

**GLENS FALLS COMMON SCHOOL DISTRICT  
ABRAHAM WING SCHOOL**

**CODE OF CONDUCT**

**2020-2021 School Year**

**Purpose**

The Abraham Wing School Code of Conduct has been developed because our district is committed to maintaining a school that provides students and staff with a productive and safe learning environment. Essentially, we want a school where students can learn and teachers can teach. This code is in compliance with the requirements of The Dignity For All Students Act and Project Save Legislation.

**Philosophy**

We believe that as a public institution it is our duty to teach each student how to develop as a responsible citizen within society. Toward that end, we believe we should foster a disciplined environment that will guide each individual in developing a firm code of moral conduct and a respect for the dignity of others. It is important for each student to know that:

- we care,
- we are aware of his/her needs,
- we expect good behavior,
- we will not condone bad behavior, and
- bad behavior will result in a consistent course of action.

**Definitions**

For purposes of this code, the following definitions apply:

1. Disruptive Student: a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
2. Parent: A parent, guardian or person in parental relation to a student.
3. School Property: in or within any building, structure, playground, parking lot or land contained within the real property boundary line of the school district, or in the school bus as defined in Vehicle and Traffic Law 142.
4. School Function: any school-sponsored extra-curricular event or activity.
5. Violent Student: a student who:
  - commits an act of violence upon a school employee or attempts to do so,
  - commits, while on school property or at a school function an act of violence upon another student or any other person lawfully on school property or at a school function, or attempts to do so,
  - possesses, while on school property or at a school function, a weapon,
  - displays, while on school property or at a school function, what appears to be a weapon,
  - threatens, while on school property or at a school function, to use a weapon,
  - knowingly and intentionally damages or destroys the personal property of any school employee or person lawfully on school property or at a school function, and/or
  - knowingly and intentionally damages or destroys school district property.
6. Weapon: a firearm as defined in 18 USC 921 for purposes of the Gun-Free School Act, which would include a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing physical injury or death.

**Student Rights and Responsibilities**

**Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. All district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Have the right to an appropriate educational program and access to all of the school's support services based on individual needs.

### **Student Responsibilities**

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused. Be in class, on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other personnel in a respectful, positive manner.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as a representative of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### **Parent Responsibilities**

All parents are expected to:

- Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are legally excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for student and ensure homework assignments are completed.

### **Teacher Responsibilities**

All district teachers are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents
  - classroom objectives and requirements
  - marking/grading procedures
  - assignment deadlines
  - student expectation
  - classroom rules
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Be in school at 8:00 a.m. and remain until 3:00 p.m.

### **Superintendent Responsibilities**

The superintendent will:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with the board of education state and federal laws relating to school operations and management.
- Inform the board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.

### **Board of Education**

The Board of Education will:

- Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting board meetings in a professional, respectful, courteous manner.

### **Interventions/Disciplinary Procedures**

Interventions and disciplinary procedures have been established to deal with students who violate any of the school rules.

The following personnel are authorized to impose these interventions/disciplinary procedures, consistent with the student's right to due process:

1. Verbal Reminders – any member of the district staff
2. Withdrawal of Privileges – teachers, lunchroom/cafeteria monitors, superintendent
3. Special Assignment – teachers, teaching assistants, superintendent
4. Parent Notification- teachers, superintendent
5. Behavioral Referral Form – any member of the district staff
6. Time-out – teachers, teaching assistants, superintendent
7. Detention – teachers, superintendent
8. Exclusion from social or extracurricular activities – teachers, superintendent
9. Removal from classroom by teacher - teachers
10. In and out of school suspensions – superintendent

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than an oral warning, written notification to their parents, withdrawal of privileges or a special assignment are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

**A. Detention**

Teachers and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parents have been given 24-hour notice.

**B. Exclusion from Extra-Curricular Activities**

A student excluded from extra-curricular activities is not entitled to a full hearing pursuant to Education Law 3214 however the student and the student's parents will be notified of the decision and provided with a reasonable opportunity for an informal conference with the superintendent.

**C. Teacher Disciplinary Removal of Disruptive Students**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. Such practices may include, but are not limited to:

1. Short-term time-out in the classroom or in the superintendent's office
  2. Sending a student to an alternate location such as another classroom
  3. Sending a student to the superintendent's office for the remainder of the class time or
  4. Sending a student to the school psychologist or social worker for counseling.
- Management techniques such as these do not constitute disciplinary removals for purposes of this code. On occasion, a student's

behavior can become so disruptive that he/she cannot be managed using the aforementioned classroom management techniques. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. 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. A teacher may remove a "disruptive student" from class for up to two days. The removal from class applies to the class of the removing teacher only.

