

WEST ISLIP UFSD



CODE OF CONDUCT



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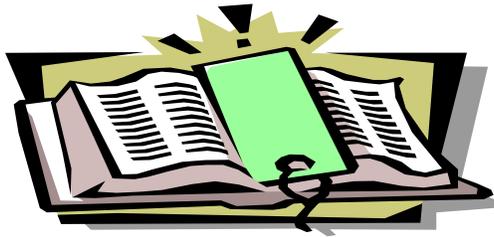
**Adopted by the Board of Education
Thursday, June 25, 2009**

**West Islip School District
Code of Conduct Review Committee – 2009**



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I. CODE OF CONDUCT INTRODUCTION

“The Board of Education shall adopt and amend a code of conduct for the maintenance of order on school property, including a school function, which shall govern the conduct of students, teachers, and other school personnel as well as visitors and shall provide for the enforcement thereof.” (Project SAVE, Section 2801 of Education Law).

The West Islip Schools are committed to an orderly and stimulating learning environment for all students. The right to learn and teach in an educational setting that is safe, free from disruption, and conducive to learning is essential. The circumstances of such a learning atmosphere are dependent upon a sustained and cooperative effort on the part of students, parents, teachers, administrators, and support staff. To this end, the following District Code of Conduct has been established. Additionally, we believe that the District should recognize students who demonstrate appropriate and outstanding behavior. Exemplary behavior should be recognized at every opportunity. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

With that end in mind then, the Board of Education recognizes it is necessary to adopt this code of conduct to define acceptable behavior on school property and at school functions by students, staff, parents, and visitors.*

Note: *This code of conduct has been written to meet the requirements of Project SAVE legislation (Education Law§ 2801) and section 100.2 (1) of the Commissioner’s Regulation. Unless otherwise noted, all statutory references in the code are to education law.

II. DEFINITIONS

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

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

“School Property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law 142.

“School Function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits, or threatens to commit, an act of violence upon a school employee, or attempts to do so.
2. Commits, or threatens to commit, 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.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages, destroys, or threatens to damage or destroy, the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages, destroys, or threatens to damage or destroy, school district property.

“Weapon” means a firearm as defined in 18 USC 921 for purposes of the Guns-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, 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 physical injury or death.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right:

1. to take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. to present his/her version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. to receive a copy of the school rules, and when necessary, receive an explanation of the rules from school personnel.

B. Student Responsibilities

Each district student has the responsibility:

1. to contribute to maintaining a safe and orderly school environment that is conducive to learning.
2. to show respect to other persons and to property.
3. to be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
4. to punctually attend school every day unless they are excused, and to be in class, on time, prepared to learn.
5. to work to the best of their ability in all academic and extracurricular pursuits, and strive toward their highest level of achievement possible.
6. to respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
7. to develop mechanisms to control their anger.
8. to ask questions when they do not understand.
9. to seek help in resolving problems that might lead to disruptions of a safe and orderly school environment.
10. to dress appropriately for school and school functions.
11. to accept responsibility for his/her actions.
12. to act as a representative of the district when participating in or attending school-sponsored extracurricular events, and to maintain the highest standards of conduct, demeanor, and sportsmanship.

IV. ESSENTIAL PARTNERS

A. Parents

As partners in education, parents have the right:

1. to know what is expected of children with respect to the educational program, attendance, behavior, and deportment
2. to know what children are being taught, and how children are being taught
3. to know what progress their children are making, on a timely basis
4. to be informed if the child experiences academic, health or social difficulty
5. to see their children's school records

6. to visit the child's school to communicate with child's teacher(s), principal, and other appropriate members of the professional staff
7. to participate effectively in educational decision making
8. to be consulted on important matters concerning their children's education
9. to be treated with courtesy and respect at all times.

All parents have the responsibility:

1. to recognize that the education of children is a joint responsibility of the parents and the school community.
2. to send their children to school ready to participate and learn.
3. to ensure their children attend school regularly and on time.
4. to ensure that children are not absent from school unnecessarily.
5. to insist their children be dressed and groomed in a manner consistent with the student dress code.
6. to help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. to know school rules and help their children understand them.
8. to convey to their children a supportive attitude toward education and the district.
9. to build good relationships with teachers, other parents and their children's friends.
10. to help their children deal effectively with peer pressure.
11. to show courtesy and respect for teachers and administrators.
12. to inform school officials of changes in the home situation that may affect student conduct or performance.
13. to provide a place for study and ensure homework assignments are completed.

B. Teachers

All district teachers have a right:

1. to receive cooperation and support from parents/guardians.
2. to expect the best educational performance from all students.
3. to work in an environment that is safe, orderly and free from disruption.
4. to be treated with courtesy and respect at all times.

Each district teacher has the responsibility:

1. to be prepared to teach.
2. to maintain a climate of mutual respect and dignity.
3. to demonstrate interest in teaching and concern for student achievement.
4. to know school policies and rules, and enforce them in a fair and consistent manner.
5. to communicate:
 - a. course objectives and requirements;
 - b. marking/grading procedures;
 - c. assignment deadlines;
 - d. expectations for students;
 - e. classroom procedures and behavioral expectations.
6. to communicate regularly with students, parents and other professional staff concerning student growth, achievement, and behavior.

C. Principals and Other District Administrators

All district administrators have a right:

1. to receive cooperation and support from parents/guardians.
2. to expect the best educational performance from all students.

3. to work in an environment that is safe, orderly and free from disruption.
4. to be treated with courtesy and respect at all times.

Each district administrator has the responsibility:

1. to promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. to ensure that students and staff have the opportunity to communicate regularly with the principal and other administrators.
3. to regularly evaluate instructional programs.
4. to support the development of, and student participation in, appropriate extracurricular activities.
5. to be responsible for consistently enforcing the code of conduct, and ensuring that all cases are resolved promptly and fairly.

D. Superintendent

The Superintendent has the responsibility:

1. to promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. to review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. to inform the Board about educational trends relating to student discipline.
4. to create instructional programs that minimize problems of misconduct, and are sensitive to student and teacher needs.
5. to work with district administrators to consistently enforce the code of conduct and ensure that all cases are resolved promptly and fairly.
6. to ensure that Superintendent's hearings are conducted promptly, fairly and consistent with law and regulation.

E. Board of Education

The Board of Education has the responsibility:

1. to collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. to regularly review (at least annually) and adopt the district's code of conduct, to evaluate the code's effectiveness and fairness, and the consistency of its implementation.
3. to lead by example by conducting Board meetings in a professional, respectful, courteous manner.

V. EXPECTATIONS FOR STUDENTS AND OTHERS ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

The Board of Education of West Islip U.F.S.D. is committed to providing an orderly, respectful environment where students and all others are expected to conduct themselves in an appropriate and civil manner with proper regard for the rights and welfare of others and for the care of all school property.

To achieve these goals, listed below are rules of conduct for students and all others who come to the West Islip U.F.S.D. These rules of conduct apply on school property, on school buses, and in all school activities either on or off West Islip school property.

A. Student Dress Code (Policy 7312)

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire meets the requirements specified below; complies with requirements for health and safety; does not interfere with the educational process; or impinge upon the rights of others. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, tee shirts, they may not prescribe a specific brand that students must buy.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements below.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions including extracurricular and athletic activities. 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 and at school activities.

Dress should:

- Be safe, appropriate and not disrupt or interfere with the education process.
- Not include extremely brief, tight and short garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments and garments which are designed to expose bare midriffs, skirts and shorts that are excessively revealing are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of coats except for medical purposes.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or are gang related.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include the wearing of hats or head cover in the classroom except for medical or religious purposes.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Additionally, the principal or his or her designee shall have the authority to determine what is a violation of the "Dress Code".

