

Sherburne-Earlville Central School District

Code of Conduct (Plain Language Summary)

K-12

CODE OF CONDUCT

I. INTRODUCTION/DASA

The Sherburne-Earlville Central School District Board of Education is committed to providing a safe and orderly learning environment where students may receive and Sherburne- Earlville Central School District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other Sherburne- Earlville Central School District personnel, parents, and visitors is essential to achieving this goal.

Sherburne-Earlville Central School District has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization.

In accordance with the Dignity for All Students Act and the District's Dignity for All Students Act Policy 7580 and Regulation 7580R, students have a right to be free from harassment, bullying, including cyberbullying and/or discrimination, including but not limited to harassment, bullying, including cyberbullying and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, by school employees or students on school property, at a school function and/or off school property where such harassment, bullying, including cyberbullying and/or discrimination creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, at school functions, or off school property where such conduct creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly.

Accordingly, in collaboration with students, parents, teachers, and administrators, the Board of Education has established this Code of Conduct.

Unless otherwise indicated, this code applies to all students, teachers, school personnel, parents, and visitors when on Sherburne-Earlville Central School District property or attending a Sherburne-Earlville Central School District function.

II. DEFINITIONS

For purposes of this code, the following definitions apply.

- A. "SECSO" means Sherburne-Earlville Central School District
- B. "Disruptive student" means a student who interferes with the educational process in the classroom, school or school function.
- C. "Parent" means the biological, adoptive or foster parent, guardian, or person in parental relation to a student.
- D. "SECSO property" means in or within any building, structure, play area, parking lot, or land contained within the real property boundary line of a Sherburne-Earlville Central School District facility.
- E. "SECSO function" means any Sherburne-Earlville Central School District sponsored field trip, instructional activity, sports activity or extra-curricular event or activity.
- F. "Weapon" means a firearm as defined in 18 USC 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, air gun, disguised gun, razor, knife, brass knuckles, box cutter,

electronic dart gun, Kung Fu star, or any other substance, material, or item used with the intention of causing physical injury or death.

G. "Violent student" means a student who does one or more of the following:

1. Commits an act of violence upon an SECSO employee.
2. Commits an act of violence upon another student or any other person lawfully on SECSO property or at an SECSO function.
3. Brings a gun or has a gun on SECSO property or at an SECSO function.
4. Shows what appears to be weapon.
5. Threatens to use a weapon.
6. Knowingly damages or destroys the personal property of any student, employee, or parent.
7. Knowingly damages or destroys SECSO property.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

Although the rights of students are not identical to the rights of adults, SECSO is dedicated to defending the rights given to all students under state and federal law. In addition to those rights, all Sherburne-Earlville Central School District students have the right to:

1. A safe, healthy, orderly and civil school.
2. Participation in all SECSO activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
3. Present their version of the relevant events to SECSO personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access to SECSO rules and, when necessary, to receive an explanation of those rules from SECSO personnel.

B. STUDENT RESPONSIBILITIES

All SECSO students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and show respect to other persons and to property.
2. Be familiar with and abide by all SECSO policies, rules, and regulations dealing with student conduct.
3. Attend classes every scheduled day and period unless legally excused, and be on time and prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular pursuits, and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other SECSO personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and SECSO functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of SECSO when participating in or attending SECSO-sponsored extracurricular events, and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Notify a teacher or school official if they have knowledge of any student being harassed or abused.
13. Tell a responsible adult if they have knowledge of any planned violence.

IV. ESSENTIAL PARTNERS IN EDUCATION

A. PARENTS

All parents are expected 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 that all legal absences are accompanied by written excuses.
5. Insist that their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment, and instill in them respect for law, authority, and the rights of others.
7. Know SECS D rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and toward our district.
9. Build good relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Initiate contact with teachers, counselors, and school officials as a way to resolve problems.
14. Attend parent-teacher conferences.
15. Model appropriate standards of conduct, dress, language, and respectful treatment of others.