#### **Procedures for Removal:**

1. 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 why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.
2. The Teacher is encouraged to complete a Minor Incident Report (MIR) prior to any student removal from the classroom if circumstances allow. If removal is necessary, the teacher must complete a district-established Office Referral Form and meet with the superintendent as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal. If the superintendent is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the superintendent prior to the beginning of classes on the next school day.
3. Within 24 hours after the student's removal, the Superintendent must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the superintendent or the superintendent's designee to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting parents. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and the superintendent. The teacher is expected to attend the informal conference if the conference is held during the teacher's normal workday. If, at the informal meeting, the student denies the charges the superintendent must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events.
4. Superintendent Veto of Removal. The superintendent may overturn the removal of the student from class if the superintendent finds any of the following:
  - The charges against the student are not supported by substantial evidence
  - The student's removal is otherwise in violation of law, including the district's code of conduct
  - The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed

The superintendent may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the superintendent makes a final determination or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming until he/she is permitted to return to the classroom. Each teacher must keep a complete log for all cases of removal from his/her classroom.

#### **A. In-School Suspension**

The Board of Trustees recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law 3214, however the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the superintendent to discuss the conduct and the penalty involved.

## **B. Suspension from School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board of Trustees retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent. Any staff member may recommend to the superintendent that a student be suspended. The superintendent, upon receiving a recommendation for suspension shall gather the relevant facts and record them for subsequent presentation, if necessary.

### ***Short-Term (5 days or less) suspension***

When the superintendent proposes to suspend a student for five days or less the superintendent will notify the student and parents immediately. The superintendent will also notify the student's parents in writing. The written notice must be sent in a manner that assures receipt within 24 hours. Where possible, notice should also be provided by telephone. The notice shall provide a description of the charges against the student, the length of the suspension and an opportunity to set up an informal conference. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

After the conference the superintendent shall promptly advise the parents in writing of his/her decision. The superintendent shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within 5 business days unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Trustees within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decision of the Board may be appealed to the Commissioner within 30 days of the decision.

Class work will be available for parent pick-up within 24 hours of the suspension. It will be the parent's responsibility to return completed work to the school by the end of the suspension. Upon return, students may be required to stay after school to make up exams and/or projects.

### ***Long-Term (more than 5 days) suspension***

When the superintendent determines that a suspension for more than 5 days may be warranted, he/ she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/ her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board of Trustees that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Class work will be available for parent pick-up within 24 hours of the suspension. It will be the parent's responsibility to return completed work to the school by the end of the suspension. Upon return, students may be required to stay after school to make up exams and/or projects.

## **Discipline of Students with Disabilities**

Students identified through the Committee on Special Education, as having a disability will be expected to follow the school rules outlined in this Code of Conduct. The school recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The school also recognizes that students with disabilities have certain procedural protections whenever school officials intend to impose discipline upon them. The school is committed to ensuring that the procedures followed for

suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. 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.

#### **Authorized Suspensions or Removals of Students with Disabilities**

1. For suspensions of 5 days or less:
  - Student's parents will be provided a written notice.
  - A follow-up phone call describing the incident and the basis of the suspension will be attempted within 24 hours.
  - Parents will be provided the right to request an informal conference with the superintendent.
  - Alternative instruction will be provided to the same extent as it is to non-disabled students.
  
2. For suspensions in excess of 5 days but less than 10 days:
  - Student's parents will be provided a written notice.
  - A follow-up phone call describing the incident and the basis of the suspension will be attempted within 24 hours.
  - Parents will be provided the opportunity to request a fair hearing conducted by the superintendent or hearing officer designated.
  - Alternative instruction will be provided to the same extent as it is to non-disabled students.
  
3. For suspensions in excess of 10 consecutive days and constitute a change in placement:
  - Student's parents will be provided a written notice.
  - A follow-up phone call describing the incident and the basis of the suspension will be attempted within 24 hours.
  - Convene a CSE meeting within 10 school days.
  - Conduct a manifestation determination.
  - If the behavior is related to the student's disability the student is immediately returned to his/her current placement.
  - If the behavior is not related to the student's disability the student may be suspended for the behavior.
  - If suspended, the student will be provided education services to meet the FAPE requirement.
  
4. For suspensions for behavior involving weapons, illegal drugs or controlled substances:
  - Conduct a superintendent's hearing.
  - Parents will receive a CSE meeting notice with a copy of the procedural safeguards notice.
  - Convene a CSE meeting to determine the AES setting and services to address the behavior.
  - At the discretion of the superintendent, remove the student to the AES for 45 calendar days.
  - Provide education services to meet the FAPE requirement in the setting determined by the CSE.
  - Convene a CSE meeting to conduct a manifestation determination and address the behavior.
  
