

POLICY

Date Adopted: 9/21/11, 11/2/17
Date Reviewed/Modified: 9/25/13, 6/22/16,
10/19/17, 11/2/17
Policy #: 5201
Category:
Pages: 1 of 35

Greenburgh – North Castle Union Free School District Code of Conduct



**Greenburgh – North Castle
Union Free School District
Code of Conduct**

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I. INTRODUCTION

The Greenburgh – North Castle U.F.S.D. (GNC) is committed to providing a safe and orderly educational environment where students receive and GNC personnel deliver quality educational services without disruption or interference. The GNC Schools are also committed to maintaining a climate of mutual respect and dignity to promote learning within a safe environment. Responsible behavior by students, teachers, other personnel, parents and other visitors is essential to achieving these goals.

The GNC School Board has a long-standing set of expectations for conduct on school property, at school functions, and while traveling to and from school and school events. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity, as well as the following beliefs:

The GNC School Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. GNC personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on a school sponsored bus trip, or engage in academic misconduct. This includes attending, participating or observing any off campus activity. This includes, but is not limited to proms, field trips, sporting events, school social events, etc...

This document also addresses the expectations of all adults who frequent GNC campuses. Staff, parents, visitors also have expectations within The Code of Conduct and within the educational community. These expectations are delineated in this document for all to read and understand.

II. DEFINITIONS

For purposes of this code, the following definitions apply.

"Behavior Management System" means a process of proactive techniques and system of consequences for behavior that is developed and implemented by staff in order to monitor and improve student behaviors. Point accumulation, levels and rewards are all part of a typical behavior management system, especially within the GNC U.F.S.D. education program.

"Discrimination or Harassment" means the policy shall include a single severe incident or multiple incidents that are pervasive in nature that creates a hostile environment or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

"Bullying" is the systematic intentional infliction of physical harm or psychological distress on an individual or group of individuals.

"Disruptive Student" means a school age or adult student who is substantially disruptive of the educational process or substantially interferes with a staff member's ability to maintain an appropriate educational environment, i.e. the teacher's authority over the classroom.

"Electronic Communications Device" includes radios, walkmans, CD players, cell phones, cassette or digital recorders, laptops, computers, and any assistive or augmentative devices which assist in communications.

"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 well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student fear for his/her physical safety.

"Individualized Educational Program (IEP)" refers to a formal document developed, reviewed and revised in accordance with section 200.4 of the Regulations of the Commissioner that includes the components specified in section 200.4(d)(2) of the Regulations to be provided to meet the unique educational needs of a student with a disability.

"Individuals with Disabilities Education Act (IDEA)" means the Federal laws related to the education of students with disabilities.

"Long Term Suspension" means a suspension of more than five consecutive school days.

"Non-Violent Crisis Intervention" means those techniques that enable staff to maintain control in an unlimited number of crisis situations through calm, confident actions that help staff defuse the disruptive student and reduce the chance for physical injury to all who are present. In non-violent crisis intervention, the emphasis is always on the staff's primary responsibility: the care, welfare, safety and security of our students and staff.

"Other Privileges" means major co-curricular activities which may occur during or after regular school hours, on or off school property, such as technology competitions, major field trips, etc.

"Other School Staff" means non-pedagogical staff such as clerical, custodial, and food service personnel who are located within the school building and provide operational support to the school program.

"Para educators" means teacher aides or teaching assistants who work under the supervision of a teacher to support the instruction of students.

"Parent and Guardian" means parent, guardian or person in parental relation to a student.

"Positive School Climate" means a setting where all students and staff experience a safe, healthy and caring environment which fosters respect and high expectations, maximizes potential, and motivates interest and enthusiasm.

"Program" means an educational approach to providing learning experiences in order to address academic, behavioral, developmental or career needs of students.

"Redirection Room" means a special location or room within a school building that is used for students who need to be temporarily placed in an environment in order to assess their particular needs and determine next step.

"School Property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school

"School Function" means any school-sponsored extracurricular event or activity.

"Short Term Suspension" means a suspension of five consecutive school days or fewer.

"Student Expression" – Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student's freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, incident or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation.

"Student Support Service Personnel" means any staff member who provides direct educationally related services that assist students in coping with peer pressure and emerging personal, social, emotional and physical problems. These services are provided by psychologists, social workers, counselors, guidance counselors, speech teachers, occupational or physical therapists.

"Therapeutic Hold" refers to the approved physical restraint imposed on a student by a trained staff member to stop a person from hurting him/herself or others. It is only used when all verbal and nonverbal techniques have been exhausted and the individuals' actions are escalating toward physical aggression. Even when physical control is used, it is used in such a way to both control and protect students.

"Time Out Room" refers to an area within the school, set away from others to allow a continuously disruptive student to either reflect upon his or her previous behaviors or sit and recognize that serious inappropriate behaviors of one person are not permitted by society. This action is the result of continuing student behaviors that have not been remediated by any other means attempted previously. This action must be approved by the student's home school district and be so stated on the current IEP. The Time Out space and procedures are in accordance with State and federal Regulations.