B. TEACHERS

All SECS D teachers are expected to:

1. Maintain a climate of mutual respect and dignity, reinforcing desired behavior, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know SECS D policies and rules, explain rules of behavior to students, and enforce them in a consistent manner.
5. Communicate the following to parents:
 - a. Course objectives and requirements.
 - b. Marking/grading procedures.
 - c. Assignment deadlines.
 - d. Expectations for students.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Model appropriate standards of conduct, dress, language, and respectful treatment of others.
8. Refer students to counselors when appropriate.

C. NON-TEACHING FACULTY AND STAFF

All non-teaching faculty and staff are expected to:

1. Maintain a climate of mutual respect and dignity, reinforcing desired behavior, which will strengthen students' self-concept and promote confidence to learn.

2. Know SECS D policies and rules, explain the rules of behavior to students, and enforce them in a fair and consistent manner.
3. Maintain a supportive attitude toward education and SECS D.
4. Build good relationships with teachers, parents, and students.
5. Help students deal effectively with peer pressure.
6. Communicate concerns to appropriate faculty members.
7. Model appropriate standards of conduct, dress, language, and respectful treatment of others.

D. SCHOOL COUNSELORS

All school counselors are expected to:

1. Assist and educate students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate conferences with parents, students, teachers, and counselors, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Assist faculty/staff in resolving concerns with students.
7. Act as a resource to parents.

E. ADMINISTRATORS

All school administrators are expected to:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Afford students and staff with the opportunity to communicate regularly with the principal and approach him or her for redress of grievances.
3. Evaluate all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct.

F. SUPERINTENDENT

The superintendent is expected to:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the SECS D Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with SECS D administrators in enforcing the Code of Conduct.

G. BOARD OF EDUCATION

The SECS D Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, SECS D safety personnel and other SECS D personnel to develop a code of conduct that clearly defines expectations for the conduct of students, SECS D personnel, and visitors on school property and at SECS D-sponsored functions.
2. Adopt and review at least annually the SECS D Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting SECS D board meetings in a professional, respectful, courteous manner.

V. STUDENT DRESS CODE

All students are expected to be clean and to dress in an acceptable way. Teachers and all other SECS D personnel should be a model of acceptable dress. Student clothing, jewelry, grooming, and appearance shall:

- A. Be safe, appropriate, and not interfere with the educational process.
- B. Exclude brief garments such as short shirts (no portion of the midriff will be exposed at any time), tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, short shorts and short skirts, etc.
- C. Ensure that underwear is completely covered with outer clothing.
- D. Include footwear at all times. Footwear determined by school officials to be a safety hazard will not be allowed.
- E. Exclude the wearing of outdoor clothing (coats, vests, etc.)
- F. Exclude head dressings, including, but not limited to hats, hoods, bandanas (worn other than headband), visors, sunglasses, etc. Exemptions can be made according to religious/medical need.
- G. Exclude “weapon jewelry,” spikes, dog chains, choke chains, chains that hang from belts or pockets, or other such things worn on the body that could injure oneself or others.
- H. Exclude items which school personnel determine to be vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender/gender identity/expression, sexual orientation, or disability.
- I. Exclude the endorsement of alcohol, tobacco, or illegal drugs and/or the encouragement of other illegal or violent activities.
- J. Exclude electronic devices. For specific details, please refer to each school’s individual student handbook. We do not recommend that these items be brought to school, and SECS D will not be responsible for their theft or damage. Refer to discipline offenses for usage.
- K. Exclude the carrying of backpacks, string bags and/or anything but a small purse. These items will be stored in students’ personal storage during the school day, with the exception being for medical need or carrying items to and from PE class.
- L. Swimwear must be appropriate, and not cause a distraction.

Each building principal or his or her designee will be responsible for informing all students and their parents of any revisions to the dress code made during the school year.

Students who violate the dress code will be required to modify their appearance by covering or removing the offending item and, possibly replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including suspension.

VI. STUDENT BEHAVIOR: MISCONDUCT AND CONSEQUENCES, THE RANGE OF CONSEQUENCES AND THE OFFENSES AND THEIR DEFINITIONS

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

The rules listed in this Code of Conduct are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate or attempt to violate these school rules will be required to accept the consequences for their conduct.

