

# Code of Conduct Summary

## Hauppauge School District

### 2017-2018

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

The Hauppauge School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. The Hauppauge School District has adopted a code of conduct in line with NYS SAVE legislation. That full Code of Conduct is available upon request from each school principal and downloadable from the district's website. This summary is intended to help parents inform their children of the basic rights, responsibilities and consequences attached to misconduct.

#### DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act takes effect on July 1, 2012. The ultimate goal of the Dignity Act is to provide public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on a school bus and/or at a school function.

The building principal will serve as the *Dignity Act Coordinator* for each school. The Assistant Superintendent for Personnel and Administration will serve as the Coordinator for the district office.

Required updates to reflect the Dignity for All Students Act have been incorporated into Board of Education Policies and the Code of Conduct.

#### STUDENTS' RIGHTS AND RESPONSIBILITIES

The Hauppauge School District is committed to safeguarding the rights that all students are entitled to under federal and state law, including the right to attend school in a safe, healthy and orderly environment. Students have the responsibility to abide by all Hauppauge School District rules and regulations; to act in a respectful manner with all staff and students; to tell a responsible adult if another student is overheard threatening to cause harm to others; and to accept responsibility for their actions.

Linked to the Code of Conduct is the School Emergency Plan. The School Emergency Plan details how the district will respond in a number of emergency situations. The School Emergency Plan details how and when outside agencies will be engaged and involved in actual or false incidents.

The Code also defines reasonable expectations for the essential partners in the education of young people: parents, teachers and all other school staff members, as well as central office administrators and the Board of Education. The Code identifies parent responsibilities as sending children to school healthy, and acknowledges that each parent cares about the success of his or her child and accepts shared responsibility for the child's education. Teachers and all other school staff members are expected to model the types of behaviors we expect of students; to teach effectively while demonstrating concern for the well-being of the whole child; and to communicate with parents and students on progress being made, as well as on any problems that are interfering with learning and personal growth.

The Student Dress Code expects that all students give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be appropriate and meet health and safety standards and not interfere with the learning process. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance will not be permitted. Students may be asked to secure other clothing if it is deemed necessary.
2. Recognize that extremely brief garments are inappropriate and unacceptable. This includes but is not limited to the following: backless tops, single shoulder tops, tube tops, halter tops, spaghetti straps, see-through, sheer or transparent shirts/pants, exposed midriffs, plunging necklines (front and/or back), skirts/skorts above mid-thigh length, shorts that are excessively revealing, and net/mesh garments. Tank tops are permissible if they do not have spaghetti straps, plunging necklines or expose the midriff or undergarments.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Open platform shoes or other footwear which are a safety hazard are not permitted.

5. Not include the wearing of head gear and/or sunglasses in the school building during the regular school day, except for a medical or religious purpose. Examples of headgear, but not limited to: baseball hats, visor caps, derbies, cowboy hats, watch or ski cap, jacket hoods, scarves, bandanas, dew rags, head wraps, sweat bands.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not promote and/or represent any gangs or gang membership.

Uniforms issued for school sanctioned activities are exempt from the dress code requirements.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

The section on Disciplinary Penalties, Procedures and Referrals describes a range of actions in response to misconduct. These range from teacher removal from class subject to administrative review, to in-school suspension, out-of-school suspension. A student is entitled to due process in any disciplinary proceeding, and the home school district administrator and parent are normally to be involved. The Code requires that such parent contacts normally occur within a twenty-four hour period of any serious incident. Finally, the Code recognizes the special regulations required in handling disciplinary situations with students identified as having an Individualized Education Plan (IEP).

The Prohibited Student Conduct section describes categories of conduct that endangers the safety, health or welfare of others. These include lewd or abusive language or gestures; disruptive behavior; possession of, use of, or threat to use any weapon; harassment of others; sexual harassment; bullying; hazing; and possession, use or distribution of any alcohol or drugs. The Code also prohibits academic misconduct such as cheating, copying and plagiarism.

The Hauppauge School District requires that any student observing a student possessing a weapon, alcohol or illegal substance at school or witnessing violence or the threat of violence, harassment, sexual harassment, bullying or hazing must report that information immediately to an appropriate staff member. The Code requires that school personnel inform parents and the police if an incident appears to be possible criminal behavior.

Corporal punishment of students is prohibited. However, the Code recognizes that there will be certain situations that require the use of physical force either to restrain a student from injuring him or herself or another person or to protect the property of others.

Student Searches and Interrogations reminds students and parents that school lockers are the property of the school and may be opened and searched at any time. It authorizes searches of students and their belongings if the authorized school official has reasonable suspicion to believe that a search will result in evidence that a student violated the Hauppauge School District's Code of Conduct. Documentation of searches is required, and parents will be informed and police will be called if the appropriate school official deems such actions to be necessary. The Code specifies that students who are questioned by police officials on school property will be afforded the same rights they have outside of school.

School officials also have a responsibility to notify Child Protective Services when they have reasonable cause to suspect that a student has been abused or mistreated by anyone.

Finally, the Code of Conduct requires that visitors to our schools also abide by reasonable standards, including reporting to the main office upon arrival and conducting themselves in a civil, respectful and orderly manner with all persons they meet on school grounds, school function/school zone. A visitor whose behavior is disruptive will be required to leave. Authorized school officials may request police assistance if the situation warrants.

**A copy of the full Hauppauge School District Code of Conduct is available upon request to the principal's office in each school and from the district's website.** Students will be given a plain language, grade specific summary of the Code at the start of each school year. Parents and students who enroll in a school during the school year will be given a summary and notified a copy of the full Hauppauge School District Code of Conduct is available upon request to the principal's office in each school and from the district's website.

Each September the Director of Security will notify Hauppauge School District employees of the availability of full copies of the Code of Conduct at each building and on the district's website.

The Hauppauge School District's Board of Education will review the Code annually and adopt any necessary revisions following a period for public comment.

Thank you for taking the time to familiarize yourself with this communication and for reviewing the District Code of Conduct which is presented in its entirety on our website: [www.hauppauge.k12.ny.us](http://www.hauppauge.k12.ny.us)