"Violent Student" means a school age student or adult who:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- Possesses, while on school property or at a school function, a weapon.
- Displays, while on school property or at a school function, what appears to be a weapon.
- Threatens, while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. BOARD POLICIES AND SCHOOL PROCEDURES

Within the expectations of the conduct of students, staff, parents and other visitors to the school, the District has identified specific provisions that delineate the process under which such conduct will be enforced as well as the consequences and events that may follow suspected breaches to the “code”. For instance, provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions and provisions regarding acceptable civil treatment of all, including the appropriate range of disciplinary measures which may be imposed for violation of such conduct are duly listed and identified within approved Board Policy or School Regulations. GNC staff, students, family and school visitors are hereby referred to the appropriate GNC Board Policy or School Procedure for further details

Similarly, provisions for prescribing the period for which a disruptive student may be removed from a classroom, receive detention, be suspended from school or other disciplinary measure may be found in the School Procedures Handbook. Out of school authorities may also be involved depending upon the circumstances, frequency and severity of the issue. These resources will be utilized in conjunction with local, state and federal laws and education guidelines and Regulations. Agencies utilized by GNC include but are not limited to: local law enforcement (should the violation constitute a crime), a complaint in criminal court or Family Court (PINS or JD Petition, articles 3 and 7), or Human or Social Services Agencies. Also, “sending” school districts will also be contacted per part 200 of The Commissioner’s Regulations.

All consequences will be considered on a case by case basis and for students falling within the mandatory school attendance age group, principals and the superintendent will abide by Education Law 3214.

In order to ensure that all components of the GNC Code of Conduct are up to date, the Board of Education shall annually review and update as necessary this Code of Conduct, taking into consideration the effectiveness of code provisions and the fairness and consistency of its administration.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

All interaction and communication among teachers, school administrators, other school personnel, students and visitors on school property will be acceptable, civil, and respectful.

A. Student Rights

GNC 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 GNC students have the right to:

- Receive a free and equal education according to all local, State and Federal laws and regulations.

- Live and be educated in an environment where all interaction and communication among teachers, school administrators, other school personnel, students and visitors on school property is acceptable, civil, and respectful.
- Take part in all GNC activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

B. Student Responsibilities

All GNC students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property.
- Be familiar with and abide by all GNC School and Agency policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React positively to direction given by all school staff in a respectful, positive manner.
- Utilize resources to control their anger. Examples: Anger Management Groups, seeing a guidance counselor, (or) social worker, or other staff member, utilizing the Redirection Room.
- Ask questions when they do not understand.
- Seek help in solving problems. Example: Requesting permission to use a Conflict Resolution Program, being receptive to non-violent crisis intervention (see definition) techniques and philosophy.
- Dress appropriately for school and school functions.
- Be accountable for their actions.
- Conduct themselves as representatives of GNC when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Refrain from all acts of harassment and bullying, including acts of cyber-bullying
- To accept responsibility for his/her actions
- To respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined
- To attend school on a regular and punctual basis
- To complete class assignments and other school responsibilities by established deadlines
- To show evidence of appropriate progress toward meeting course and/or diploma requirements
- To respect school property

- To obey school regulations and rules made by school authorities and by the student governing body
- To recognize that teachers and staff assume the role of a surrogate parent in matters of behavior and discipline when at school, as well during any school-sponsored activities
- To contribute toward establishing and maintain an atmosphere that generates mutual respect and dignity for all
- To become familiar with this Code of Conduct and seek interpretations of parts not understood
- To actively discourage while keeping one's safety in mind inappropriate behavior of other students and report the incidents to the administration

V. ESSENTIAL PARTNERS IN CREATING A POSITIVE SCHOOL CLIMATE

A. Parents / Guardians / Child Care Staff

All parents, guardians and Child Care Staff are expected to:

- Recognize that the education of their students is a joint responsibility of the parents/guardians/child care staff and the school community.
- Send their students to school ready to participate and learn.
- Ensure their students attend school daily and on time.
- Ensure absences of their students are accounted for.
- Insist their students be dressed and groomed in a manner consistent with the student dress code.
- Know school rules and help their students understand them.
- Help their students understand that in our society appropriate rules are required to maintain a safe, orderly environment.
- Promote positive behavior in their students by helping them to accept the consequences of their actions and by becoming involved in the behavior management/disciplinary process.
- Convey a supportive attitude toward education at the GNC Schools when speaking to their students and others in the school community.
- Build good relationships with teachers, other parents and their students' friends.
- Help their students and others deal effectively with peer pressure.
- Inform school officials of occurrences in the home or cottage that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Respond promptly to school personnel when requested to do so.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.

B. Teachers

All teachers are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach by ensuring that they have arrived to class fully prepared for teaching and interaction with students.
- Demonstrate interest in teaching, concern for student well being, achievement and educational progress, and respond appropriately to the individual needs of each student.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
- Demonstrate support for and involvement in the building-wide behavior management plan.
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Be knowledgeable of effective classroom/building behavior management techniques, PBIS and the non-violent crisis intervention philosophy and techniques.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.
- Know district policies, school procedures and rules and support the implementation of the Code of Conduct.
- Take action if they become aware of any bullying, harassment or discrimination against a student.

C. Para educators

All Para educators are expected to:

- Work under the direct supervision of a certified teacher utilizing the teacher's lesson plan and classroom/building behavior management plan.
- Utilize non-violent crisis intervention techniques
- Maintain a climate of mutual respect and dignity which will strengthen students' self concept and promote confidence to learn
- Demonstrate interest and concern for student achievement in the educational process.
- Know school policies and rules and enforce them in a fair and consistent manner.

- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.
- Know district policies, school procedures and rules and support the implementation of the Code of Conduct.

D. Student Support Service Personnel

All student support service personnel are expected to:

- Provide educationally related service(s) to support students in their educational program.
- Know and support educational and academic goals.
- Assist students in coping with peer pressure and emerging personal, social, emotional, and physical problems.
- Encourage students to benefit from the curriculum and co-curricular activities.
- Know school policies and rules and enforce them in a fair and consistent manner in accordance with the Code of Conduct.
- Communicate regularly with students, parents and other staff.
- Be knowledgeable of effective classroom behavior/building management techniques and the non-violent crisis intervention philosophy and techniques.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.
- Know district policies, school procedures and rules and support the implementation of the Code of Conduct.

E. Building Administrators

All building administrators are expected to:

- Promote a safe, orderly and academically stimulating school environment that supports active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the building principals and approach the building principals for redress of grievances.
- Evaluate all instructional programs for which they are responsible on a regular basis.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

- Be knowledgeable of effective classroom behavior/building management techniques, and the non-violent crisis intervention philosophy and techniques and assure their utilization in the building/program, e.g. PBIS.
- Ensure that a building-wide behavior management system is created and supported when required to meet the needs of students enrolled in their building.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.
- Know district policies, school procedures and rules and support the implementation of the Code of Conduct.

F. Other School Staff

All other school staff is expected to:

- Perform specialized non-pedagogical duties that support the operational functioning of the school.
- Know district policies, school procedures and rules and support the implementation of the Code of Conduct.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

G. Superintendent and the Board

The Executive Officer and the Board are expected to:

- Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop and uphold a Code of Conduct that clearly defines expectations for the behavior of students, GNC personnel and visitors on school property and at school functions.
- Adopt and review, (at least annually,) the GNC Code of Conduct to periodically evaluate the Code's effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting board meetings in a professional, respectful, courteous manner.
- Ensure that at least one staff member at every school be designated as a Dignity Act Coordinator and be trained to handle human relations in areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
- The School District shall report material incidents or discrimination and harassment of students to the Department of Education as mandated by the Regulations of the Commissioner of Education, but in no case less than on an annual basis.

STUDENT ATTENDANCE

Regular class attendance is essential for academic success in high school. A student who is absent from class misses presentations, discussions and activities that can never be duplicated. Absences from class jeopardize a student's academic achievement.

Attendance is a student-parent-school responsibility. The purpose of this attendance policy is to improve student attendance in each class, to encourage academic success, to develop student responsibility, to increase parental involvement, to improve communication between the school and the home, to maintain an orderly environment and to comply with the attendance laws of the State of New York.

An absence is defined as legal in New York for the following reasons:

1. Sickness
2. Sickness or death in family
3. Impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to make this determination)
4. Religious observances
5. Quarantine
6. Required appearance in court
7. Approved school sponsored trips
8. Attendance at organized clinics
9. Remedial health treatment

If a student misses school or a class for any reason other than those stated above, his/her absence is illegal or unexcused, a participation grade will be included in the student's grade each marking period. It will reflect attendance, preparation and attentiveness in class. Each teacher will inform his/her students in writing how the participation grade is computed and how it will continue the average for the marking period. Teachers will also distribute this information to the parents in writing on Back-to-School night.

Notification of absence/illegal absence

The parent must call the school office the morning of a legal absence. If a student is marked absent from the first two periods of the day and we have not received word that is a legal absence, the parent/guardian will be called at home or at work during the school day. If a student is marked absent from any class after the first two classes, the school will call the home either that evening or the following morning. If the family cannot be reached by phone or email, a letter will be sent to the home.

The Attendance Office will send lists of students with unexcused absences to the guidance counselors, the Athletic Office and extra-curricular activities.

The school will advise the parent of attendance and the participation grade level in the progress report in the middle of each quarter. Student attendance is also noted on the report card at the end of each quarter.

Clearing a Cut

There may be an error in reporting an absence. For example, a student who is tardy to class may be marked absent because the teacher did not have a chance to make the correction in the computer. If a correction has to be made, it is up to the student to speak to the teacher. The teacher will either make the correction in his/her computer or notify the office in writing or email of the correction. It is the student's responsibility to make sure that he/she gets credit for the classes attended.

Intervention

The teacher will speak with a student when he/she returns to class after a cut. A teacher may at any time call the parent/guardian. He/she may also alert the guidance counselor and/or Assistant Principal.

If cutting continues, the teacher will email the guidance counselor with a copy to the Assistant Principal's office. The counselor will meet with the student. The counselor will contact the parent and may initiate a conference.

If a student continues to cut classes, the guidance counselor will refer him/her to the building administrator who may exercise any of the options listed below under consequences.

Consequences for illegal absences/lateness to class

The ultimate consequences for excessive unexcused absences is failure because of poor test and homework grades and poor participation grades. If a student cuts a class on the day of a test or quiz, he/she will receive a grade of zero for the test/quiz.