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

- A. The student's age
- B. The nature of the offense and the circumstances which led to the offense.
- C. The student's prior disciplinary record
- D. The effectiveness of prior disciplinary attempts
- E. Information from parents, teachers and /or others, as appropriate
- F. Other extenuating circumstances

As a general rule, discipline will be progressive. If the conduct of a student is related to a disability or suspected disability, the Committee on Special Education will be notified. All notices and procedures for disabled students will be followed.

THE RANGE OF CONSEQUENCES

Includes, but is not limited to:

Written Warning/Verbal Reprimand
Time-out
Loss of Privileges
Change of Schedule to Omit Free Time or Reduce Disturbance
Conference with Student
Communication with Parent
Confiscation of Prohibited Substance
Detention After School
Counseling
Restitution
Lunch Detention
Extra Activity/Special Project Assignment
Removal from Class
Suspension from Bus Transportation
In-School Short Term Suspension
In-School Long Term Suspension
Out of School Suspension
Suspension from Athletic Participation
Suspension from Social or Extracurricular Activities
Suspension of Other Privileges
Probation
Alternative Placement/Involuntary Transfer
Notification of Law Enforcement
Superintendent's Hearing
Permanent Suspension

OFFENSES AND THEIR DEFINITIONS

- (1) Alcohol Violation Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or being under the influence of alcohol.

- (2) Arson/Fire Attempting to, or assisting in any attempt or plan to set fire to anything in a school building or the building itself.
- (3) Bomb Threat/
False alarm Initiating a report or warning of fire or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- (4) Bullying A variety of negative acts carried out repeatedly over time. This involves a real or perceived imbalance of power, with a more powerful individual or group attacking those who are less powerful. These negative acts include physical, verbal or psychological incidents.
- (5) Bus Misbehavior All school rules also apply to the bus. Failing to promptly take seat upon boarding a school bus; Failure to remain seated while bus is in motion; Bothering other students; Use of vulgar or profane language on the bus; Failure to comply with any request or directive of the bus driver; Eating or drinking on the school bus; Creating excessive noise, including verbal abuse; Causing damage to the vehicle (students responsible for damages will be billed for repair costs); Violation of any other bus rule as listed in the student handbook or posted on the bus itself. (Note: Eating or drinking on the bus may be approved by the transportation director on special occasions).
- (6) Cheating/
Academic Dishonesty Copying, plagiarizing, altering records, or assisting another student in such action (including giving one's own work to another student for the purpose of allowing that student to present that work as his or her own). This includes the use of electronic or communication devices.
- (7) Computer/
Electronic
Communication
Misuse Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's e-mail or an inappropriate web site; misuse of a web site; use of technology to defame, harass, embarrass, or vilify any member of the school community. This includes, but is not limited to, the taking or distribution of videos/pictures without all parties consent.
- (8) Cutting Class Unexcused absence from a class or school activity, or failing to inform the appropriate adult of a excused absence.
- (9) Disrespect
Toward Others Inappropriate comment or physical gesture to a student, teacher, staff member, or other adult.
- (10) Disruption-
Classroom Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
- (11) Disruption-
School Environ-
ment Behavior that interferes with the safe and orderly environment of the school or school activity, including waiting on school property for a bus and the obstruction or restraining the authorized or lawful movement or participation of another.

(12) Disruptive Items-Possession	Possession of a sound box, laser pointer, squirt gun, water balloon, snowball, lighter, or any other disruptive item.
(13) Driving/Parking	Failure to obey all state, district, and campus traffic and parking signs Violations and rules; as listed on the parking application form.
(14) Drug Violation	Possessing, consuming, selling, distributing, or exchanging unauthorized prescription or non-prescription drugs, or drug paraphernalia on SECSO property, at an SECSO function, on a school bus, or in a school vehicle. This includes solvents/chemical used for intoxicating effects (i.e.-huffing, snorting, inhalation, etc.). Violations include the possession and/or misuse of over-the-counter medications, or look a likes.
(15) Failure to Serve Assigned Consequences	Failure to serve lunch detention, after-school detention, short term or long term in-school suspension, or any other assigned consequence.
(16) Fighting	A hostile confrontation with physical contact involving two or more students.
(17) Fireworks or Explosives	Possession, use and/or threat to use fireworks, smoke bomb, flare, or combustible or explosive substance.
(18) Forgery	Signing the name of a staff member, parent, or anyone other than oneself on any document, or the use of a document with an unauthorized signature.
(19) Gambling	Wagering (betting) money or property.
(20) Hands On/ Physical Contact	Minor physical contact such as pushing, striking, kicking or other unwanted minor physical contact.
(21) Harassment/ Hate Speech	An action or pattern of actions or statements directed at an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing, demeaning, or offensive. These actions may result in the individual or group feeling fearful of bodily harm.
(22) Hazing	Negative or reckless act required for the purpose of initiating into, affiliating with, or maintaining membership in any activity, organization, or team.
(23) Indecent Exposure	Exposing the body in a lewd or what school officials believe is an indecent manner.
(24) Insubordination	Refusing to follow school rules or reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information (lying).
(25) Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.

