

Code of Conduct Summary

for Tuckahoe Union Free Middle and High School Students 2014-15

The Tuckahoe Code of Conduct was developed in an effort to:

- Clearly define the expectations for acceptable conduct on school property;
- Identify the possible consequences of unacceptable conduct;
- Ensure that discipline, when necessary, is administered promptly and fairly;
- Support the Dignity For All Students Act

The complete Code of Conduct may be found online at www.tuckahoeschools.org or in any Tuckahoe school main office.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the responsibility to attend school regularly, to be considerate of others and to observe the Code of Conduct. The Code of Conduct should be thought of as the rules for the school, including all school functions.

You have the right to feel safe at school. All students have the right to concentrate on their school work and activities and enjoy them without worrying about unkind words and actions from others. No student should be subjected to harassment, discrimination or bullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at any school-sponsored function.

It is against school rules for anyone to make anyone else feel uncomfortable due to any of these characteristics, or to make anyone else feel threatened or unsafe in general. Even if an action takes place off school grounds, it may be considered against school rules when it negatively impacts the ability of a student to focus on their school work and participate in school activities.

DIGNITY FOR ALL STUDENTS ACT

A state law known as the Dignity for All Students Act ("DASA") focuses on ensuring that your school is a safe place and that all students know they are protected from certain types of behavior. Each school has a Dignity for All Students Act Coordinator, who is trained in addressing the issues covered by the law. If anyone is making you or anyone else

feel unsafe, bullied, threatened or harassed, please talk to the DASA Coordinator or another adult at school.

All students are expected to:

- Respect themselves, fellow students, faculty, staff and school property;
- Arrive at school and to all classes on time;
- Bring all necessary school work and materials to class; and
- Cooperate and be respectful throughout the day, doing what is asked by school leaders, teachers and staff members.

REPORTING AND RETALIATION

All students are expected to promptly report any violations of the Code of Conduct to the appropriate adult. This includes incidents of other students or staff being harassed or discriminated against by students, school staff or other individuals on school property.

In addition, any district staff member who observes or learns of an incident or possible incident of harassment or discrimination must take immediate and appropriate action to report the incident to the administration. Staff members must also take steps to both end the harassment or discrimination and prevent it from reoccurring.

Any act of retaliation against a person who reports, investigates or participates in the review of a complaint of harassment or discrimination will not be tolerated.

Dignity for All Students Act Coordinators

- William E. Cottle Elementary School: Peter Kilgallen, Assistant Principal, 914-337-5376 x1306
- Tuckahoe Middle School: Peter Carucci, Assistant Principal, 914-337-5376 x1210
- Tuckahoe High School: Peter Carucci, Assistant Principal, 914-337-5376 x1210

DRESS CODE

Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance should:

- Be safe, appropriate and not disrupt or interfere with the educational process.

- Ensure that underwear is completely covered with outer clothing.
- Include safe footwear at all times.
- Not include hats/headgear in the school, except for medical or religious purposes.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of actual or perceived race, color, religion, religious practice, national origin, gender, sexual orientation, sex, weight or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal or violent activities.
- Not denote or represent gang affiliation.

ACADEMIC INTEGRITY

Every students' work should be his or her own. Students have the responsibility to complete their work themselves and to acknowledge sources of information used in that work.

DISCIPLINARY ACTION/STUDENT CONDUCT

Students may be subject to a range of disciplinary actions, which are outlined in the Code of Conduct, if they engage in conduct that is disorderly, insubordinate, disruptive, violent, threatening, endangering to the safety, moral, health or welfare of others, or includes academic misconduct.

Students have the right to be informed when they are accused of violating the Code of Conduct. In this event, students have a right to present their version of the facts before consequences are decided. During the disciplinary process, the district will communicate with students, parents/legal guardians, teachers, guidance personnel, other staff and/or the superintendent as necessary.

Disciplinary action, when necessary, will be firm, fair and consistent in an effort to be most effective in changing student behavior. As a general rule, discipline will be progressive. When determining disciplinary action, authorized school personnel will consider the student's age, the nature of the offense, the circumstances that led to the offense, the student's prior disciplinary record, the effectiveness of other forms of discipline, information from parents, teachers and/or others, and other extenuating circumstances.

Disciplinary penalties include, but are not limited to warnings, notification to parents, detention, suspension from athletics or other activities or privileges, in-school suspension, removal from class, and short or long-term suspension from school.

STUDENT SEARCHES AND INTERROGATIONS

If teachers or school leaders believe a rule has been broken they may question/interview a student or students. Officials

are not required to call parents/guardians before questioning a student. All students will be told why they are being questioned.

In addition, school property, including desks are subject to search by school officials at any time. Officials may also search students and/or their belongings if they have reasonable suspicion that the search will result in evidence that the student violated the law or school rules (which are in the Code of Conduct). More information about student searches and interrogations may be found in the complete Code of Conduct document.

It should be noted that school officials are committed to cooperating with police officials and child protective services to maintain a safe school environment. Specific procedures are detailed in the complete Code of Conduct.

VISITORS TO SCHOOLS

Anyone at school or attending school events, including visitors, should respect others and follow school rules. Anyone who is on school property when they are not supposed to be will be reported to the school principal and asked to leave.

DEFINITIONS

Definitions of the following terms are available in the complete Code of Conduct document: Cyberbullying, Dignity Act Coordinator, Disability, Discrimination, Disruptive Student, Employee, Gender, Harassment and "Bullying", Off-Campus Misconduct, Parent, School Bus, School Function, School Property, Sexual Orientation, Violent Student, and Weapon.

For more information about the Code of Conduct:

- *The complete Code of Conduct is posted online at www.tuckahoeschools.org.*
- *Copies of the complete Code of Conduct are available in each school's Main Office.*

Please contact your school principal if you have additional questions or need more information about the Code of Conduct.

- *The Code of Conduct is reviewed and updated as necessary each year. It is also approved by the Tuckahoe Union Free School District Board of Education.*

This summary document is being distributed to all students and parents pursuant to New York State Education Law.