Students who have not cleared an absence by 10:00 a.m. the following day will be considered cutting. In addition to the teacher and counselor interventions method above, the building administrator may take one or more of the following actions in accordance with the severity of the problem:

- Assign student to the support center
- Hold a conference with a parent/guardian
- Hold a case conference with the parent/student/teachers
- Suspend a student from participating in extracurricular activities including rehearsals, sports practice, clubs, games and performances
- Suspend parking privileges
- Refer the student to the Social Worker or the Youth Services Liaison who can make home visits
- Refer the student to an outside agency

Lateness

If a student is late to school and misses his first class(es) he/she is counted as absent from the class(es) and this will affect the participation grade. "Oversleeping" and "missing rides" are not legal reasons for lateness. Such lateness is considered an unexcused absence (cut).

If a student is tardy to class, twenty minutes after the bell rings, the tardy becomes an unexcused absence for that class. The participation grade will be affected.

If a student is tardy (less than twenty minutes after the bell rings) three times, it will count as an unexcused absence. The participation grade will be affected.

Early Dismissal from School

If a student feels ill during the school day he/she should report to the school nurse. The nurse will determine whether or not the student should be sent home. If he/she is sent home, with the parent's permission, the nurse will notify the office of the dismissal. If it is necessary for a child to leave school for a doctor's appointment or another legal reason, the parent will notify the attendance office that day. *Under no circumstances should a student leave campus without seeing the nurse or signing out.*

Make-up Work

In compliance with the guidelines set by the State of New York, but it is not required to extend, make-up opportunities where appropriate only to students with excused or legal absences.

Summer School

Acceptance into summer school is at the discretion of the High School Administration and will be based on a student's attendance and effort in the school course that may need to be repeated in summer school.

COMPUTER USE

APPROPRIATE USE GUIDELINES

The following appropriate use procedures and prohibitions will be posted conspicuously in every computer lab, classroom and school library.

1. The District's computers and other technologies should be used only for educational purposes consistent with the individual user's responsibilities, the district's mission, all district policies and state and federal law.
2. Students will act responsibly as detailed in Student Conduct and Student Discipline policies.
3. The individual in whose name access is issued is responsible for expenses incurred by the district as a result of the improper use of that access.
4. Computer Network users identifying a security problem on the district's system must immediately notify the appropriate teacher, coordinator, administrator or Assistant Superintendent. A user should not demonstrate a security problem to another user.
5. Copyrighted material must be used in accordance with the fair-use doctrine and pertinent district policy and regulations.
6. The individual responsible for overseeing technology will ensure that District staff and students are aware of the ethical and material implications of software piracy.

7. Any network user identified by a teacher, building administrator or by the Assistant Superintendent as a security risk or having history of violations of District computer use guidelines, may be denied access to the District network.

PROHIBITED USE OF DISTRICT COMPUTERS OR COMPUTER RELATED TECHNOLOGY

1. There must be no sharing of passwords. The integrity of a password is the individual's responsibility.
2. Attempts to read, delete, copy or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail and forgery or attempted forgery of electronic mail messages are prohibited.
3. No personal software or disks may be loaded onto the District's computers and/or network without permission of the teacher/administrator or the individual designated by the superintendent to oversee the use of the District's technology resources.
4. Attempts to log on to the District's system in the name of another individual, with or without the individual's password is prohibited.
5. Using profane or obscene language, symbols or pictures that may be offensive to other users is prohibited. Hate mail, harassment, discriminatory remarks and other antisocial behavior are also prohibited. Users are prohibited from originating such material or forwarding material they receive from outside the District.
6. Student access to Social Networking Sites is prohibited unless approved by a teacher for a specific educational purpose. A staff member may access Social Networking Sites only for purposes related to school and the performance of his/her job.
7. Users are not permitted to access secure areas.
8. System users shall not evade, change or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas after notification may have his/her file removed by the system coordinator. System users may request in writing that disk quotas be increased. The request must include a rationale for the increase.
9. Transmission of material, information or software violation of any District policy or regulation, local, state or federal law or regulation is prohibited.
10. Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system or any of the networks that are connected to the Internet will result in cancellation of system use privileges. This malicious behavior includes but is not limited to, the uploading or creating of computer viruses.
11. Staff and students may not use email for solicitation, political activities, commercial enterprises, advertising, expressing personal opinions, non-profit activities unrelated to these responsibilities as students or staff members.
12. Tampering with or misusing of the computer system or taking any other action inconsistent with this policy and regulations will be viewed as a security violation and will result in disciplinary action.

13. Copyrighted material may not be placed on any computer connected to the District network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
14. Duplication or copyrighted software is prohibited; except for a single archival copy not to be used simultaneously with the original.
15. School computers may not be used to duplicate copyrighted software illegally.
16. Illegally duplicated material, however obtained, may not be used on any district equipment.
17. Using the network for political activity or personal financial gain or to promote or announce the financial opportunities of others is prohibited.
18. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to integrity of the system is prohibited.

SEARCH SEIZURE

The District reserves the right to and does monitor the use of District computers, computer networks, email, Internet use and other related technologies. Therefore, students, staff and community members should have no expectation of privacy when they use these technologies.

Network storage areas will be treated like "school lockers". Administrators may review files and communications to maintain system integrity and insure that the system is being used in acceptable fashion.

The District will cooperate fully with local, state or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

PENALTIES

Any network user identified by a teacher, building administrator or by the Assistant Superintendent as a security or having a history of violations of District computer use guidelines, may be denied access to the District's network.

Failure to comply with District policy and regulations governing the use of computers and other technologies may result in the suspensions and/or revocation of access to District technology.

