

CODE OF CONDUCT DEFINITIONS

Developed March 1, 2001

Revised June 2023

The Friendship Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has developed a set of expectations on school property and at all school-sponsored functions. These functions are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS:

The Friendship Central School 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 to:

1. A safe, healthy, orderly and civil school environment.
2. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school event, function or activity.

STUDENT RESPONSIBILITIES:

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend every school day, unless they are legally excused
4. Be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React and respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.

8. Ask questions when lacking understanding.
9. Seek help in solving problems.
10. Dress appropriately for school and school-sponsored functions.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Be responsible for supplying information of importance to the appropriate staff member in any case where any person and/or property is endangered.
14. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for All Students Act.
15. Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
16. Report and encourage others to report any incidents of intimidation, harassment or discrimination.

ESSENTIAL PARTNERS

A. PARENTS

All parents are asked to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are minimal and for reasons that are legally excusable in accordance with the District Attendance Policy.
5. Ensure their children are dressed and groomed in a manner consistent with the student dress code and conducive to learning.
6. Work collaboratively with teachers and administrators to teach their child that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know and support school rules and help their children understand them.
8. Exemplify an enthusiastic and supportive attitude toward school and education by acquainting with their child's school, staff, curriculum, and activities. This may include attending parent/teacher conferences, meetings, school functions, and contacting staff regarding concerns.
9. Establish positive working relationships with school personnel and other families.
10. Assist their child in dealing effectively with peer pressure. Work collaboratively with teachers and administrators to teach their children about the ramifications of destructive peer pressure and teasing.
11. Provide accurate family information (ex. address, contact information, legal custody orders, etc.), inform school officials of changes in a home situation that may affect student conduct or performance, and work in cooperation with the school regarding school-related issues.

12. Provide a place for study, ensure homework assignments are completed and submitted on time, and assist their child in acquiring the skills necessary to be organized, prepared learners.
13. Demonstrate dependability, integrity and other standards of ethical conduct, including monitoring their child's online activity (ex. social media) and encouraging students to be responsible in their use of electronic communication.
14. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.
15. Report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
16. Report any school-related safety concerns to a building administrator.

B. TEACHERS

All district teachers will strive to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
3. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, hair, disability, which will strengthen students' self-concept, and promote confidence to learn.
4. Know district/school policies and rules, abide by them, and enforce them in a fair and consistent manner.
5. Be prepared to teach and demonstrate an interest in teaching and professional development.
6. Be knowledgeable about and apply effective classroom/building behavior management strategies.
7. Know their students as learners and demonstrate a commitment to student achievement.
8. Establish positive working relationships with students, parents and other teachers.
9. Communicate regularly with students and parents that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
 - Course objectives, requirements and expectations.
 - Grading procedures.
 - Assignment deadlines, requirements and expectations.
 - Classroom rules, procedures and expectations for students.
 - Student progress.
10. Assist students in dealing effectively with peer pressure and emerging personal, social, and emotional issues that affect success at school. Work collaboratively to teach students about the ramifications of destructive peer pressure and teasing.
11. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.

12. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
13. Report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
14. Maintain confidentiality about all personal information and educational records concerning students and their families.
15. Be familiar with district and building emergency and security policies and procedures and assist in their implementation as appropriate/required. Report any school-related safety concerns to a building administrator.

C. COUNSELORS

The Counselors are expected to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, hair, disability, which will strengthen students' self-concept, and promote confidence to learn. setting, which will strengthen students' self-image and promote confidence to learn.
4. Know school policies and rules, abide by them and enforce them in a fair and consistent manner.
5. Assist students in dealing effectively with peer pressure and emerging personal, social, and emotional issues that affect success at school. Work collaboratively to teach students about the ramifications of destructive peer pressure and teasing.
6. Initiate student, parent, teacher, and/or counselor conferences, as necessary, as a means to promote growth and achievement.
7. Regularly review and assist students in their educational progress and future plans.
8. Coordinate intervention support services, as needed, with students, parents and staff.
9. Encourage students to benefit from the curriculum and extracurricular programs.
10. Report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
11. Maintain confidentiality about all personal information and educational records concerning students and their families.
12. Be familiar with district and building emergency and security policies and procedures and assist in their implementation as appropriate/required. Report any school-related safety concerns to a building administrator.