This code is designed to be a guide and is by no means all-inclusive. Final decision concerning the appropriateness will be made by the building administrator.

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 out-of-school suspension. 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.

B. Rules of Conduct

The Board of Education of the West Islip School District believes that each student is expected to be responsible for his/her own behavior and follow the rules of conduct adopted by the Board of Education. These rules of conduct focus on personal safety and respect for the rights and property of others. Students who fail to meet this expected degree of responsibility and violate school rules may be subject to disciplinary action, up to and including suspension from school, if they engage in conduct that is disorderly, insubordinate, disruptive, violent, or endangers the safety, morals, health, or welfare of others.

Examples include those guidelines for a safe school listed below:

1. drugs and alcohol are prohibited on school grounds by state and federal laws and board policy
2. smoking and the use of all tobacco products are prohibited on school grounds
3. skateboards, scooters, rollerblades, all-terrain vehicles (ATVs) are banned from school grounds
4. pushing, fighting, vulgar language, spitting, etc. are prohibited
5. students are not permitted to possess any object on school grounds that can be used as a weapon
6. students must adhere to the bus safety rules and directives from the bus driver at all times
7. destruction of school property is strictly forbidden and can result in immediate suspension; parents may be liable for the cost of repairs to the school
8. trespassing on school grounds after dark and on weekends when school is closed is strictly forbidden
9. courtesy and respect for teachers and staff members are expected from students at all times
10. respect for fellow students is expected

Strict enforcement of school safety rules and policies will be directed by the Principal. Parents will receive immediate notification of any violations. Parents are expected to assume primary responsibility for their children. A hearing before the Superintendent will be scheduled in case of extreme misbehavior. Repeat offenders can face detention or temporary/permanent suspension.

VI. REPORTING VIOLATIONS

The West Islip School District has as its goal the establishment of a teaching and learning environment that will allow students to develop to their fullest potential in all areas of educational endeavor. In order to maintain this environment it is expected that all students, staff, visitors and others while on school property or in attendance at school functions will be aware of all school rules and observant when violations occur. This awareness will promote good citizenship by students and insure their participation in all activities.

However, when violations of school rules occur, the prompt reporting by students and staff of all violations of the Code of Conduct to their appropriate teacher, guidance counselor, building

principal or supervisor is required. All reported violations should be dealt with by the appropriate staff member in a timely, fair and legal manner.

Any student or staff member who observes a person(s) with a weapon(s), alcohol and/or any illegal substance on school property or at a duly sponsored school event, must report this violation immediately to the appropriate supervisor. If possible, the weapon, alcohol, illegal substance must be confiscated immediately. If students are involved, parents must be notified as soon as possible and appropriate discipline applied.

The principal or his/her designee 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, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VII. DISCIPLINARY POLICIES AND PROCEDURES

The West Islip School District recognizes that students must exhibit responsible behavior and that they must be held accountable for their actions. In addition, it is important to note that discipline varies in style and implementation. The underlying purpose, whether it be time honored classroom management strategies or more severe and permanent disciplinary measures, is to effectively change student behavior to conform to acceptable district-wide and building standards. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to develop self-discipline.

A. Discipline, to be effective, will be fair, consistent and firm.

There must be a clear relationship between behavior and consequences. The West Islip School District has adopted a uniform discipline code for all students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, the principal and the deans shall apply the code based on the student's prior disciplinary record. Follow-up with the referring staff members shall be the responsibility of the principal and the deans. In deciding disciplinary procedures it is expected that those imposing discipline will consider the following:

1. The student's age;
2. The nature of the offense;
3. Information from all interested parties – witnesses, parents, teachers, and others as appropriate;
4. Extenuating circumstances;
5. The progressive nature of various disciplinary practices as they relate to the specific event;
6. If the conduct is related to a disability, or suspected disability, procedures relative to applicable laws will be maintained, and referrals to the Committee on Special Education will be made. These procedures are listed separately in this Code of Conduct. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. This does not negate referrals to government agencies if laws are violated.

B. Range of Penalties

The range of penalties which may be imposed for violating the code of conduct set forth and those authorized to impose these penalties is as follows:

1. Verbal warning - any staff member;
2. Written warning and notification of parents - Bus Drivers, Hall & Lunch Monitors, Guidance Counselors, Teachers, Principals, or the Superintendent;
3. Detention - Teachers, Principals or the Superintendent;
4. Suspension from transportation - Director of Transportation, Principal or Superintendent;
5. Suspension from extra curricular activities - Activity Director, Principal or Superintendent;
6. Exclusion from a particular class – Teachers, Principal, or the Superintendent;
7. In-school suspension - Principal or the Superintendent;
8. Suspension - short term (5 days or less) – Principal, the Superintendent, or the Board of Education;
9. Suspension - long term (greater than 5 days) - the Superintendent, or the Board of Education;
10. Permanent suspension from school- Superintendent, or the Board of Education.

The type and extent of punishment shall be determined by the building principal or superintendent according to present Board Policy. Such discipline measures shall be appropriate to the seriousness of the offense and, where applicable to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Education Law Section 3214 (3). Detention, in-school suspension, out of school suspension and police contact will be regulated according to the schedules contained in the Code of Conduct.

C. Transportation Safety

1. *Bus Safety*

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Transportation safety is a matter of teamwork and requires the constant support and attention of pupils and parents as well as the personnel of the schools. A student is to ride the bus to which he/she is assigned. ***The bus driver is in complete charge of the bus and its occupants at all times.*** Students riding the bus must comply with the requests of the driver.

Bus Stop Safety: Parents at a particular bus stop should arrange for some type of mutually agreed upon supervision. Parents are responsible for the actions and safety of pupils walking to and from bus stops.

Bus Safety Rules: Parents should review bus safety rules with their children:

1. Students should not engage in any physical exchanges on the bus.
2. Students must treat the bus driver, other students, and the bus equipment with respect.
3. Students must remain seated and facing front when the bus is in motion.
4. Students should talk quietly and make no unnecessary noise.
5. Heads and arms must be kept inside the bus at all times.
6. Students should not litter inside or outside the bus at any time.

Changes: Any student taking a bus other than the one assigned to them must bring a note signed by their parent or guardian to the office first thing in the morning for approval. Students assigned to a bus who plan to walk or ride bikes must also submit a note.

Infractions of the above rules will be brought to the attention of the principal. Continual abuse of bus privileges will result in one or more of the following:

1. assigned seats on the bus;
2. loss of recess privileges;
3. detention
4. denial of bus privileges.

2. Bicycle Safety

All bicycles ridden to school should be walked on school grounds and locked in the bike rack. Bike riders must wear helmets in accordance with the law. The principal will notify parents of students who violate the bicycle helmet law on school property.

3. Car Safety

Parents delivering or picking up students at school must avoid school bus circles during arrival and dismissal times. *Offenders may be reported to district transportation for follow up by the Suffolk County Police Department. It is illegal to pass a school bus with flashing red lights whether on the street or on school property.*

4. Walker Safety

Walkers should arrive and leave school property in a safe and orderly manner. Children should arrive no earlier than 15 minutes prior to the start of their school day.

D. Cafeteria

In order to create a safe and enjoyable atmosphere for all students, everyone is expected to wait quietly in line, stay seated, speak quietly, and use appropriate table manners. Each student must clean up his/her eating space before leaving. Students are also expected to listen to and show respect for the adults in charge. Students engaging in conduct that is unsafe or inappropriate for themselves or others will be removed from the cafeteria and may experience temporary loss of lunchroom privileges. Staff members will report all inappropriate behavior to the classroom teacher and/or the principal. Continued unsafe or unacceptable behavior will result in parental contact by the principal.