Violations of any of the prohibitions detailed above, or any other inappropriate use of District computers, computer network email or other technologies as determined by the Superintendent or his/her designee may result in suspension or revocations of the user's access. Users who violate District use protocols may be subject to discipline for their actions and to damage and/or liability for penalties incurred by the District as a result of his/her inappropriate behavior.

DISCLAIMER

Greenburgh North Castle Union Free School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any

damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

VI. STUDENT DRESS CODE

Students are expected to dress and groom themselves in an appropriate manner. Students must be dress in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills classes.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines, extremely short hems);
- Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- Any dress or appearance which advocates or encourages other illegal or violent activities;
- Any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
- Any dress or appearance which constitutes a disruption to the educational process.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents or cottage staff have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be safe, appropriate, and not disruptive to the educational process.

Any student who refuses to modify his/her appearance shall be subject to the established consequences. Any student who repeatedly fails to comply with the dress code shall be subject to additional consequences pursuant to the Code of Conduct or may be returned to the cottage or home environment to make necessary changes.

ALCOHOL AND DRUG POLICY (POLICY #5051)

The Board of Education of Greenburgh North Castle Union Free School District is committed to the prevention of alcohol and other substance abuse in the workplace. The policy describes the philosophy of the District and the program elements the District will use to promote healthy lifestyles for its students, its staff and the community by prohibiting the use of alcohol and other harmful substances.

No person may use, possess, sell or distribute alcohol or other illegal, controlled or harmful substances on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all substances, including but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes and any of those substances commonly referred to as “designer drugs.” The non-medically directed use of prescription and over-the-counter drugs shall also be prohibited.

The policy also clearly addresses student use/abuse prevention in terms of education, intervention and disciplinary measures. The District’s educational component targets the individual’s health-related attitudes, beliefs and knowledge. The intervention component is designed to eliminate alcohol and other drug use among all students and to identify and provide supportive services for students at high risk for such use/abuse.

Disciplinary measures for students found to have used or to be using, selling or distributing alcohol and/or other substances and for students possessing drugs are outlined in the District’s “Conduct and Discipline Policy” (#5675). Please see this policy for details concerning possession of drugs. Additionally, policies #0201 (Drug Free Schools) and #5051 (Alcohol, Drugs and Other Substances - Students) also reference possession of drugs.

VII. PROHIBITED STUDENT CONDUCT

A. Conduct That Is Disorderly or Disruptive

Examples of disorderly conduct include:

- Engaging in any willful act which disrupts the normal operation of the school community including but not limited to: making unreasonable noise, using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others to act out inappropriately.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other GNC employee or any person lawfully on school property.
- Intentionally damaging or destroying school property.

B. Conduct That Is Insubordinate

Examples of insubordinate conduct include:

- Failing to comply with the directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.
- Missing or leaving school or class without permission.
- Misusing computer/electronic communications devices, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the GNC acceptable use policy.

C. Conduct That Is Violent

Examples of violent conduct include:

- Committing or attempting an act of violence on another person.
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying, threatening to use or using what appears to be a weapon.

D. Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of such conduct include:

- **Lying to school personnel**
- **Stealing school property or the property of others**
- **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 identifiable group by demeaning them. Defamation by electronic means such as Instant Messaging, Texting, Emailing, or any Social Networking site, is just as serious.
- **Discrimination**, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
- **Harassment, Bullying or Intimidation**, which includes a single severe incident or multiple incidents that are pervasive in nature that creates a hostile environment or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety that may include: Threatening, stalking, or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury/emotional discomfort; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process, with or without a weapon; and using weight as a means of emotionally harming another person.

- **Sexual harassment**, which includes overt and subtle behaviors and comments that are sexual in nature which are offensive or reasonably perceived by an individual as sexual harassment
- **Displaying overt signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior in the schools or to disrupt the educational process**
- **Hazing**, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team
- **Invading someone's personal space**
- **Selling, using or possessing obscene material**
- **Using vulgar or abusive language, cursing or swearing**
- **Using tobacco products**, such as cigarette (s), cigar (s), pipe and/or chewing or smokeless tobacco
- **Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either**
- **Inappropriately using or sharing prescription and over-the-counter drugs**
- **Gambling**
- **Inappropriate touching and/or indecent exposure**
- **Initiating a report warning of fire or other catastrophe without valid cause, bomb threats or any threats against the school or its occupants, misuse of 911, or discharging a fire extinguisher.**

E. Any Form Of Academic Misconduct

Examples of academic misconduct include: plagiarism, cheating, copying, altering records, assisting another student in any of the before mentioned actions.

F. Any other actions that are in violation of school policies and procedures, local, state or federal laws or regulations.

VIII. DISCIPLINARY CONSEQUENCES AND PROCEDURES

Disciplinary action, when necessary, will be firm, fair and consistent. So as to be the most effective in changing student behavior, there will be a rational relationship between the student's behavior and the consequences of that behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.

- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.
- If the conduct of a student is related to a disability or suspected disability, specific procedures outlined within the context of this section must be followed.