D. COACHES/ADVISORS

All coaches and advisors are expected to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group,

- religion, religious practice, disability, hair, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. Know district/school policies and rules, abide by them, and enforce them in a fair and consistent manner.
 5. Establish good relationships with teachers, parents and their students.
 6. Assist students in dealing effectively with peer pressure and emerging personal, social, and emotional issues that affect success at school. Work collaboratively to teach students about the ramifications of destructive peer pressure and teasing.
 7. Inform school officials when they become aware of changes in a student's home situation that may affect the student's conduct or performance.
 8. Support the development of student participation in appropriate extracurricular activities.
 9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
 10. Maintain confidentiality about all personal information and educational records concerning students and their families.
 11. Be familiar with district and building emergency and security policies and procedures and assist in their implementation as appropriate/required. Report any school-related safety concerns to a building administrator.

E. SUPPORT STAFF (CLERICAL, FOOD SERVICE, TRANSPORTATION, BUILDING & GROUNDS, CUSTODIAL, TEACHER ASSISTANTS/AIDES)

All support staff personnel are expected to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, hair, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. Know district/school policies and rules, abide by them, and enforce them in a fair and consistent manner.
5. Establish good relationships with teachers, parents and their students.
6. Assist students in dealing effectively with peer pressure and emerging personal, social, and emotional issues that affect success at school. Work collaboratively to teach students about the ramifications of destructive peer pressure and teasing.
7. Inform school officials when they become aware of changes in a student's home situation that may affect the student's conduct or performance.

8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
9. Maintain confidentiality about all personal information and educational records concerning students and their families.
10. Be familiar the district and building emergency and security policies and procedures and assist in their implementation as appropriate/required. Report any school-related safety concerns to a building administrator.

E. ADMINISTRATORS

The Administrators are expected to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports-active teaching and learning.
3. Evaluate on a regular basis all instructional programs.
4. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, hair, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
5. Know district/school policies and rules, abide by them, and enforce them in a fair and consistent manner.
6. Require effective classroom management and instruction on a regular basis.
7. Ensure a building-wide behavior management system is in place and supported to meet the needs of all students enrolled in the building.
8. Be responsible for enforcing the Code of Conduct, ensuring that all cases are resolved promptly and fairly.
9. Review the Code of Conduct with their staff at an opening faculty meeting and at least one other time throughout the school year and in response to specific incidents or trends that arise during the school year. Provide a Code of Conduct summary to all staff members during such meetings.
10. Support the development of student participation in appropriate extracurricular activities.
11. Regularly be available to students and all essential partners to receive communications and engage in conversation about issues and concerns.
12. Investigate and appropriately act on incidents of discrimination and harassment that are witnessed or otherwise brought to their attention and report them to Dignity Act Coordinator (DAC) in a timely manner.
13. Maintain confidentiality about all personal information and educational records concerning students and their families.
14. Effectively address and resolve any school-related safety concerns reported by members of the school community. Know their school's emergency and security procedures and ensure their proper implementation.

F. SUPERINTENDENT

The Superintendent is expected to:

1. Lead by example, conducting himself/herself in a professional, respectful, courteous manner.
2. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, hair, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. Know district policies and rules, abide by them, and enforce them in a fair and consistent manner.
5. Review with district administrators the policies of the Board of Education and State and Federal laws relating to school operations and management.
6. Inform the Board of Education about educational trends relating to student discipline.
7. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
8. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to his/her attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
10. Maintain confidentiality about all personal information and educational records concerning students and their families.
11. Effectively address and resolve any school-related safety concerns reported by members of the school community. Know their school's emergency and security procedures and ensure their proper implementation.