5. If continuing the student in the current educational placement is substantially likely to result in injury to the student or to others:
  - The superintendent will request an expedited impartial hearing to request the student be placed in an AES for 45 calendar days.
  - Send a meeting notice to the student's parents with a copy of the procedural safeguards notice.
  - Convene a CSE meeting to determine manifestation.
  - Provide substantial evidence that maintaining the current placement of the student will likely result in injury to the student or to others.
  - Provide a recommendation for the AES setting to the impartial hearing officer.
  - Provide education services as determined by the impartial hearing officer.

#### **Student Dress Code**

All students are expected to give proper attention to personal cleanliness 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 and help students develop an understanding of appropriate appearance in the school setting.

- A student's dress, grooming and appearance, including hairstyle, hair color, jewelry, make-up and nails shall be safe, appropriate and not disrupt or interfere with the educational process.
- Extremely brief garments are not acceptable, including tank tops with spaghetti straps, very short skirts or shorts, short tops that expose one's stomach and pants that show one's underwear.
- Footwear that is a safety hazard will not be allowed.
- Hats will not be allowed in the classroom except for medical or religious purposes.
- Clothing will not depict sayings or pictures that are vulgar, obscene, or denigrate others on account of race, color, religion, creed, national origin or gender.
- Clothing will not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourage illegal or violent activities.

The superintendent and the teachers will be responsible for informing all students and their parents of the 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 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 subject to further discipline, up to and including out of school suspension.

### **Bicycles at School**

Only those students in grades 4-6 may ride their bikes to and from school. Students in grade 3 may ride their bikes to and from school after completing the Bicycle Safety Course offered at our school.

Students must follow these rules to retain the privilege of riding their bike to school:

1. Students should walk their bikes onto school property and then park and lock them immediately. A bike rack is provided at the rear of the main building.
2. Abraham Wing School is not responsible for any loss or damage to a student's bike.
3. Students must wear helmets and ride in a safe manner. Students observed or reported to be riding in a dangerous manner will lose the privilege of riding their bikes to and from school.

### **After Hours**

- Students should not be on school grounds, including the playground area, once they are dismissed for the day, unless under the **direct supervision of their parent or guardian**.
- Once school is dismissed for the day, there is no adult supervision provided by the school.
- Allowing your child to return back to school without your direct supervision may put them in difficult or unsafe situations.

### **Prohibited Items**

The following items are prohibited on school grounds:

1. Electronic toys
2. Roller- Skates, roller-blades, skateboards or scooters
3. Collectibles such as baseball cards, Pokémon cards etc.
4. Weapons (including pocket knives or anything that could be used to harm someone.)

### **Personal Property/ Lost and Found**

Students are to bring to school with them only those items and supplies approved by the teacher and required for school. We discourage students from bringing games, toys and sporting equipment to school.

Parents should mark all clothing and other possessions with permanent labels to avoid loss and facilitate identification. Unclaimed possessions are turned in to the Health Office, and students who are missing items should check there.

We do not encourage students to bring money to school other than lunch money or when it is required for a school activity.

### **Student Searches and Interrogations**

The Board of Trustees is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the students. However, school officials will tell students why they are being questioned.

The Board of Trustees authorizes the superintendent and the teacher in charge to conduct searches of students and their belongings if the school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

The Board of Trustees authorizes the superintendent and the teacher in charge to conduct a search of a student’s belongings that is minimally intrusive without reasonable suspicion, as long as the school official has a legitimate reason for the very limited search.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Whenever practicable, searches will be conducted in the privacy of the superintendent’s office and the student will be present during the search.

### **Student Desks and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

### **Strip Searches**

A strip search is a search that requires a student to remove any or all of his or her clothing. Strip searches will only be conducted by an authorized school official of the same sex as the students being searched. In every case the school official conducting a strip search must have probable cause, not simply reasonable cause to believe that the student is concealing evidence of a violation of law or the district code. School officials will attempt to notify the student’s parents by telephone before conducting a strip search or in writing after the fact if the parent could not be reached by telephone. All searches will be clearly documented. The superintendent will be responsible for the custody, control and disposition of any illegal or dangerous items taken from a student until the items are turned over to police authorities.

### **Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may question or search a student only if they have: 1) a search or an arrest warrant, or 2) probable cause to believe a crime has been committed on school property or at a school function or 3) been invited by school officials. Before the police are permitted to question or search any students, the superintendent shall first notify the student’s parents to give them the opportunity to be present during the questioning or search. If the student’s parents cannot be reached the questioning or search shall not be conducted. The superintendent will also be present.

### **Child Protective Services Investigations**

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect or custody investigation.