A. Disciplinary Consequences

1. Suspension from Student Privileges such as participation in inter and intra mural sports, other after school and evening activities and other forms of school “free time “ activities.
2. Removal of Disruptive Students by an Administrator, Teacher, or other school staff from The Classroom
3. Suspension from School
 - a. Short-term (5 days or less) suspension from school
 - b. Long-term (more than 5 days) suspension from school, and removals or suspensions that constitute a disciplinary change of placement for students with disabilities (which could include an alternative special educational setting). Actions that would constitute a long-term suspension include, but are not limited to:
 - i. Bringing a weapon to school
 - ii. Committing violent acts
 - iii. Repeatedly and substantially disrupting the educational process
 - iv. See Student Harassment and Bullying Prevention and Intervention

PROCEDURES

Removal of a student from the classroom

Teachers shall have the authority to remove a student from their classroom whenever the student substantially disrupts the educational process or substantially interferes with the teacher’s authority over the classroom. “Substantially disruptive” shall mean that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of the lesson, to address the disruptive conduct of the student. “Substantially interferes” with the teacher’s authority over the classroom shall mean that the student has been insubordinate to the teacher in the presence of the class and has failed to obey the teacher’s directives to cease and desist (e.g., at least two directives).

A teacher may remove a student for the remainder of the class upon the first event and for two days of class upon a third event. Upon the occurrence of a fourth event, a Principal’s suspension shall occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal’s suspension for substantially disruptive behavior may be implemented in addition to or in lieu of removal of the student from the classroom by the teacher.

Once the teacher determines that the student has been substantially disruptive or substantially interferes with the teacher's authority over the classroom:

- Prior to removal from the classroom (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal), the teacher shall inform the student of the basis for the removal and allow the student to informally present his/her version of the relevant events;
- The Principal or designee must be notified immediately in writing, by the teacher of the student's removal from the teacher's class;
- The Principal or designee must inform the student's parent of the removal and the reasons therefore within 24 hours of the student's removal; upon request, the student and his/her parent must be given an opportunity for an informal conference with the Principal or designee to discuss the reasons for removal. If the student denies the charge(s), the Principal or designee must provide an explanation of the basis for the removal and allow the student and/or his/her parent an opportunity to present the student's version of the relevant events within 48 hours of the student's removal.
- The Principal or designee may not set aside the removal unless he/she finds that the charges against the student are not supported by substantial evidence or the student's removal otherwise violates law or the conduct warrants suspension from school and a suspension will be imposed.
- The Principal's designee's determination on whether or not to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48-hour period for the informal Principal's removal conference. The teacher who causes the removal may be required to attend the Principal's conference at the Principal's discretion.
- The fourth removal in one semester of a student from a class will warrant a Principal's suspension

The District shall provide continued educational programming and activities for students who are removed from their classroom.

An appeal brought by the parent or student over the age of 18 of a Principal's removal decision must be presented to the Superintendent of Schools prior to any further appeal.

Suspension Procedures

A. Pre-suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal Principal's conference, unless waived, as described in paragraph "C" below.

B. Short Term Suspension Process

Prior to proposed suspension from school for between one and five days by the Principal or an acting Principal in the absence of the Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service and by telephone, if possible, within 24 hours of the decision to propose suspension. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, [at which time the evidence, including the witness(es) relied upon by the Principal in making the suspension determination, may be questioned by the parent or guardian]. The right to an informal conference with the Principal shall also extend to a student of 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

C. Superintendent's Suspension/Long Term Suspension

When a student is subject to a suspension of more than five days, the matter is referred to the Superintendent of Schools who will conduct a hearing to determine whether or not the student should be suspended for more than five days.

- The student and his/her parents/guardians will be informed of the suspension and time, date and location of the hearing in writing
- The student has the right to be represented by an attorney or lay counsel
- The student has the right to present witnesses in his/her defense

D. Suspension of Students with Disabilities (IDEA or 504)

- If a student with a disability is suspended for a total of more than ten (10) days, a CSE or 504 team meeting must take place in order to determine whether or not the student's misconduct was related to his/her disability
- If a student with a disability is suspended by the Superintendent for more than five (5) days, a CSE or 504 team meeting must take place in order to determine whether or not the student's misconduct was related to his/her disability.

In order to help school personnel maintain a focus on encouraging positive student behavior, GNC employs a hierarchy of behavioral interventions to promote safe, orderly and responsible student conduct. Positive Behavioral Intervention Support (PBIS) is at the core of our behavioral system. We implement PBIS in all aspects of our program, thereby creating a culture of positive interactions. PBIS reduces disciplinary consequences while increasingly recognizing positive behaviors. These positive interventions and supports build self-esteem, encourage appropriate behavior and improve social skills. Staff is provided in-service education programs to ensure effective implementation of these interventions and is involved in the development of building-specific techniques appropriate to needs of the students educated in their building.

The following guidelines define unacceptable behavior and indicate the consequences for specific infractions on school property or at school functions, on or off-campus, to guarantee the rights of all members of the high school community, these consequences will be administered fairly and uniformly.

The repeating of an infraction (misbehavior) may lead to the next measure of discipline.

Chronic repeating of infractions may lead to long-term suspension or permanent suspension (expulsion).