G. BOARD OF EDUCATION

The Board is expected to:

1. Lead by example, conducting themselves in a professional, respectful, courteous manner.
2. Collaborate with students and all essential partners to develop a Code of Conduct that clearly defines expectations for the conduct of students, visitors, and district personnel on school property and at school-sponsored functions.
3. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
4. Adopt policies that promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, hair, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.

6. Know school policies and audit them for alignment with district practice.
7. Appoint a Dignity Act Coordinator. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity for All Students Act.

VISITORS TO THE SCHOOL

The Friendship Central School Board of Education encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other staff. Since our school is a place of work and learning, certain limits must be set for such visits. The principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visits at Friendship Central School:

1. Anyone who is not a regular staff member or student at the school will be considered a visitor.
2. All visitors to the school must report to the office upon arrival at the school. There they will be required to sign-in to the visitor's register and will be issued a visitor's 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 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 not be required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/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.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Friendship Central School District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school-sponsored functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school-sponsored functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the

district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

PROHIBITED CONDUCT ON SCHOOL PROPERTY:

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school program or other school activities.
4. Distribute or wear materials on school grounds or at school-sponsored functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of the person's actual or perceived race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Smoke or use any tobacco or nicotine products, including e-cigarettes and/or vaping products, cigars, pipes, chewing or smokeless tobacco on school property or grounds.
11. Possessing and/or using tobacco, tobacco/nicotine products, cigarettes, electronic cigarettes, vaping products, cigars, pipes, chewing or smokeless tobacco, look alike substances, and/or associated paraphernalia, including but not limited to lighters, matches, and other incendiary devices.
12. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
14. Loiter on or about school property.
15. Gamble on school property or at school-sponsored functions.

16. Refuse to comply with any reasonable order of identifiable school officials performing their duties.
17. Violate the Acceptable Use of Technology procedures established by the District.
18. Willfully incite others to commit any of the acts prohibited by this code.
19. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

PENALTIES:

Persons who violate this Code of Conduct shall be subject to the following guidelines:

1. **Visitors/Spectators:** Their authorization, if any, to remain on school grounds or at school functions may be withdrawn/suspended and they may be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by designated security or law enforcement officials. The length of said suspension shall be determined by the severity of the violation, and violators will receive written notice of the district's determination.
2. **Students:** They may be subject to disciplinary action as the facts warrant in accordance with due process requirements.
3. **School Personnel:** They may be subject to disciplinary action as the facts may warrant in accordance with due process requirements.

The building principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his/her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his/her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat or injury to persons or property, the principal or his/her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

DISSEMINATION AND REVIEW

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

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary (in the school calendar) of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. 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.

5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.
7. The Friendship Central School Board of Education will review this code of conduct every year 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.

DISCIPLINE CODE

Revised June 2023

**Our discipline code ensures that teaching and learning will take place
in a setting which is safe and free from disruption.**

Many people believe that discipline is the same as punishment. Our philosophy is different. We believe that discipline is a learned behavior. Students will make some wrong decisions regarding their behavior during their school experience. However, by making the discipline code known, it is hoped that students will use it as a guide to avoid wrong decisions.

The following rules apply to all school-sponsored functions:

We encourage students to:

1. Be on time. Be mentally and physically prepared; have assigned work completed, and necessary materials at hand for each class.
2. Aid in maintaining an atmosphere in the classroom that is conducive to learning.
3. Cooperate with each teacher's individual way of operating the classroom.
4. Treat school issued materials and textbooks with care.
5. Refrain from wasting materials.
6. Be courteous and attentive.
7. Leave room or area that you or a group uses free of debris and in an orderly condition.
8. Use your assignment book throughout the school year.
9. Use proper hallway etiquette.
10. Use bathrooms as designated.