All requests by child protective services to interview a student on school property shall be made directly to the superintendent or his/her designee. The superintendent, nurse or school social worker will sit in on all interviews. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing, the school nurse will be present during that portion of the interview. If the Child Protective Services worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

### **Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

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

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

### **Public Conduct on School Property**

All persons on school property or attending school functions shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **Prohibited Conduct on School Property**

No person, either alone or with others shall:

- Intentionally injure any person or threaten to do so,
- Intentionally damage or destroy school district property or the personal property of district personnel,
- Disrupt the orderly conduct of classes, school programs or other school activities,
- Distribute or wear materials on school grounds that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program,
- Intimidate, harass or discriminate against any person,
- Enter any portion of the school premises without authorization,
- Obstruct the free movement of any person in any place to which this code applies,
- Violate the traffic laws, parking regulations or other restrictions on vehicles,
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or be under the influence of either on school property or at a school function,
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district,
- Loiter on or about school property during regular school hours,
- Gamble on school property or at school functions,
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties,
- Willfully incite others to commit any of the acts prohibited by this code,
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function or
- Use of skateboards, roller-blades, roller-skates and scooters while on school grounds.

### **Penalties**

Persons who violate this code shall be subject to the following penalties:

Visitors – Their authorization, if any, to remain on school grounds or at the school functions shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave the police will be called.

Students – They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirement.

Tenured Faculty Members – They shall be subject to disciplinary action as the facts may warrant in accordance with Education law 3020 – and or any other legal rights that they may have.

Civil Service Employees – They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law 75 or any other legal rights that they may have.

Other Staff Members – They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **Dissemination and Review**

The Board of Trustees will work to ensure that the community is aware of this code of conduct by:

- Providing a summary of the code of conduct written in plain language to all students and parents at the beginning of each school year.
- Making copies of the code available in the office for all parents, students and community members.
- Providing all new employees with a copy of the current code when they are hired.

The Superintendent will provide an in-service education program for all staff members on the first superintendent's day of each school year to ensure effective implementation of the Code of Conduct. The Board of Trustees will review this code of conduct every year and update it as necessary.

### **Dignity for all student's act**

- The New York State Dignity for All Students Act (Dignity Act) was signed into law on September 13, 2010. This legislation amended State Education law by creating a new Article 2 Dignity for All Students.
- The Dignity Act states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- The Dignity Act amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others, and dignity.
- The Dignity Act also amended Section 2801 of the Education Law, instruction Boards of Education to include language in the codes of conduct to comply with the Dignity Act.

### **Regulatory Amendments**

For all public school students, instruction that supports development of a school environment free of discrimination and harassment, as required by the Dignity For All Students Act (article 2 of the Education Law), including but not limited to instruction that raises awareness and sensitivity to discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; provided that in public schools, such instruction shall be provided as part of a component on civility, citizenship and character education in accordance with section 801-a of the Education Law.

### **Student definition for the Eleven Named Classes in the Dignity Act**

1. **Race:** The groups to which individuals belong, identify with, or belong in the eyes of the community.
2. **Color:** The color of a person's skin.
3. **Weight:** A person who is heavy or light in weight.

4. **National Origin:** Where you or your relatives were born.
5. **Ethnic Group:** A way to connect to people because of your race, color, language, religion, way people dress or eat or where you or your relatives were born.
6. **Religion:** What people believe.
7. **Religious Practice:** How you show what you believe in through dress, food, symbols and practices.
8. **Disability:** A person that is not able to do things with their body or think with their mind as most other people can because of how they are born or had an illness or an injury.
9. **Sexual Orientation:** A man or woman who may like another man or woman.
10. **Gender:** This can be the way a person is physically born, or how a person feels about being born a boy or girl.
11. **Sex:** A person being born either a boy or a girl.

**Other Definitions:**

**Prejudice:** Thinking unfairly about someone or a group of people or treating them badly often because they may look or act different.

**Discrimination:** Treating a person or a group of people differently usually because of how they look or act.

**Harass:** Bothering or attacking somebody: to persistently annoy, attack or bother somebody.

**Gender Identity:** How a person feels inside about being either a boy or a girl.

**Gender Expression:** How a person shows others through how they look and act whether they are a boy or a girl.

**Dignity Act Intent**

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/ or verbally and/ or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate and caring environment.

**Dignity Act Coordinators**

Jody Pratt

Luke Armstrong

518-792-3231

# Glens Falls Common School

## INCIDENT REPORTING FORM

### DIGNITY FOR ALL STUDENTS ACT

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It is the Policy of the Glens Falls Common School District to provide a school environment that is free from harassment, bullying and discrimination for all students. Harassment or discrimination of a student by another student or by school employees on school property or at a school function on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex is expressly prohibited.

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#### Abraham Wing Parent Concern Form

**Any parent who wishes to file a concern must fill out this form completely and turn it in to the Superintendent of Schools.**

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please state date of the event or series of events causing the concern:**

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**Please state your concern:**

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**Please state specific facts of which you are aware to support your concern (list in detail):**

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**What is the desired outcome:**

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