when a violation of the Code of Conduct is believed to constitute criminal conduct.

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

### V. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately while on school property and at school functions. Students have the primary responsibility for acceptable student dress and appearance. Building Administrators will review with students the attire and accessories that are acceptable and what are unacceptable within the context of the ongoing dissemination of the BOCES Code of Conduct.

Teachers and all other BOCES personnel should reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails must:

- Not include items that are unsafe or potentially dangerous to the safety of others.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include items that are vulgar, obscene, lewd, harassing, profane, libelous or that discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight religion,

religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual origination, or disability.

- Not promote and/or endorse the use of alcohol, marijuana, tobacco/vape products or illegal drugs.
- Not include items that encourage, promote and/or incite illegal activities, violent activities or the violation of law or school policy or regulations.
- Not include any attire or accessory whose color or emblem is worn specifically for the purpose of promoting or reflecting membership in a gang, sub-group of a gang, or any suspected gang.

Each building administrator or his or her designee shall be responsible for informing all staff and students of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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 the established consequences. Any student who repeatedly

fails to comply with the dress code shall be subject to additional consequences pursuant to the Code of Conduct.

## **VI. PROHIBITED STUDENT CONDUCT AND DISCIPLINARY CONSEQUENCES**

All students must conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, teachers, school administrators, other school personnel and visitors on school property, and for the care of facilities and equipment.

Prohibited conduct includes discrimination and harassment, bullying and/or discrimination against any student or employee on school property or at a school function that creates a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying as defined in this code of conduct that either has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits or mental, emotional and/or physical well-being including conduct, threats intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm or physical injury to a student or to cause a student to fear for his or her physical safety. This prohibited conduct extends to incidents that occur off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats intimidation or abuse, inclusive of verbal and non-verbal actions, might reach school property. This conduct is inclusive of, but not limited to acts based on an individual's actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight, religion, religious practices, creed, national origin, ethnic origin, disability, age, sex or gender including sexual orientation, gender identity or gender expression, as defined by this code of conduct.

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. BOCES personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

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

Each division will annually review the Code of Conduct policy with their respective administrative staff for the purpose of recommending all appropriate or required revisions. Students who violate the Code of Conduct will be subject to disciplinary action based on the following. ***NOTE: Discipline procedures for adults in Western Suffolk BOCES full-time programs are also outlined in the handbooks for each program.***

### **A. Minor Infractions and Consequences**

#### **1) Minor Infractions**

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

- inappropriate websites; or any other violation of the BOCES Internet use policy
- Lying to school personnel
- Defamation
- Discrimination
- Inappropriate use of electronic device/technology (i.e. audio/video recording) or unauthorized, disruptive and/or inappropriate use or use/display that is in violation of expressed classroom rules/protocols/practices
- Littering or bringing food or beverage in undesignated areas

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

- Verbal reprimand
- Written notification to building administrator
- Peer support groups; corrective instruction or other relevant learning or service experience.
- Violation of dress code except those related to gang affiliation (see Major Infractions)
- Unauthorized copying of homework/classwork
- Obstructing vehicular or pedestrian traffic
- Off campus, minor incident of misconduct that endangers the health and safety of student or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment
- Disruptive behavior school
- Supportive intervention
- Student counseling
- Referral to appropriate human services agency

## **B. Serious Infractions and Consequences**

**1) Serious Infractions**

- Repeated or persistent minor infractions
- Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – serious incident
- Trespassing
- Harassment – serious incident
- Intimidation – serious incident
- Physical aggression toward a student/staff member – serious incident
- Menacing – serious incident
- Bullying – serious incident
- Cyberbullying – serious incident
- Sexual harassment or overt sexual behavior
- Possession or use of cigarettes, cigars, pipes, chewing or smokeless tobacco, vaping devices, including any refills, cartridges or other components used in such devices, on school property or while attending a school function.
- Gambling
- Academic misconduct including plagiarism, cheating, altering records, or assisting another student in any of the above actions
- Unauthorized presence in, or absence from, assigned area
- Insubordination to any school/BOCES employee
- Violation of safety procedures
- Sexting
- Off campus, serious incident of misconduct that endangers the health and safety of students or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment.
- Violating the civil rights of other students and/or school employees – serious incident
- Not following BOCES procedures for the use of prescription medication.

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

- Requirement for reimbursement or restitution for damaged or stolen property
- Referral to appropriate human services agency
- Formal removal by classroom teacher
- Peer support groups; corrective instruction or other relevant learning or service experience.
- Supportive intervention
- Student counseling

## **C. Major Infractions and Consequences**

**1) Major Infractions**

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

- software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – major incident
- Possessing/stealing school/BOCES property or the property of another student, school/BOCES employee or any other person lawfully on school property or while attending a school function
- Intimidation – major incident
- Harassment – major incident
- Menacing – major incident
- Bullying – major incident
- Cyberbullying - major incident
- Threats (verbal, written in any media including the Internet, or physical) to another student or school/BOCES employee
- Attempting to cause or intentionally or recklessly causing physical injury or serious physical injury to another with or without a weapon.
- Sexual offenses involving forcible compulsion and aggravated sexual contact
- Sexual offenses involving forcible compulsion and inappropriate sexual contact
- Sexual offenses involving inappropriate contact with no forcible compulsion
- Kidnapping
- Assault with serious physical injury
- Assault with physical injury
- Robbery
- Reckless endangerment
- Use, display or possession of a weapon\* or any other item, material, chemical or fluid which could be used as a dangerous or deadly instrument or weapon
- Intentionally damaging or destroying the school/BOCES property or the personal property of a student, a school/BOCES employee or any person lawfully on school property

- Displaying overt signs, including any attire or accessory, of gang affiliation, or engaging in gang-related behaviors, that increase the level of conflict or violent behavior in the school or disrupt the educational process
- Hazing
- Selling, using or possessing obscene material
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, marijuana, THC, illegal substances, controlled substances, synthetic cannabinoids, or off-label use of any chemical, or being under the influence of any of the above.
- Inappropriately using or sharing prescription or over-the-counter drugs
- Initiating a bomb threat and/or report warning of fire or other catastrophe without valid cause; misuse of 911
- Inappropriately discharging and/or tampering with a fire extinguisher
- Committing an act of arson
- False fire alarm/smoke bombs, use of fireworks
- Endangering the health and safety of others
- Off campus, major incident of misconduct that endangers the health and safety of students or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment.
- Violating the civil rights of other students and/or school employees – major incident
- Inappropriate use of or tampering with a fire alarm or AED
- Failure to follow directions during an emergency or safety drill
- Inappropriate, unwanted or aggressive physical contact with staff

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

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

- Dismissal from class/program with no refund.
- Contact of appropriate law enforcement agency
- Permanent prohibition from entering school grounds or enrolling in any Western Suffolk BOCES adult education program
- Consequences for possession of a firearm shall be as described in Policy #6241
- Peer support groups; corrective instruction or other relevant learning or service experience.
- Supportive intervention
- Student counseling
- Referral to appropriate human services agency.

## Environmental Remediation

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

- Supervisory systems which empower school staff with prevention and intervention tools to

address incidents of discrimination, harassment, intimidation and bullying.

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

## VII. PHILOSOPHY AND PROCEDURES FOR APPLYING CONSEQUENCES

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

### CRIMINAL OFFENSES

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

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