(26) Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent, administrator, or someone listed on the emergency procedure card.
(27) Loitering	Idle presence in an area without authorization.
(28) Lookout	Facilitating the violation of school rules.
(29) Physical Attack	Assault, or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.
(30) Profanity	Using vulgar or abusive language, cursing, or swearing in words, clothing or written form. The selling, use, or possession of obscene materials.
(31) Public Displays of Affection (PDA)	Any display of affection between two consenting students which extends beyond holding hands, a single, brief kiss, or brief embrace.
(32) Reckless Endangerment	The commission of any act that has the potential to cause bodily harm to another individual or oneself.
(33) Repeatedly Disruptive Conduct	Misconduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester.
(34) Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature.
(35) Sexual Misconduct	Inappropriate sexual activity.
(36) Skateboards/ Scooter/Roller blades- Unauthorized Use	Unauthorized use of a skateboard, scooter, snowboards or roller blades on school property.
(37) Tardiness	Arriving late to school or class.
(38) Theft	Taking or obtaining property of another without permission of the owner. Possession of stolen property.
(39) Threat	Expression, conveyed by word or action, of intent to abuse, intimidate, coerce, or injure a staff member, student, or other person.
(40) Tobacco Violation	Possession, use, sale, or distribution of any tobacco product or deliver system; this includes any e-cigarette, vaporizer, and chemicals used with these items.
(41) Trespassing	Unauthorized presence on school property, including while on suspension. Presence in parts of the school which are normally off-limits to students.

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| (42) Truancy | Unexcused absence for a day or a portion of a day and without parental knowledge. |
| (43) Vandalism | Damage, destruction or defacement (graffiti) of property belonging to another or to the school. |
| (44) Weapons Possession | Possession of any item defined as a weapon under part II (DEFINITIONS) of this Code of Conduct. |
| (45) In Unauthorized Area | Unauthorized presence in an area of the school building or property. |

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the authorized school personnel must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty. In the absence of the principal, the assistant principal is the designated “acting principal.”

VII. MINIMUM PENALTIES FOR STUDENTS

A. Students Who Bring A Weapon To School

The minimum period of suspension from school for any student, other than a student with a disability who is found guilty of bringing a weapon onto district property will be at least one calendar year.

B. Students Who Commit Other Violent Acts

The minimum period of suspension from school for any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto district property, shall be five (5) days.

C. Students Who Are Repeatedly Disruptive

The minimum period of suspension from school for any student, other than a student with a disability, who is found to have committed a violent act or is disruptive over and over again, other than bringing a weapon onto district property, shall be five (5) days.

D. Students who make false reports or bomb threats

The minimum period of suspension from school for any student, other than a student with a disability, who is found guilty of making a false report or a bomb threat, may be one calendar year. In addition, all threats and reports will be reported to the NYS Police and students will be prosecuted to the fullest extent of the law.

E. Reports By Teachers/Staff

All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of this Code. 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 making the referral.

F. Review By Superintendent

The superintendent may reduce the minimum penalties established above on a case-by-case basis. In deciding whether to modify the penalty, the superintendent will determine if a lesser suspension period or some other form of discipline may be more effective considering the following:

1. The student's age
2. The student's grade in school
3. The student's prior disciplinary record
4. Input from parents, teachers and/or others
5. Other extenuating circumstances.