E. Recess for elementary students

All students enjoy a recess period held out of doors, weather permitting. *Whether indoors or out, students will be expected to practice self-control, cooperation and respect for others and their property.* Safety is a top priority. All children are expected to listen to and follow the directions of the staff. On the playground the following rules must be obeyed:

1. Keep within the boundaries and off the fences.
2. Use equipment safely.
3. Keep hands, feet and objects to yourself - no play fighting.
4. Do not throw rocks or sand.
5. Line up when the whistle is blown.
6. Report any problem to the nearest adult.

Children engaging in conduct that is unsafe for themselves or for others will be removed from the cafeteria and/or lose recess time. The staff will report all inappropriate behavior to the classroom teacher and/or the principal. Continuous unsafe or inappropriate behavior will result in parental contact by the principal.

F. Classroom

All general rules of conduct will be used as a guideline in the classroom. In most cases teachers handle routine problems; however, the principal occasionally must contact parents and hold conferences relative to student misbehavior. In some cases, detention, teacher-recommended removal, in-school suspension, or suspension from school may be necessary. In all dealings with student discipline, a fair and reasonable climate will always prevail. Parents will always be apprised when a child exhibits a continuing pattern of inappropriate behavior.

Disciplinary Offenses and Administrative Actions

All students and parents are expected to become familiar and comply with the following rules of conduct. Parents should keep this information accessible throughout the school year for easy reference if a problem should occur.

General Rules of Conduct

1. Students have primary responsibility for their actions. We encourage self-control.
2. Students must observe the safety rules of the school for their own safety and that of others.
3. Students are reminded that any teacher or staff member in the school has the right and responsibility to correct unruly individuals at any place at any time.
4. Students shall show respect for the person and property of others around them.
5. Students are expected to show respect for school property and take good care of books, desks and other furniture and equipment.
6. Students shall follow the classroom rules established by the teacher(s).
7. Students shall not wear clothing that is distracting, disruptive or dangerous.

Off-Campus Conduct

Students may be disciplined for off-campus conduct that may endanger the health or safety of pupils and/or staff within the educational system or adversely affect the educative process.

West Islip Public Schools
ELEMENTARY SCHOOL CODE OF CONDUCT

This document serves as a minimum range of consequences, and in no way limits the Superintendent of Schools and/or District Administrators from taking the appropriate actions to ensure a safe and educationally sound learning environment for all students and staff. Any offense may be referred for a Superintendent's Hearing at the discretion of the Principal.

Key	
A – Verbal Warning	E – Suspension: 1-3 Days
B – Lunch Detention and/or Loss of Recess	F – Suspension: 3-5 Days
C – Parent Notification and/or Meeting	P – May result in contact with police
D – Loss of School Privileges/Detention	PP – Will result in contact with police
* - May result in Superintendent's Hearing	

Disciplinary Offense	Administrative Action	
	1 st Offense	Subsequent
VIOLATIONS AGAINST PERSONS		
Assault: Causing physical injury to another person (P – student; PP – staff)	B-E	E-F *
Reckless Endangerment: Actions by a student that cause or could potentially cause harm to other students, staff members or oneself	B-E	B-F *
Physical Harassment (P): Striking, shoving, or kicking another person; or subjecting another person to unwanted physical contact with the intent to harass, annoy, or alarm	B-E	B-F
Fighting / Minor Altercations (P): Two or more parties contributing to a situation by physical means	B-E *	B-F *
Horseplay: Roughhousing behavior / “play fighting” that could or does result to physical injury	A-E	A-F
Intimidation, Harassment, Menacing, Teasing, Taunting, or Bullying (P): Threatening, stalking, or seeking to coerce or compel a person to do something; engaging in verbal conduct that threatens another with harm. This includes any form of harassment that does not involve physical contact, but does involve the perceived threat of harm, including verbal taunts.	B-E	B-F *
Discriminatory Practice and/or Sexual Harassment: Communication or activities (such as the use of epithets or slurs involving race, ethnicity, national origin, religion, gender, sexual orientation, age, or disability) that are offensive to others based on, but not limited to, the above notations.	B-E *	B-F *
Verbal Abuse: Disrespectful language to another person (administrator, teacher, staff member, student, school visitor)	B-E	B-F *
Hazing (P): Engaging in the physical or emotional abuse of another student; and/or conspiring in / failing to report hazing.	B-E	B-F *

VIOLATIONS AGAINST PROPERTY	1st Offense	Subsequent
Robbery (P): A forcible stealing of property by using/threatening the use of physical force	Restitution + B-E	Restitution+ B-F
Extortion (P): Obtaining property through coercion	Restitution + B-E	Restitution + B-F
Burglary (P): Entering or remaining unlawfully on school property with the intent to commit a crime	B-E	B-F *
Criminal Mischief (PP) / Willful Damage of Property (P): Intentional destruction of school and/or personal property, including vandalism and graffiti	Restitution + B-E	Restitution + B-F
Theft (P): Unlawful taking of property	Restitution + B-E	Restitution+ B-F
Possession of Stolen Property (P)	B-E	B-F

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY	1st Offense	Subsequent
Arson (PP): Deliberate setting of a fire	F *	F *
Bomb Threat (PP)	F *	F *
False Fire Alarm (PP)	E-F	F *
Explosive Devices (PP): Possession and/or detonation of fireworks or other explosive devices (such as ammunition, smoke and stink bombs, paint bombs, and snappers)	E-F *	F *
Discharging Fire Extinguisher	E-F	E-F
Open Flame: Use or possession of matches, lighters, or other ignition devices on school property	Confiscation + A-E	Confiscation + A-F
Weapons Possession: Having or bringing a weapon onto school property (including knives of any type or size) Deadly Weapon (PP) Other (P) Laser Pointer	F * B-E * B-D	F* B-F * B-E
Controlled Substances /Drugs (PP): Possession, use, sale, or distribution of any controlled substance; and/or under the influence of such substance	Counseling referral + E-F *	Counseling referral + F *
Alcohol (P): Possession, use, distribution, and/or under the influence of alcohol	Counseling referral + C-E *	Counseling referral + C-F *
Tobacco (P): Possession, use, and/or distribution of any type of tobacco product	Counseling referral + C-E *	Counseling referral + C-F *

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES	1st Offense	Subsequent
<i>Insubordination:</i> Willful refusal to follow given directions by an administrator, teacher, or staff member	B-E	B-F
<i>Disruptive Behavior:</i> Any behavior that is disruptive; such as, but not limited to pushing, hitting, slapping, shoving, running, yelling, pranking, and spitting	B-E	B-F
<i>Forgery (P):</i> Falsifying signatures, dates, and/or data	A-E	B-F
<i>Leaving a classroom and/or the school building without permission</i>	A-E	B-F

VIOLATIONS AGAINST ACADEMIC INTEGRITY	1st Offense	Subsequent
<i>Cheating / Copying another's work / etc.</i>	Academic Penalty + A-C	Academic Penalty + A-D
<i>Plagiarism of Assignment / Research Paper</i>	Academic Penalty + A-C	Academic Penalty + A-D

VIOLATIONS AGAINST PUBLIC DECENCY	1st Offense	Subsequent
<i>Gambling / Possession of Related Items for gambling purposes</i> (cards, dice, etc.)	B-D	B-E
<i>Obscenity/Profanity (P):</i> language, gestures, drawings or clothing that are obscene or profane	B-E	B-F
<i>Violation of Dress Code</i>	Modify attire	Modify attire + B-D

VIOLATIONS AGAINST STUDENT TRANSPORTATION REGULATIONS	1st Offense	Subsequent
<i>Engaging in dangerous, disruptive or inappropriate conduct while on a school bus</i>	A-C + Possible Suspension of Bus Privileges	A-D + Suspension of Bus Privileges

VIOLATIONS REGARDING ELECTRONIC DEVICES	1st Offense	Subsequent
<i>Use of electronic devices such as, but not limited to cell phones, i-pods, beepers, video games and pagers, during the school day</i>	Confiscation + A-D	Confiscation + A-E
<i>Use of electronic devices (including, but not limited to cell phones, instant messages, e-mail, and the internet) to harass, invade privacy, or transmit inappropriate information/photos/video of self or others (P)</i>	B-E	B-F
Abuse of School Computers:	Restitution +	Restitution/ Suspension of Computer Access +
Damage of equipment/software through a physical act or electronic means	B-E	B-F
Utilization of school software to harass and/or invade the privacy of others (P):	B-E	B-F *
Violations of <i>Acceptable Use Policy</i> (AUP):	B-F	B-F

West Islip Public Schools MIDDLE SCHOOL CODE OF CONDUCT

This document serves as a guideline for a minimum range of consequences, and in no way limits the Superintendent of Schools and/or district administrators from taking the appropriate actions to ensure a safe and educationally sound learning environment for all students and staff. Any offense may be referred for a Superintendent's Hearing at the discretion of the Principal.