<u>Misbehavior</u>	<u>Range of Consequences</u>
Arson	Notification of Police/Superintendent's Suspension (up to 1 year out of school or expulsion)
Cell Phones/Ipods/Electronic Devices (use of) in Class	Warning/Confiscation/ Notification of Parent/Support Center
Cheating and Plagiarism	See Cheating Policy
Commission of a Crime (misdemeanor or felony)	Notification of Police/Superintendent's Suspension
Dangerous Driving	Loss of Parking Privileges/Notification of Parent/Support Center/Suspension
Disruptive Behavior	Notification of Parent/Support Center/Suspension 1-5 Days

Disruptive Behavior in Class	Removal from Class by Teacher/Support Center/Principal's Suspension after 4 removals per semester
Dress Code Violation	Removal from Class/Notification of Parent/Change of Clothes
Extortion	Suspension 1-5 days/Superintendent's Suspension
False Alarms	Notification of Police/ Superintendent's Suspension
Fighting/Assault/Violent Behavior or Instigating a Fight	Suspension 1-5 Days/ Superintendent's Suspension
Fireworks (use or possession of)	Suspension 1-5 Days/ Superintendent's Suspension
Forgery of Parent's, Teacher's or Nurse's Signature	Notification of Parent/Support Center
Gambling	Support Center/Suspension 1-5 Days
Inappropriate Use of Computers and/or Computer Facilities	Loss of Computer Privileges/Support Center/Suspension/Notification of Police (See Appropriate Use Policy) Superintendent's Suspension
Insubordination/Defiance of Authority	Support Center/Suspension 1-5 Days
Harassment – including sexual harassment (threats, verbal abuse)	Warning/Parent Conference/Support Center/Suspension 1-5 Days/ Superintendent's Suspension
Hazing	Suspension 1-5 Days/ Superintendent's Suspension
Obscene Materials (possession, dissemination or sale of)	Notification of Parent/Warning/Support Center/Suspension 1-5 Days
Possession/Use or Sale of Alcohol, Drugs or Other Controlled Substances or Drug Paraphernalia (Policy #5051)	Suspension 5 Days/Superintendent's Suspension/Notification of Police
Rudeness, Vulgarity or Profanity	Support Center/Suspension 1-5 Days
Skateboards/Scooters (use on school property is prohibited)	Warning/Notification of Parent/Support Center/Suspension/Skateboards and Scooters will be Confiscated
Smoking on School Grounds or at School Functions (Policy #3401 & 3402)	Warning/Notification of Parent/Support Center/Suspension 1-2 Days
Theft	Suspension 1-5 Days/Notification of Police/Restitution/ Superintendent's Suspension
Vandalism – including graffiti	Restitution and Suspension 1-5 Days/Notification of Police/ Superintendent's Suspension
Weapons, possession of or use (Policy #5311)	Superintendent's Suspension/Notification of Police

SMOKING POLICY

State and Federal Laws enacted in 1994 require that schools receiving federal funds prohibit smoking within any indoor facility used to provide routine or regular education or library services to students.

At Greenburgh North Castle Union Free School District smoking or the use of tobacco products is not allowed in any school building, on school property or in any school vehicle. Any student who violates the no-smoking policy will be subject to a series of disciplinary actions. Parents will be notified.

IX. VISITORS TO THE SCHOOLS

The Board encourages parents and other members of the public to visit the GNC U.F.S.D. schools and classrooms to observe the work of students, teachers and other staff. Since schools are places of work and learning, however, certain limits must be set for such visits. The building administrator or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the sign-in desk upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. Schools will have procedures for returning these badges.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- 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) or student support service personnel, so that class disruption is kept to a minimum.
- Teachers and student support service personnel shall not take class time or related service sessions to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the unauthorized person does not respond to requests or directions from the school personnel.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

STUDENT RECORDS – Notification or Rights under FERPA

- A. Student records are confidential but are accessible to parents and legal guardians
- B. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:
 - 1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - 2. The rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the

requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- C. It is the District's policy to disclose personally identifiable information from student records without consent under the following circumstances:
1. To other school officials within the District as permitted under FERPA;
 2. Upon request, to school officials of another school district in which a student seeks or intends to enroll;
 3. As "directory information"

Student "directory information" includes the following: student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph and class roster. You have the right to have your child's name and any information removed from the list of directory information. *If you choose to do so for the school year, you must advise the Superintendent's office in writing by the second Friday of the school year.*

X. PUBLIC CONDUCT ON SCHOOL PROPERTY

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

A. Prohibited Conduct

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy GNC property or the personal property of a student, teacher, administrator, other GNC employee or any person lawfully on school property.
- Disrupt the orderly conduct of classes, school programs or other school activities.

- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in the building after it is normally closed.
- Obstruct the free movement of any person in any place to which this Code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, and controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers.
- Loiter on school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable GNC officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Visitors who violate shall be subject to the following penalties:

- Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises.
- If they refuse to leave, police shall be notified.

Dignity Act Coordinators

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

1. The designation of each Dignity Act Coordinator shall be approved by the District Board of Education.
2. The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information of each Dignity Act Coordinator by:
 - a. Listing such information in the code of conduct and updates posted on the internet website of the District;
 - b. Including such information in the plain language summary of the code of conduct provided to all persons in parental relation to students before the beginning of each school year, pursuant to 8 NYCRR 100.2(I)(2)(iii)(b)(3);
 - c. Include such information in at least one district or school mailing per school year to parents and persons of parental relation and, if such information changes, in at least one subsequent district or school mailing as soon as practicable thereafter;
 - d. Posting such information in highly-visible areas of Academies; and
 - e. Making such information available at the district and school-level administrative offices.
3. In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the applicable governing body as set forth in subparagraph (i) of this paragraph within 30 days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as Coordinator, pending return of the previous Coordinator to his or her duties as Coordinator.