VIII. REPORTING VIOLATIONS OF LAW AND THE CODE OF CONDUCT

Any student observing a violation of the Code of Conduct should report this information immediately to a teacher, support staff, the building principal, the principal's designee, or the superintendent.

School administrators may interview and question students regarding violations of the Sherburne-Earlville Code of Conduct. Administrators may also interview students when conduct at any other time or place has a direct and/or immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the schools. Students are not entitled to any sort of Miranda-type warnings before being questioned by school officials, nor are school officials required to contact a student's parents before questioning.

Searches of student lockers, desks, and other school storage places by school officials are permissible, as are searches of book bags and belongings of a student should it become necessary for the safety and welfare of the student(s) being searched or other students.

School officials will contact law enforcement agencies when there is a crime or where there is a substantial affect on the order and safety of the school. Sherburne-Earlville Central School officials will cooperate with police officials and other law enforcement authorities to maintain a safe school environment.

If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search by the administrator, program supervisor, or his or her designee as soon thereafter as possible.

IX. REMOVAL OF SUBSTANTIALLY DISRUPTIVE STUDENTS

The Sherburne-Earlville Central School District has a vested interest in maintaining a safe and orderly classroom environment and in supporting teachers with disciplinary concerns. Students, who substantially disrupt the education of other students in the classroom or make it very difficult for a teacher to teach, may be removed by the classroom teacher.

Teachers usually handle disruptive students in their classes by following current behavior management procedures. At the Elementary level, one of these procedures is "time out" in the principal's or the assistant principal's office until the teacher contacts the office to have the student returned to class or to his or her next class. Parental notification, detention, in-school suspension and out-of-school suspension are some of the consequences that may be initiated by the principal after talking with the teacher and the student.

At the Middle School/High School level, "time-out" involves the student's going directly to the short-term room. Whenever a student is assigned to detention or in-school suspension, by an administrator, the parent will receive a letter from the administrator. Whenever a substantially disruptive student is suspended out-of-school, the parent will be notified in person or by telephone prior to the effective date of the suspension

Teacher Removal of a Substantially Disruptive Student

A teacher may remove a substantially disruptive student from class for up to three (3) instructional periods of that class. An instructional period is defined as a forty-two minute class period at the Middle and High School. A class at the K-5 level is the interval of time devoted to instruction in a specific subject matter area. When a student is removed, he/she shall be told why and have the chance to tell the principal his or her version of the event.

Within twenty-four hours after the student's removal, the principal must inform the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right to meet with the principal, supervisor, or the designated administrator to discuss the reasons for the removal and what changes need to happen

The unavailability of the parent for telephone contact or informal conference shall not impede the removal process. In this case, the student maintains the right to an informal conference

The principal or his or her designee must make a determination as to whether to overturn the removal before the close of business within two days. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal, supervisor, or designee makes a final determination, or the period of removal expires, whichever is less. **At the teacher's discretion, he or she may rescind the removal prior to the expiration of the full period of removal.**

Nothing in this section of the Code of Conduct changes the right or responsibility of a principal to suspend a student. Further, nothing in this Code changes the right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time-out" in an elementary classroom or in an administrator's office or sending students briefly out of the classroom are not considered removals from class. The removal process should not become a substitute for good classroom management.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

Should a student with disabilities need to be removed or suspended from class or school, the removal or suspension will take place and then the matter will be referred to the Consultant Teacher and the Committee of Special Education chairperson to ensure proper procedure.

XI. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden unless it is used to:

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

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

XII. VISITORS TO THE SCHOOL

Parents and other district citizens are encouraged to visit the district's schools. Since schools are places of work and learning, however, certain limits must be set for such visits. All visitors must check-in with the

main or attendance office and follow the rules for conduct as given in the Code of Conduct. Visitors whose behavior is not appropriate will be asked to leave. If they refuse, law enforcement will be called.

XIII. PUBLIC CONDUCT ON SCHOOL PROPERTY

SECS D is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to establish rules for public conduct on school property and at school functions. Such rules, as well as consequences for violation of such rules, are contained in this code, as well as Board of Education Policy.

XIV. PUBLICATION, DISTRIBUTION AND REVIEW

Each year the District will review, revise and provide a copy of the Code to all families residing in the District that have students attending school.