Key	
D – Detention	P – May result in contact with police
DD – Double Detention	PP – Will result in contact with police
ISS - In-School suspension	+ Additional penalty may apply
OSS – Out-of-School Suspension	* May result in a Superintendent's Hearing
S – Suspension (OSS or ISS)	

Disciplinary Offense	Range of Administrative Action	
	1 st Offense	Subsequent
VIOLATIONS AGAINST PERSONS		
Robbery (PP): forcible stealing of property from a person by using or threatening the use of physical force	3-5 days S	5* days S
Assault with Serious Physical Injury (PP): causing physical injury to another person requiring hospitalization	3-5 days S	5* days OSS
Assault with Physical Injury: causing physical injury to another person (P – student; PP – staff)	1-5* days S	2-5* days S
Reckless Endangerment: engaging in behavior which creates a serious risk of injury to self or others	1-3 days S	2-5 days S
Physical Harassment (P): striking, shoving, or kicking another person or subjecting another person to unwanted or inappropriate physical contact with the intent to harass, annoy, or alarm another person	1-3 days S	2-5* days S
Fighting / Minor Altercation (P): two or more parties contributing to a situation by physical means	1-3 days S	2-5 days S
Horseplay / Roughhousing: behavior or physical contact that could or does lead to physical injury	D-2 days S	DD-3 days S
Intimidation, Harassment, Menacing, Teasing, Taunting, or Bullying (P): threatening, stalking, or seeking to coerce or compel a person to do something; engaging in written or verbal conduct that threatens another with harm. Includes any form of harassment that does not involve actual physical contact, but does involve the perceived threat of harm, including verbal harassment.	D-3 days S	1-5* days S
Verbal Abuse: disrespectful language to another person To a staff member To another student	1-3 days S D-2 days S	2-5 days S DD-2+ days S
Hazing (P): engaging in physical or emotional abuse of a team/club member; failing to report hazing	1-3 days S	1-5* days S

VIOLATIONS AGAINST PROPERTY	1st Offense	Subsequent
Extortion (P): obtaining property or assistance through coercion	Restitution + 1-5 days S	Restitution + 2-5* days S
Burglary (PP): entering or remaining unlawfully on school property with the intent to commit a crime	1-3 days S	3-5 days S
Criminal Mischief / Willful Damage of Property (P): intentional destruction of school and/or personal property, including vandalism and graffiti	Restitution + 1-5 S	Restitution + 1-5 S
Theft (P): unlawful taking of property valued over \$5	Restitution + 1-5 days S	Restitution+ 2-5* days S
Theft: taking of supplies / food or beverage with a value under \$5 without express permission from the owner	Restitution + D-1 day S	Restitution+ 1-5 days S
Possession of Stolen Property (P)	1-3 day S	2-5 day S

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY	1st Offense	Subsequent
Arson (PP): deliberate setting of a fire	5* days S	5* days OSS
Bomb Threat (PP)	5* days S	5* days S
False Fire Alarm (PP)	3-5* days S	5* days S
Explosive/Nuisance Devices: use or possession of fireworks, smoke or stink bombs, snappers, paintballs or other devices creating a public nuisance or disturbance	1-5 days S	2-5* days S
Discharging Fire Extinguisher	1-3 days S	2-5* days S
Open Flame: use of matches, lighters, other ignition devices or possession of such on school property, unless supervised by a staff member	Confiscation + 1 day S	Confiscation + 2-5 days S
Riot (P): four or more persons simultaneously engaging in tumultuous and violent conduct	5* days S	5* days S
Weapons Possession: having or bringing a weapon onto school property (including knives of any type or size) Firearm/deadly weapon (PP) Others (P) Laser pointers	5* days OSS 1-5* days S 1 day ISS	5* days OSS 2-5* days S 1+ days ISS
Controlled Dangerous Substances /Drugs (PP): possession of any substance and/or paraphernalia, use, sale, distribution, and/or under the influence of such	2+ days S + counseling referral	3-5* days S + counseling referral
Alcohol (P): possession, use, sale, distribution, and/or under the influence	2+ days S + counseling referral	3-5* days S + counseling referral
Tobacco: use or possession of any tobacco product or related items, including rolling paper, lighter, matches, etc.	1 day S + program referral	1-3 days S + program referral

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES	1st Offense	Subsequent
<i>Insubordination</i> : willful refusal to follow given directions	DD-3 day S	1-5 days S
<i>Disruptive Behavior</i> :	D-2+ S	1-5 day S
<i>Disruptive Behavior in Cafeteria</i>	1-5 days lunch detention - 2 days S	D-2+ days S
<i>False Identification</i> : refusal to give or giving false identification when requested to do so by a staff member	1 day S	1-2+days S
<i>Forgery (P)</i> : falsifying signatures, dates, and/or data	D-1 day S	1+ days S
<i>Truancy</i> : not coming to school or arriving late without parent awareness/approval	1+ days ISS	1-3 days ISS
<i>Cutting Class</i>	2 days D for each class cut	1+ days S
<i>Violation of Suspension (P)</i>	1 additional day S	1-2+ additional days S
<i>Failure to Stay for Detention</i>	1-2 additional days D	1-2+ days S
<i>Lateness to School</i> : 5 times per quarter	1+ days D	1+ days DD

VIOLATIONS AGAINST ACADEMIC INTEGRITY	1st Offense	Subsequent
	Academic penalty as per policy +	
<i>Plagiarism of assignment / research paper</i>	D-1 day S	1+ days S
<i>Cheating / Copying Another's work / etc.</i>	D-1 day S	1+ days S

VIOLATIONS AGAINST PUBLIC DECENCY	1st Offense	Subsequent
<i>Gambling / Possession of Related Items</i> (cards, dice, etc.)	1 day S	1-2+ days S
<i>Sexual Harassment</i> : Communication or activities that are offensive to another's gender or sexual orientation	1-3 days S	1-5* days S
<i>Obscenity/Profanity (P)</i> : language, gestures, drawings or clothing that are obscene or profane	D-1 day S	DD-3 days S
<i>Violation of Dress Code</i>	Modify attire	D-1+ days S

VIOLATIONS AGAINST STUDENT TRANSPORTATION REGULATIONS	1st Offense	Subsequent
<i>Unruly Bus Behavior</i> : engaging in dangerous, destructive, or inappropriate actions while on a school bus	Restitution + 1+ days S + Suspension of bus privileges	Restitution + 2+ days S + Suspension of bus privileges

VIOLATIONS REGARDING ELECTRONIC DEVICES	1st Offense	2nd Offense
<i>Use of cellular phones, music devices, video games, beepers, or other electronic devices during the school day</i>	Confiscation	Confiscation + 1+ days D + parent must retrieve device
	<i>Subsequent violations will be dealt with as insubordination</i>	
<i>Use of electronic device during test or quiz, or relaying test information to others at another time (cheating)</i>	Academic penalty per policy +	
	Double D	1-5 S
<i>Use of electronic device to harass or invade privacy, or to transmit inappropriate information/photos of self or others, via cell phones, the internet, e-mail, instant messages, or other electronic means</i>	1-3 S	1-5* S
<i>Abuse of school computers: Damage of equipment / software through physical act or electronic means; use of software at school to harass or invade privacy of others (P); otherwise violating the <i>Acceptable Use Policy</i></i>	Restitution + 1-3 days S	Suspension of computer access + Restitution + 3-5 days S

West Islip Public Schools HIGH SCHOOL CODE OF CONDUCT

This document serves as a guideline for a minimum range of consequences, and in no way limits the Superintendent of Schools and/or district administrators from taking the appropriate actions to ensure a safe and educationally sound learning environment for all students and staff. Any offense may be referred for a Superintendent's Hearing at the discretion of the Principal.