Prohibited are:

1. **Engaging in conduct that is disruptive or disorderly.** Examples of such conduct include, but are not limited to:
 - Engaging in any act which disrupts the normal operation of the classroom, school community, and/or educational process. Students are prohibited from engaging in any behavior that disrupts their learning or the learning of other students.
 - Using language or gestures that are profane, lewd, vulgar or abusive.
 - Possessing, buying, selling or distributing obscene, illegal or inappropriate materials.
 - "Horseplay" or similar inappropriate conduct not motivated by anger or malice, including but not limited to, play fighting or pranks involving physical contact or the risk of physical injury.
 - Running in hallways.
 - Throwing or shooting objects.
 - Making inappropriate or unreasonable noise.
 - Being unprepared for class (repeated, disruptive to classroom procedures)
 - Obstructing vehicular or pedestrian traffic.
 - Loitering, or being on school property, unsupervised, without the purpose of participating in an extracurricular/school activity.

- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - Engaging in public displays of affection.
 - Violating the Student Dress Code as described within this Code, or as further described in any school's guidelines regarding student dress.
2. **Engaging in conduct that is insubordinate.** Examples of such conduct include, but are not limited to:
- Failing to timely comply with the reasonable requests of teachers, school administrators or other school personnel.
 - Being disrespectful to school personnel.
 - Lying, deceiving or giving false information to school personnel.
 - Missing, skipping or being late for school/class, or leaving school without excuse or permission.
 - Skipping assigned discipline sessions (ex. detention)
3. **Engaging in conduct that is violent.** Examples of such conduct include, but are not limited to:
- Committing or attempting to commit an act of violence upon any person lawfully on school property or at a school function.
 - Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause one to fear for his or her physical well-being.
 - Possessing and/or threatening to use a weapon or what appears to be a weapon. Only authorized law enforcement officials may have a weapon in their possession while on school property or at a school function.
 - Communication by any means, including oral, written or electronic (ex. through the Internet, social media, email or texting) on or off school property, where the content of such communication a) can reasonably be interpreted as a threat to commit an act of violence on school property, or b) results in material or substantial disruption to the educational environment.
 - Fighting or provoking a fight.
 - Intentionally damaging or destroying school district property. This includes graffiti or arson.
 - Intentionally damaging or destroying the personal property of any person lawfully on school property or at a school function.
4. **Engaging in conduct that endangers the safety, morals, health or welfare of others.** Examples of such conduct include, but are not limited to:

- Stealing, or attempting to steal, school district property or the property of others. Students are prohibited from taking, including assisting in the taking of, or being in possession of property that does not belong to them.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, internet, YouTube, etc.).
- Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- "Internet bullying" (also referred to as "cyberbullying") including the use of computers, cellular telephones (smart phones), or other electronic devices to use instant messaging, email, websites, social networking sites (such as Facebook), chat rooms, and/or text messages to harass or bully others.
- Intimidating, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act on school property or at a school activity directed against another for the purpose of intimidation, affiliation or membership.
- Sexual harassment, which includes unwelcome sexual advances (ex. inappropriate touching), requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- Indecent exposure or exposing parts of the body that are considered private in a manner that could be interpreted to be lewd or indecent.
- Possessing and/or using tobacco, tobacco/nicotine products, cigarettes, electronic cigarettes, vaping products, cigars, pipes, chewing or smokeless tobacco, look alike substances, and/or associated paraphernalia, including but not limited to lighters, matches, and other incendiary devices.

- Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- Inappropriately using, sharing, selling, or attempting to sell, distributing or exchanging prescription and/or over-the-counter drugs, including dietary supplements, weight loss pills, etc.
- Gambling or wagering for money or something of value on an event with an uncertain outcome in the hope of winning additional money or items of value.
- Extorting or the use of coercion to obtain money, property or services from another person or entity.
- Tampering with an AED device and/or defibrillator cabinet, discharging a fire extinguisher, making a false report, pulling a fire alarm, and/or calling -911 without cause.

5. **Engaging in inappropriate/misuse of technology.**

Students are prohibited from displaying, using or having powered on, any personal technology equipment (i.e. mobile/cellular telephone, Smartwatch, camera, iPod, video camera, laptop, iPad, tablet, e-reader, laser pointer, etc.) or any other type of telecommunication, multimedia or imaging device *during class or instructional time*, except as expressly permitted in connection with authorized use in classrooms. This includes audio and video recording.