Dignity for All Training

Each school year, the following Dignity for All school employee training program is to be implemented in an effort to promote a positive Academy environment that is free from discrimination and harassment and to discourage and respond to incidents of discrimination and/or harassment on school property or at a school function.

1. Training is to be conducted for all instructional and non-instructional employees of the District;
2. Training is to raise awareness and sensitivity to potential acts of discrimination or harassment directed at students by students or school employees on school property or at school functions; including but not limited to, discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;
3. Training is to raise awareness and sensitivity to potential acts of discrimination and harassment through cyberbullying/texting;
4. Training is to enable employees to prevent and respond to incidents of discrimination and harassment;
5. Training is to be conducted as needed and may be implemented and conducted in conjunction with existing professional development.

GREENBURGH NORTH CASTLE UNION FREE SCHOOL DISTRICT

STUDENT REGULATIONS

RULES AND CODE OF ETHICS FOR USERS OF COMPUTER FACILITIES, ELECTRONIC COMMUNICATIONS AND THE INTERNET

As a computer user, I understand and agree to follow the rules and Code of Ethics in all of my work with computers in the Greenburgh-North Castle Schools.

COPYRIGHT:

1. I understand that everything on the Internet is considered to be copyrighted material whether it is stated or not. I will not violate copyright laws by plagiarizing.
2. I recognize that copyright laws protect software and the rights of the author of a work (including a student who creates a term paper, literary papers, art project, etc. produced at school).
3. I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards.
4. I will not give, lend or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain.
5. I understand that use of material found or placed on the Internet is governed by the copyright rules that apply to work created by others.

ACCEPTABLE USE:

- I understand that all use of the Internet must be in support of education and research.
- I understand that students do not have e-mail privileges unless given to them for a specific time and purpose for a teacher-directed project. Exemplary behavior is expected when involved in such a project.
- I understand that any question or issue concerning use of the network and related resources shall be determined by the Superintendent of Schools.

NETIQUETTE:

- I am responsible for complying with the behavioral guidelines outlined in District Policy related to network use.
- I understand that any use of the network for personal or private enterprises is prohibited.

PRIVILEGES:

- I understand that the network and related resources are the property of the School District.
- I understand that any use of the network is not private or will not be considered private for any purpose.
- I understand that communications created for use on the Internet or local network (e.g., e-mail) may be considered a “record” for purposes of law.
- I understand that any use of the network for commercial or for-profit purposes is prohibited.
- I understand that any use of the network for personal and private business (e.g. E-Bay) is prohibited.

SECURITY:

- I agree to use my account for my own work and to keep my password confidential. If my account is used by anyone else, I am to report it immediately.
- I agree not to reveal my name, home address or phone number or those of others over the Internet.
- I understand that hate mail, harassment, profanity, obscenity, discriminatory remarks and other antisocial behaviors, or use which poses risk of material or substantial disruption of the school environment are prohibited on the network and can be prosecuted by law.
- I agree that use of the network to access or process pornographic material, inappropriate text files, illegal activities, files dangerous to the integrity of the local area network, or which pose risk of material or substantial disruption of the school environment, are prohibited.
- I agree not to download any programs from the Internet without permission.

VANDALISM:

- I understand that no use of the network shall disrupt the use of the network by others; hardware or software shall not be destroyed, modified, damaged or abused in any way. Such vandalism is considered a crime under state and federal law.
- I understand that malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software component of a computer or computing system (viruses) is prohibited.
- I understand that School authorities will be contacted when the computer system is invaded or attacked by unauthorized use.

I UNDERSTAND THAT THE GREENBURGH-NORTHCASTLESCHOOL DISTRICT RESERVES THE RIGHT TO:

- Review and monitor files and communications to maintain system integrity and ensure that users are utilizing the system responsibly and in accordance with the District Policy and User Code.
- Log Internet use and to monitor files server space utilization by users.
- Temporarily remove a user account on the network to prevent further unauthorized activity.
- Obtain information during a user’s absence and when there is a need for stored information.
- Provide access to stored information pursuant to lawful request.

I understand that violation of the District Policy and/or the User Code set forth above will be dealt with seriously. Violators run the risk of losing computer privileges on a temporary or permanent basis, disciplinary action and possible prosecution for violation of local, state and federal laws.

I have read the Greenburgh-North Castle Public Schools Rules and Code of Ethics for Network and Internet Users and agree to abide by its terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action and/or appropriate legal action.

Name

Signature: _____

Date: ___/___/___

We, the parents of _____ have read and discussed the above Rules and Code of Ethics for the Greenburgh-North Castle School System computer users. We recognize that it is impossible for the School District to restrict access to all controversial materials and will not hold the School District responsible for materials acquired on the network. We also accept responsibility for guidance of Internet use at home – setting and conveying standards for our daughter or son to follow when selecting, sharing or exploring information and media. We hereby give permission for our child to have user access to the Internet at his/her school. We realize that under law, we may be held financially responsible for the willful, malicious or unlawful damage of property by our minor child.

Parent's Signature

Date

STUDENTS WILL NOT BE ALLOWED COMPUTER ACCESS UNTIL RECEIPT OF THIS AGREEMENT