Key	
D – Detention(s)	P – May result in contact with Police
S – Suspension (OSS or ISS)	PP – Will result in contact with Police
ISS – In-School Suspension	* May result in a Superintendent's Hearing
OSS – Out-of-School Suspension	+ additional penalty may apply including OSS
PAC – Parent/Administrator Conference	and a Superintendent's Hearing

Disciplinary Offense	Administrative Action	
VIOLATIONS AGAINST PERSONS	1 st Offense	Subsequent
<i>Homicide (PP)</i>	5* days OSS	5* days OSS
<i>Forcible or other Sex Offenses (PP)</i>	5* days OSS	5* days OSS
<i>Robbery (PP):</i> forcible stealing of property from a person by using or threatening the use of physical force	Restitution + 5* days OSS	Restitution + 5* days OSS
<i>Kidnapping (PP)</i>	5* days OSS	5* days OSS
<i>Assault with Serious Physical Injury (PP):</i> causing physical injury to another person requiring hospitalization	5 days OSS	5* days OSS
<i>Assault with Physical Injury:</i> engaging in behavior which could potentially cause a serious risk of injury to other students, staff members, or oneself (P – student; PP – staff)	3+ days OSS	5* days OSS
<i>Reckless Endangerment:</i> engaging in behavior which creates a serious risk of injury to self or others	1+ days OSS	3+ days OSS
<i>Physical Harassment (P):</i> striking, shoving, or kicking another person or subjecting another person to unwanted or inappropriate physical contact with the intent to harass, annoy, or alarm another person	2 days OSS	5* days OSS
<i>Fighting / Minor Altercations (P):</i> two or more parties contributing to a situation by physical means	1+ days S	3+ day S
<i>Horseplay / Roughhousing:</i> behavior / “play fighting” that could or does result in physical injury	1 day ISS	1+ days ISS
<i>Intimidation, Harassment, Menacing, Taunting, Teasing or Bullying / Verbal Harassment (P):</i> threatening, stalking, or seeking to coerce or compel a person to do something; engaging in verbal conduct that threatens another with harm. Includes any form of harassment that does not involve actual physical contact, but does involve the threat of harm, including verbal harassment.	1+ days OSS	3+ days OSS
	Bias related 3+ days OSS	Bias related 5* days OSS
<i>Verbal Abuse:</i> disrespectful language to another person To a staff member To another student	3 days OSS 1+ days ISS	3+ days OSS 2+ days ISS
<i>Hazing (PP):</i> engaging in physical or emotional abuse of a	Loss of team/club participation +	

team /club member conspiring in or failing to report hazing	5* days OSS 3+ days OSS	5* days OSS 5* days OSS
VIOLATIONS AGAINST PROPERTY	1st Offense	Subsequent
Extortion (P): obtaining property or assistance through coercion	Restitution + 1+ days OSS	Restitution + 3+ days OSS
Burglary (PP): entering or remaining unlawfully on school property with the intent to commit a crime	1+ days OSS	3+ days OSS
Criminal Mischief (PP) / Willful Damage of Property (P): intentional destruction of school and/or personal property, including vandalism and graffiti	Restitution + 1+ days OSS	Restitution + 3+ days OSS
Larceny / Theft (P): unlawful taking of property valued over \$5.00	Restitution + 3+ days OSS	Restitution+ 5* days OSS
Theft: taking of supplies / food or beverage with a value under \$5.00 without permission	1+ days OSS	2+ days OSS
Possession of Stolen Property (P)	1+ days ISS	1+ days OSS

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY	1st Offense	Subsequent
Arson (PP): deliberate setting of a fire	5* days OSS	5* days OSS
Bomb Threat (PP)	5* days OSS	5* days OSS
False Fire Alarm (PP)	5* days OSS	5* days OSS
Explosive Devices (PP): possession and/or detonation of fireworks or other explosive devices	5* days OSS	5* days OSS
Nuisance Devices: use or possession of smoke or stink bombs, snappers, paintballs or other devices creating a public nuisance	Use: 1+ days OSS Possession: 1+ days ISS	5 days OSS 3+ days ISS
Discharging Fire Extinguisher	5 days OSS	5* days OSS
Open Flame: use of matches, lighters, other ignition devices or possession of such on school property, unless supervised by a staff member	Determined by the severity	
Riot (PP): four or more persons simultaneously engaging in tumultuous and violent conduct	5* days OSS	5* days OSS
Weapons Possession: having or bringing a weapon onto school property (including knives of any type or size) Firearm/deadly weapon (PP) Others (P) Laser pointers	5* days OSS 5* days OSS 1 day ISS	5* days OSS 5* days OSS 1+ days ISS
Controlled Dangerous Substances /Drugs (PP): possession of any substance and/or paraphernalia, use, sale, distribution, and/or under the influence of such	5* days OSS	5* days OSS
Alcohol (P): possession, use, sale, distribution, and/or under the influence, refusing to submit to breathalyzer test (per B.O.E. policy)	5* days OSS	5* days OSS
Tobacco: use of any type of tobacco product (For students caught smoking on school grounds, the Suffolk County Board of Health will be notified.)	1 day ISS + program referral	2 days ISS + program referral
Tobacco: possession of any tobacco product or related items, i.e. rolling papers, lighter, matches, etc.	1+ days D	1 day ISS

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES	1st Offense	Subsequent
<i>Insubordination:</i> willful refusal to follow given directions. (Infractions during emergency situations or drills will incur more severe penalties.)	1 day ISS	1+ days ISS
<i>Disruptive Behavior</i>	1+ days D – 1+ days ISS	1+ days ISS
<i>Disruptive Behavior for Substitute</i>	Double above punishment	Double above punishment
<i>Disruptive Behavior in Cafeteria</i>	5 days lunch detention	1 day ISS
<i>False Identification:</i> refusal to give or giving false identification when requested to do so by a staff member	1 day ISS	3 days ISS
<i>Forgery (P):</i> falsifying signatures, dates, and/or data	1 day ISS	3 days ISS
<i>Outside the Building without Permission</i>	1 day ISS	1+ days ISS
<i>Leaving Early without Signing Out</i>	1 day ISS / PAC	1+ days ISS
<i>Truancy:</i> not coming to school or arriving late without parent awareness/approval	1 day D per period missed	1 day DD per period missed
<i>Cutting class</i> (and staying in school)	1 day D per period missed	1+ days ISS
<i>Cutting a Substitute</i>	Double above punishment	Double above punishment
<i>Violation of Suspension (P)</i>	1 additional day S	2 additional days S
<i>Disruptive Behavior in ISS Room</i>	1 day OSS	1+ days OSS
<i>Failure to Stay for Detention</i>	1 day ISS/ PAC	1+ days ISS