While students are permitted to possess such devices and their associated accessories (i.e. headphones, earbuds) during the school day, they are prohibited from using them in any manner that interferes with or is disruptive of the educational process or invades the privacy of, or compromises the safety of students, employees, volunteers, or visitors. This includes in the restrooms and/or locker rooms and/or the videotaping of a physical or verbal altercation. Students are not permitted to use any form of information technology, including their own personal devices to intimidate, harass, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in this Code of Conduct that may be applicable to the circumstances involved.

Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner. The Friendship District is not responsible for loss or damage to any electronic device.

Examples of misuse of technology include, but are not limited to:

- Unauthorized use of personal electronic devices/equipment (ex. cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration) during class or instructional time except when expressly permitted by a teacher or staff member.
 - Unauthorized use of personal computers, laptops, tablets or e-readers and/or other computerized information resources through the district computer system.
 - Harassing or cyberbullying activities through the use of electronic devices, cell phones, photographs or videos.
 - Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, or interfere with the transferring and receiving of electronic communications.
 - Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the district's content filter; using an outside wireless network for a non-instructional purpose; or any other violation of the District Acceptable Use Policy.
6. **Engaging in any form of academic misconduct.** Examples of such conduct include, but are not limited to:
- Plagiarism, or the representation of work or ideas of another person as the student's own.
 - Cheating, or submitting work obtained or copied from another student or obtained from a teacher without permission.
 - Collusion, or supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
 - Forgery, or signing of another person's name with or without their knowledge.
 - Altering records.
7. **Engaging in misconduct while on a school bus or at the bus stop.**

It is crucial for students to behave appropriately while using district transportation to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Insubordination, disorderly, disruptive or violent behavior will not be tolerated. Furthermore, students are expected to adhere to all requirements of the Dignity for All Students Act. while being transported on or waiting for a school bus; students must not engage in harassment, bullying or discrimination.

Examples of such bus misconduct include, but are not limited to:

- Waiting on private lawns or in the street
- Approaching the bus before it comes to a complete stop.
- Bringing live animals, balloons, unwrapped glass containers, aerosol cans or packages having any dimension (length & height & width) exceeding three feet.

- Extending legs, arms or head out of the bus windows.
- Throwing items out of the window or within the bus.
- Exhibiting excessive noise.
- Smoking, eating, fighting or using foul language.
- Opening the doors themselves.
- Using the emergency door except in the case of true emergencies.

Additional Rules and Procedures:

- All book bags and purses over 8.5" wide should remain in lockers during the school day.
- During the time that classes are in session, students will need a pass and must sign out and in on the "Sign Out" list kept by each teacher. Students must have a pre-signed pass to go and see another teacher.
- The elevator is available for use by individuals who are unable to use the stairwells. **Only students with medical authorization are permitted to use the elevator.** The elevator is NOT accessible during a fire drill.
- The faculty room is off limits to all students.
- Textbooks must be covered. This is a student obligation. Lost or damaged books will be paid for by the person to whom the book is originally assigned regardless of whether he/she damaged or lost the book.
- If a student needs to use a telephone, he/she should go to the Main Office.
- We believe that student homework is a valuable learning and teaching tool. Completion of homework is part of each report card grade. Parents are asked to help students set aside time at home to complete their homework and study, **If a student is absent from school because of illness, parents must notify the school BEFORE 8:00 AM, and we will make arrangements to have homework assignments sent to the office for pick-up after 3:00 PM.**

AFFIRMATIVE DUTY TO REPORT

One of the biggest responsibilities that Friendship Central School has is to ensure the health, safety, and welfare of students and staff at all times. Considering this, all students have an affirmative duty to report incidents that are illegal; violent; involve the use, possession, distribution of drugs, alcohol, or tobacco; involve the possession and/or use of weapons; or otherwise compromise the health, safety and/or welfare of students and/or staff. Students should realize that in all cases, the anonymity of a student making a report will be maintained to the greatest extent possible. If it is determined that a student did not follow through on his/her affirmative duty to report; knowingly makes a false statement to staff or administration; or otherwise withholds information crucial to ensuring everyone's health, safety and welfare may be subject to disciplinary actions as deemed appropriate by administration.