VIOLATIONS AGAINST ACADEMIC INTEGRITY	1st Offense	Subsequent
	Academic penalty per policy +	
<i>Plagiarism of assignment / research paper</i>	1 day ISS	1+ days ISS
<i>Cheating / Copying another's work / etc.</i>	1+ days D	1 day ISS

VIOLATIONS AGAINST PUBLIC DECENCY	1st Offense	Subsequent
<i>Gambling / Possession of Related Items</i> (cards, dice, etc.)	1 day ISS	1+ days ISS
<i>Discriminatory Practice / Sexual Harassment:</i> Communication or activities that are offensive to another's gender or sexual orientation	Meeting with Complaint Officer	
	1+ days OSS	3+ days OSS
<i>Obscenity/Profanity (P):</i> language, gestures, drawings or clothing that are obscene or profane	Determined by the severity	1+ days ISS
<i>Violation of Dress Code</i>	Modify attire	1+ days ISS

VIOLATIONS AGAINST STUDENT TRANSPORTATION REGULATIONS	1st Offense	Subsequent
<i>Violating Traffic Rules / Reckless Driving (P):</i> driving in a manner that endangers people and/or property	4 wks S of Parking Pass	Revocation of Parking Pass
<i>Taking Underclassmen off Campus in Senior's Vehicle</i>	4 wks S of Parking Pass	Revocation of Parking Pass
<i>Abusing Lunch Release / Early Release Privileges</i>	1 day ISS	1+ days ISS
<i>Unruly Bus Behavior:</i> engaging in dangerous or destructive actions while stopped or during the ride, especially those which distract the driver	1+ days ISS Possible Suspension of Bus Privileges	3+ days ISS + Suspension of Bus Privileges

VIOLATIONS REGARDING ELECTRONIC DEVICES	1st Offense	Subsequent
<i>Use of personal electronic devices</i> such as cellular phones, music devices, video games, etc., <i>is strictly prohibited</i> during the school day. During class time, phones may not be visible, must be off , and may not be used for text messaging or taking photos/video, and may not ring, beep, buzz, vibrate, etc. to indicate that a message awaits.	In school: 1 day detention	In school: PAC + 2 days detention
	<i>Subsequent violations will be dealt with as insubordination</i>	
	During class: 1 day ISS	During class: 2+ days ISS
Cell Phones are permitted <i>with a pass</i> in offices, phone booths, and at the attendance window only . Students may not leave class to be on the telephone, nor use a phone call as an excuse to be late for class or standard consequences will apply. Personal music devices may be used in the cafeteria and/or study halls only .		
<i>Use of electronic device during an emergency situation</i> such as fire drills, building evacuations, etc., until given the "all clear" to do so by the Administration	Determined by the severity and/or at the discretion of the Administration	
<i>Use of electronic devices during a test or quiz or relaying test info to others at a later time (cheating)</i>	Academic penalty per policy +	
	1+ days OSS	3+ days OSS
<i>Use of electronic devices during a State Exam (Regents/RCT)</i>	Invalidation of NYS Exam Grade	
<i>Use of electronic devices to harass, invade privacy, or transmit inappropriate info/photos/video of self or others (P)</i> (i.e. via internet, e-mail, instant messages, cell phones, digital photos, video clips, etc.) Cell / camera phone use in locker rooms is <i>strictly prohibited</i> and subject to prosecution. (PP)	3+ days OSS	5+ days OSS
Abuse of School Computers:		Suspension of computer access +
Damage of equipment / software through physical act or electronic means	Restitution + 1+ days OSS	Restitution + 3+ days OSS
Using software at school to harass or invade privacy of others (P)	3 days OSS	5* days OSS
Otherwise violating the Acceptable Use Policy (AUP)	1+ days ISS	3+ days OSS

**Disciplinary Offenses and Resulting Administrative Actions:
Consequences for Unacceptable Behavior**

The West Islip School District has adopted a uniform discipline code for all students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, the Principal and the Assistant Principal shall apply the code based on the student's prior disciplinary record, consistent with the district Code of Conduct. Follow-up with the referring staff member shall be the responsibility of the Principal, Associate/Assistant Principals, and Deans. Follow-up with parents shall be the initial responsibility of the referring teacher.

Consequences of unacceptable behavior include detention, in-school suspension, out-of-school suspension, and loss of privileges. Any student whose behavior continues to be unacceptable shall be referred to the appropriate pupil personnel service and/or an alternative school setting. Following is a listing of disciplinary offenses and the actions that the Principal, Associate/Assistant Principals, and Deans shall enforce for infractions of the Code of Conduct. It is recognized that on a rare occasion extenuating circumstances may make other administrative options more appropriate. Administrative actions will be more severe when the offense is directed towards a member of the staff (i.e. Custodians, Bus Drivers, Teaching Assistants, Teacher Aides, Secretaries, Teachers, and Administrators). Students who are suspended shall not participate in any school activities until the time of reinstatement.

Note: A parent conference may be required for each suspension. Conferences are conducted during the normal school day.

A. Administrative Actions

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of 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 misconduct he/she is alleged to have committed, and must investigate 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 discipline.

Students who receive penalties other than verbal warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed.

1. Detention

The Board of Education believes that detention is an effective method of discipline for students. A student who violates the student disciplinary code may be assigned detention by the building Principal or designee. In order for a student to be placed in detention, the Building Principal and the parent or guardian must be notified, and the student must have transportation home.

2. Transportation Suspension

When a student does not comply satisfactorily with bus rules, school bus personnel must report violations to the building Principal. Riding privileges may be suspended when problems become serious and result in a compromise of rider safety. In these cases the parent will be responsible for getting the student to and from school. Should the suspension from transportation result in a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. Reasonable

opportunity will be provided for informal conferences between the building Principal and the student and the student's parent to discuss the conduct and the penalty involved.

3. Suspension from Extracurricular Participation and Other Privileges

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In School Suspension

The Board 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 of Education authorizes Principals and 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". The in-school suspension teacher will be a certified teacher.

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 parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

B. Suspension from School

Suspension from school is a severe consequence that may be imposed upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of self or others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the building Principals (short-term suspension) or the Superintendent (long-term suspension).

Any staff member may recommend to the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal for violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

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

Students may be suspended from school for insubordinate, disorderly, violent or disruptive behavior, or for conduct that otherwise endangers the safety, morals, health or welfare of him/herself or others. Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom shall be referred to the building Principal for removal from class for a suspension of up to five days. For the purpose of this Code of Conduct "being repeatedly

and substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by the teacher, pursuant to Education Law §3214 and this Code, on four or more occasions during semester, or three or more occasions during a trimester. If suspension is proposed, the student and the student's person(s) in parental relation will be given the same notice and opportunity for a hearing given to all students subject to suspension.

All requirements of law shall be followed:

- Suspensions may be made by a Principal for a period of time not to exceed five school days.
- Suspensions may not be approved by any other staff member.
- The student being suspended must be told of the suspension and the reason for the suspension by the appropriate administrator.
- The person in parental relation to the student is to be notified immediately with a letter to follow.
- The written notice must be delivered to the last known address of the parents through one or more of the following means: delivery by district personnel, delivery by express mail, personal delivery, or delivery by some other means that is reasonably calculated to assure receipt of the notice within 24 hours. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
- The student and person in parental relation to the student shall, on request, be given an opportunity for an informal conference with the building administrator. At the informal conference, the pupil and/or the pupil's parent have the right to present the pupil's version of the incident, and to question the complaining witness(es) against the pupil.
- A copy of the suspension letter shall be placed in the student's file.
- Upon return to school for reinstatement, the student should be accompanied by either or both parents/guardians for a reinstatement interview, if possible.
- **An appeal of a decision from the Principal must be made, in writing, to the Superintendent no later than fifteen (15) days from the date of suspension. An appeal of the Superintendent's decision must be made, in writing, to the Board of Education no later than fifteen (15) days from the date of the Superintendent's decision. (Policy 7313)**

2. Long Term (more than 5 days) suspension from school; Permanent Suspension: As prescribed by law, the following behaviors are serious enough to justify long term (more than 5 days) suspension from school, or permanent suspension:

- a. Bringing a weapon to school:** Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for one calendar year. Before being suspended, the student will have an opportunity for a hearing in the district pursuant to Education Law §3214. The Superintendent has the authority to modify the term of the suspension on a case-by-case basis. In deciding whether to modify the suspension period the Superintendent may consider the student's age, grade in school, prior disciplinary record, potential effectiveness of other forms of discipline, input from parents, teachers, and/or others, other extenuating circumstances.
- b. Committing violent acts other than bringing a weapon to school:** Any student who is found to have committed a violent act other than bringing a weapon onto

school property shall be subject to suspension from school for one calendar year. The Superintendent has the authority to modify the term of suspension on a case-by-case basis using the same factors as were described above for modifying a one year suspension for possessing a weapon.

- c. **Students who repeatedly are substantially disruptive of the educational process, or substantially interfere with the teacher's authority over the classroom.** Any student who is found to be repeatedly substantially disruptive of the educational process, or substantially interfere with the teacher's authority over the classroom, shall be subject to suspension from school for one calendar year. The Superintendent has the authority to modify the term of suspension on a case-by-case basis using the same factors as were described above for modifying a one-year suspension for possessing a weapon.
- d. **Other reasons deemed appropriate by the Superintendent** may result in a suspension greater than five school days.

If the proposed suspension exceeds five days, the student and person(s) in parental relation will be provided with an opportunity for a fair hearing, upon reasonable notice.

- During the conduct of the hearing, the pupil will be provided with notice of the following rights:
 - Representation by counsel.
 - To question complaining witnesses against the pupil
 - To present witnesses and evidence on the pupil's behalf.
 - To have the Superintendent issue subpoenas on the pupil's behalf.
 - To make a statement on his/her own behalf.
 - To have a record maintained.
 - To findings of fact by the Superintendent.
 - To prior notice of contents of the pupil's records, and the opportunity to rebut its effect before penalty is determined.
 - To appeal to the Board of Education.
- A record of the hearing will be maintained.
- **When a student is suspended for more than five (5) days, the Superintendent or his/her designee shall convene a hearing pursuant to Education Law Section 3214. An appeal of a decision from the Superintendent of his/her designee must be made, in writing, to the Board of Education no later than thirty (30) days from the date of the hearing.**

C. **Teacher Removal of Disruptive Students**

On occasion, a student's behavior may become substantially disruptive. For purposes of this Code of Conduct, this student is one 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. For students with a Behavior Intervention Plan, the teacher should employ the components of the student's Behavior Intervention Plan, and, if the disruptive behavior continues to be substantial, a formal removal process may begin concurrent with the safeguards of I.D.E.A. and the stipulations of the student's I.E.P. Students who are substantially disrupting or substantially interfering with the class may be removed for up to five days.

The procedural requirements for a formal removal by a teacher of a student are:

- 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 formally removed and give the student an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal conversation may a teacher formally remove a student from class.
- If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be formally 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.
- The teacher must complete the established form for a formal removal by a teacher and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the formal removal and to present the form. If the principal or designee 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 or designee prior to the beginning of classes on the next school day.
- Within 24 hours after the student's formal removal by a teacher, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been formally removed from the class and include an explanation. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee and the teacher to discuss the reasons for the formal removal.
- The written notice must be delivered to the last known address of the parents through one or more of the following means: delivery by district personnel, delivery by express mail, personal delivery, or delivery by some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's formal removal by the teacher. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
- If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was formally removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's formal removal by a teacher. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the formal removal of the student from class if any one of the following is found:

- The charges against the student are not supported by substantial evidence.
- The student's formal removal is otherwise in violation of law, including the district's Code of Conduct and/or federal or state laws regarding the education of students with disabilities.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed. *Four removals within one semester will result in a suspension.*

The principal or his or her designee may overturn a formal removal by a teacher 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 principal makes a final determination, or the period of the formal removal expires, whichever is less.

Any disruptive student who is formally removed from the classroom by the classroom teacher shall be offered continued educational programming and activities by a certified teacher in an alternate setting until the student is permitted to return to the classroom.

It is recommended that each teacher keep a complete log for all cases of formal removal of students from his or her class.

It is recommended that the principal keep a building log of all formal removals by teachers of students from class.

D. Referrals: In-School, Outside Agencies, Law Enforcement, Courts & Other Legal Actions

1. Referrals

- **Counseling** - The Counseling (Guidance) Department shall handle all referrals of students to counseling.
- **PINS Petitions** – Upon meeting legal requirements, the district may file a PINS (Person In Need of Supervision) in Family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by Part One of Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student incorrigible, ungovernable, or habitually disobedient, and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possesses controlled dangerous substances/ drugs in violation of Penal Law 221.05.

2. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, except any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20.
- b. Any student age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

3. Referrals to Child Protection Services and Other Human Rights Agencies

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 investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to the Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the 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.

VIII. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the district will take immediate steps to provide alternative means of instruction for the student.

IX. DISCIPLINARY PROCEDURES AND PENALTIES FOR STUDENTS WITH DISABILITIES

Generally, if a student with a disability infringes upon the established rules of the district, disciplinary action shall be in accordance with the procedures set forth in this Code of Conduct. However, due to the protection afforded to students with disabilities under federal law, the suspension of such students presents a situation requiring the consideration of additional factors.

The Board of Education and staff recognize students with disabilities often display an array of behaviors that would be deemed disruptive within a regular education setting. These behaviors may include conduct that is disorderly, insubordinate, disruptive, violent, or conduct that endangers the health, safety or welfare of students and others as defined in this Code of Conduct. The district's special education programs incorporate behavior management systems as part of the overall instructional program that is designed to address the range of student behaviors.

A. General Procedures for Disciplining Students With Disabilities

Generally, if a student with a disability is being disciplined for an infraction that was not a direct result of the child's disability, or if the penalty imposed does not result in suspension that results in removal of the student for more than 10 cumulative days in a school year, then the child may be disciplined in the same manner and for the same duration as a non-disabled student.

If short-term suspensions result in removal of the student for more than 10 cumulative days in a school year, including days of in-school suspension, a manifestation determination must be conducted. A long-term suspension (over 10 school days) of a student with a disability constitutes a change in placement, and is subject to the provisions of federal law.

If a student has a disability, or school officials should reasonably suspect the student has a disability, the hearing process required by Education Law Section 3214 must be divided into several parts. A manifestation determination by the “Manifestation Team” must be conducted to determine whether the conduct underlying the charges relates to a disability. The Manifestation Team is comprised of a representative of the school district, the parent/guardian, and relevant members of the Committee on Special Education (CSE) as determined by the parent/guardian and the school district.

The Manifestation Team must review all relevant information in the student’s file, including the student’s Individual Education Program (IEP), any teacher observations, and any relevant information provided by the parents to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability, or if the conduct in question was the direct result of the district’s failure to implement the IEP.

If the behavior is determined not to be related to the child’s disability, discipline may be imposed in the same manner and for the same duration as a non-disabled student, provided the student receives the services necessary to enable the student to make progress with regard to the goals on the child’s IEP and the general curriculum.

If the behavior is determined to be related to the child’s disability, the CSE or Section 504 Committee must meet and consider the need for modifications in the child’s IEP. A functional behavioral assessment (FBA) and a behavior intervention plan (BIP) must be conducted or modifications made to an existing plan, if necessary, to address the behavior.