HALLWAY CONDUCT

1. A pass is required of all students in the hall during class periods. A student should not visit a teacher unless he/she has been given a pre-signed pass. These passes must be obtained from the teacher whom the student wished to visit PRIOR to the time of the visit.
2. Walk on the right side of the hallway.
3. Walk quietly and in an orderly fashion (do not run).
4. Keep your hands to yourself. Do not slap door frames, etc.
5. Do not obstruct the flow of traffic.

CAFETERIA CONDUCT

1. The assigned teachers or aides are in full charge of the cafeteria. All requests or regulations must be obeyed promptly.
2. Cash only will be accepted; we have a “no” charge policy.
3. Any individual or group using the cafeteria at any time must leave the table areas free of all debris and in an orderly condition.
4. Leftover food and milk must be separated from paper and dishes, and each deposited in the receptacle designated, silverware placed in soaking container and trays stacked.
5. You are not allowed to drink coffee or pop during lunch serving time.
6. NO food or beverages may be taken from the cafeteria.

STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

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

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school-sponsored functions. Clothing and footwear should be safe and appropriate for all classes and classroom 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.

Acceptable Attire:

- Ensure that all private areas are concealed at all times.
- Ensure that undergarments are concealed at all times, excluding straps.
- Ensure that shirts/dresses have a strap over each shoulder.

- Ensure shorts and skirts/dresses are not mini or extremely brief.
- Ensure that the front and back of the rib cage area are concealed at all times.

Acceptable Attire Shall Not:

- Display, promote or encourage alcohol, tobacco or drugs or the use of such items.
- Display, promote or encourage violence, inappropriate language, sexual references or other illegal behavior.
- Include pajamas, slippers, or blankets.
- Include costumes, unless otherwise specified (ex. Halloween or spirit days)
- Hats/headgear may be worn, but only in non-academic settings, such as the hallway and bus. Hats/headgear cannot be worn in classrooms, cafeteria, auditorium, etc.
- Hats/headgear cannot display, promote, or encourage alcohol, tobacco, drugs, violence, inappropriate language, sexual references or any illegal behavior.
- Hats/headgear must not obstruct your face.

Students who are dressed inappropriately will be addressed by faculty, staff, or the administration. They will be given the option of changing clothes, turning shirts with inappropriate words/pictures inside out or borrowing other clothes to wear. Students who refuse to comply with these requests will be considered insubordinate and will have consequences as listed in the Code of Conduct.

DISCIPLINARY CODE OF ACTION

Our district must protect the learning rights of every individual student, but not at the expense of other students who are attempting to learn. There are those students who resist every effort put forth by school personnel involved in the disciplinary process. Despite strict laws requiring attendance, public education is not an absolute right and may be denied to those who fail to follow the rules and regulations of the Friendship Central School District. To forestall the final act of expulsion from school by due process of law, the school has developed the policy that the student is given every reasonable opportunity to learn appropriate behavior patterns before severe punishment becomes necessary.

DISCIPLINARY GUIDELINES

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline.

The Middle School faculty and students implemented a restorative practice model with regards to discipline. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. Our aim is to

develop community and manage conflict and tensions by repairing harm and restoring relationships. We are looking to expand this initiative to our elementary and high school in the near future.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in positively changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability.

*All disciplinary action is at the discretion of the Principal and/or Assistant Principal. Consequences will be administered based on a variety of factors, including the severity of the incident.

DISCIPLINARY GUIDELINES

Students who are found to violate the District's Code of Conduct may be subject to consequences, either alone or in combination. The school personnel listed after each consequence are authorized to impose that consequence, consistent with the student's right to due process.