The procedures above also apply to a student presumed to have a disability.

B. Placing A Student in an Interim Alternative Education Setting (IAES)

An Interim Alternative Education Setting (IAES) is defined as a temporary educational placement for a period of up to 45 school days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred that enables the student to continue to progress in the school’s general curriculum, although in another setting, including those described in the student’s IEP, that will enable the student to meet his/her IEP goals, and include services and modifications to address behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring (8 NYCRR §201.2(k)).

Following a Superintendent’s hearing, the Superintendent may order the placement of a student with a disability in an IAES, to be determined by the CSE, if the student’s misconduct involves one of the following circumstances.

- The student carries or possesses a weapon (as defined by IDEA) to or at school, on school premises, or to or at a school function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function.
- The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

In addition, the District may seek to place a dangerous student in an IAES. However, if the student’s parents do not consent to such a placement, the district may request an expedited hearing to seek an order from an impartial hearing officer to place the child in an IAES. If

placement in an IAES is ordered by a hearing officer for a dangerous student, the CSE must meet to determine the IAES.

The procedures above also apply to a student presumed to have a disability.

X. VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. 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 will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school and state their business. They will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may be required to register.
4. All visitors who wish to visit 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. Permission for the visit must be obtained from both the teacher and the building administrator.
5. Teachers must not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
8. When individual members of the Board of Education visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

XI. RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY

The Board of Education recognizes that the fundamental purpose of the local schools is to develop lifelong learners who, as they pursue truth, will contribute to humanity out of a sense of personal self-worth and dignity. The Board also recognizes that the enrichment and, in fact, the very survival of any group comes about only as its individual members practice self-discipline, and demonstrate behavior which does not infringe or intrude on basic rights and freedoms of others. Responsible exercise of individual freedoms means respect for the democratic process and for the rights of all. Only in an atmosphere of mutual respect, self-restraint, civility and trust among all can these freedoms flourish.

Thus, the Board of Education is committed to the management of its schools in a manner that is consistent with the legal and moral rights of all but which neither tolerates nor condones actions

or conduct in violation of our penal statutes. In setting forth the following regulations, nothing herein is intended, nor shall be construed, to limit or restrict freedom of speech nor peaceful assembly nor any constitutional or legal individual right. These regulations shall not be construed to prevent or limit communication between and among staff members (instructional and non-instructional), or to hamper sound educational practices or to relieve the school system of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of individuals and to maintain that stable environment appropriate to a public school system without which there can be no intellectual freedom. These regulations shall be interpreted and applied to that end.

The following rules are adopted in compliance with Section 2801 of the Education Law. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within ten days, after adoption of such amendment or revision.

These rules are not intended to repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. These rules shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the premises or facilities of the District and also upon or with respect to any other premises or property, under the control of the District, used in its teaching, administrative, service, cultural, recreational, athletic and other programs and activities. In the event that any part of provision of these rules and regulations are invalid, all other remaining provisions shall remain in full force and effect.

A. Prohibited Conduct

Personal injury or physical restraint; property damage

1. No person, alone or with others, shall:
 - a. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to do or to do any act that he/she has a lawful right not to do.
 - b. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
 - c. Willfully damage or destroy property of the District nor remove or use such property without proper authorization.
 - d. Willfully take, damage, alter or destroy files, records, documents or other property of the District without appropriate authorization.

Disruption

1. No person shall disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
2. No person shall obstruct the free movement of persons and vehicles in any place to which these rules apply.
3. No person shall enter upon and remain in any building or facility of the District for any purpose other than its authorized uses, or in such manner as to obstruct authorized use by others.
4. No person shall do anything to disrupt any sports event, social event, or meeting of any sort conducted by or sponsored by the West Islip Union Free School District, or do anything to prevent others at such events from their enjoyment thereof.

5. No person shall willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

Trespassing

1. No person shall enter any office of any administrative officer, teacher, or staff member without permission.
2. No person shall remain in any building or facility after it is normally closed without authorization.
3. No person shall refuse to leave any building or facility after being requested to do so by an authorized School District employee.
4. No person shall be on school property unless engaged in a district authorized activity.

Weapons

No person shall bring upon any premises to which these rules apply any rifle, shotgun, pistol, revolver, or other firearm or weapon, unless written authorization for such be obtained in advance from a building Principal or Superintendent.

Smoking, Drugs, and Alcoholic Beverages

Smoking is prohibited in school buildings and on school grounds. No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or illegal or non-prescribed "controlled substance" ("controlled substance" as defined by Penal Law Section 220.00).

B. Penalties

1. Any student who violates any of the rules of conduct shall be subject to immediate and appropriate disciplinary action. Such disciplinary action may include one or more of the following: warning, reprimand, loss of privilege suspension or expulsion.
2. Any licensee or invitee who violates any of the rules of conduct shall have his or her authorization to remain on the school property withdrawn and shall be directed to leave the premises. Upon failure or refusal to do so, such person shall be ejected from the school property and subject to any other appropriate legal process.
3. Any trespasser or visitor without specific license or invitation who violates any of the rules of conduct shall be ejected from the school property and subject to any other appropriate legal process.
4. Any instructional staff member who violates any of the rules of conduct shall be subject to the following disciplinary actions: warning, censure, compulsory restitution, probation, suspension without pay, or dismissal (in accordance with Education Law and applicable collective bargaining agreements.)
5. Any non-instructional staff member who violates any of the rules of conduct shall be subject to the following disciplinary actions: warning, censure, compulsory restitution, probation, suspension without pay, or dismissal (in accordance with Section 75 of the Civil Service law and applicable collective bargaining agreements).

C. Guidelines

1. It is not intended by any provision herein to curtail the rights of parents, students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules, the Superintendent or designee may make reasonable effort to persuade those engaged to use permissible

- methods for the resolution of the issue. In doing so, such school official shall warn such persons of the consequences of persistence in the prohibited conduct, including limiting such person's access to written communication, and/or their removal from any premises of the District where their continued presence and conduct are in violation of these rules.
2. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the Superintendent or designee shall cause the removal of the violator from any premises which he or she occupies in such violation and shall initiate disciplinary action as previously provided.
 3. The Superintendent or designee shall inform any violator that his or her license or invitation is withdrawn and shall direct him or her to leave the school property. Nothing in the paragraph shall be construed to preclude the authorization of the presence of any such person at any time prior to a violation nor to affect his or her liability to prosecution for trespassing or loitering as prescribed in the penal law.
 4. The Superintendent shall be responsible for the enforcement of these rules and shall designate administrators and other personnel to take action in accordance with these rules. When such action has been so taken, either by the Superintendent or designee, the order or directive so made shall be immediately obeyed by the accused person or persons. Such accused person or persons, however, shall retain all rights thereafter of review or appeal afforded him or her by the Education Law, or by any law applicable thereto.
 5. The Superintendent or designee may apply to the public authorities for any aid which he or she deems necessary in causing the removal of any violator of these rules and may request the West Islip Union Free School District Board of Education to apply to any court of appropriate jurisdiction for an injunction to restraint the violation or threatened violation of these rules or use any other legal process available to enforce these rules.

XII. DISSEMINATION AND REVIEW OF CODE OF CONDUCT

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

- Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
- Making copies of the code available to all parents at the beginning of the school year.
- A summary of the Code of Conduct written in plain language shall be provided to all parents of district students before the beginning of the school year and making this summary available later upon request.
- Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
- Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- Making copies of the code available for review by students, parents and other community members.
- Establishing guidelines and programs for in-service education for all District staff to ensure effective implementation of school policy on school conduct and discipline.

The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

B. Review of Code of Conduct

- The Board will review this Code of Conduct periodically (at least annually), and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.
- The Board may appoint an advisory committee to assist in reviewing the code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.
- Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.
- The Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.