- Verbal warning – any staff member of the school district
- Written warning – any staff member of the school district
- Restorative practices – any staff member of the school district
- Written parent notification – any staff member of the school district
- Parent conference – any staff member of the school district
- Removal from classroom – teachers, principal
- Lunch detention – teachers, principal, superintendent
- Detention – teachers, principal, superintendent
- Suspension from transportation – principal, superintendent
- Suspension from athletic participation – principal, superintendent
- Suspension from extracurricular activities – principal, superintendent
- Suspension of privileges – principal, superintendent
- Community service – principal, superintendent
- PINS Referral – principal, superintendent
- In-school suspension – principal, superintendent

- Short-term (five days or less) suspension from school – principal, superintendent
 - Long-term suspension (more than five days) suspension from school – superintendent
- Offenses by middle and high school students in the following areas would usually result in building-level suspension of five days along with a referral to a Superintendent Hearing
- Permanent suspension (expulsion) from school – superintendent, Board of Education
 - Police Action – principal, superintendent

*Any discipline obligations owed by a student at the end of the school year will be administered during examination week or carried forward to the next academic year at the discretion of the administration.

*Please note that school sponsored activities, field trips, etc. are considered a privilege. These events can be prohibited to individuals on the basis of poor behavior or poor classroom effort.

Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. Short-term "time-out" in a classroom or in an administrative office.
2. Sending a student to the Principal's Office for the remainder of the class time.
3. Sending a student to a counselor or school psychologist for counseling.
4. Keeping a student for lunch detention (with parental notification)
5. Keeping a student after school (with parental notification)

Time-honored classroom management techniques such as these do not constitute disciplinary removal (formal removal).

Formal Removal of a Disruptive Student from the Classroom

A disruptive student is defined as a student who is a substantial disruption to the educational process or substantial interference with a teacher's authority. This occurs when a student demonstrates a persistent unwillingness to comply with the teacher's classroom behavior rules. (ADMINISTRATION WILL FOLLOW GUIDELINES FROM THE "SAVE" PLAN).

After School Detention

- Detention will be held with the Principal or designated staff member.
- Students and parents will be notified one day in advance.
- Detention will be 3:00 – 4:00 pm on (Monday through Friday).
- Students who are late to detention will NOT be admitted, and they will be counted as having NOT SERVED their detention.
- All students must bring schoolwork to detention. Students who do not bring schoolwork with them will be dismissed from detention, and they will be counted as having NOT SERVED their detention.
- Students are expected to be silent and intent on their work. They are not permitted to look around the room, slouch in their seats, or sleep. Their feet should be on the floor.
- A student is automatically reassigned to the next scheduled detention if he/she is absent or if detention has been canceled, such as during inclement weather.
- Any student who skips an after-school detention will not be allowed to attend after-school functions for that day.

In-School Suspension (ISS):

- In-school suspension will be held with the Principal or a designated staff member.
- Students are responsible for their missed classroom assignments while serving ISS.
- Teachers will send classroom work for the student to complete while serving ISS.
- Any time a student is suspended (either In-School or Out-of-School, he/she is ineligible to participate and/or attend any extra-curricular / athletic activities starting at 3:00 pm on the day that he/she is informed of the suspension and continuing through to the start of school on the day he/she may return to school. This may include weekends as follows:
 - If the student is notified of the suspension on a Friday
 - The student is actually suspended on a Friday
 - The suspension starts before and ends after the weekend

Out-Of-School Suspension (OSS):

Parents are responsible for the supervision of the student. In any case, no such student is allowed to be on school property.

- Any student who receives an out of school suspension will not be allowed to attend after-school functions for the duration of the suspension.
- Students are responsible for their missed classroom assignments while serving OSS.
- After-school time can be requested for classroom assignments.

Permanent Suspension (Expulsion):

Permanent suspension is reserved for extra ordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of the other students, school personnel or any other person lawfully on school property or attending a school function. The Superintendent will deem which behaviors are extreme and warrant such action.

It is the feeling of the Board of Education and Administration that the consequences must match the offense. The course of disciplinary action taken is at the discretion of the administration. The frequency and seriousness of the violation will play a major role in the administration of the punishment.

