

SECTION 3: STUDENT CODE OF CONDUCT

All students in Medina Central School District have the right to a full education within a proper educational atmosphere. Rules and regulations are necessary to establish a proper atmosphere for all students. Parents, students, teachers and administrators must work together to maintain proper conduct in school. It is the responsibility of students to behave in a manner acceptable to society in general, and the residents of Medina School District in particular. Students have the right to be fully informed of school regulations and to address grievances to the school administrator through their student government as in any democratic society. Students in Medina, including students with disabilities, have the right to a free, public education until age 21 or the conclusion of their academic program. Education of students with disabilities, is to be in the least restrictive environment as established by the Committee on Special Education.

The Medina CSD is committed to safeguarding rights given to all students under state and federal law. In addition to those rights, all students have the right to:

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

All Medina High School students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District rules, policies and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused, and be in class, on time, prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular activities and strive toward their highest level of achievement possible.
5. Comply with direction(s) given by school personnel in a respectful and positive manner.
6. Where appropriate, work to develop mechanisms to control anger and aggression.
7. Seek help in solving problems that might lead to discipline.
8. Report information regarding issues of safety.
9. Dress appropriately for school and at school functions.
10. Conduct themselves as representatives of the District when participating in or attending school-sponsored events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Prohibited Student Conduct

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. At that point, the administration will decide what further action will be taken. Students who break the law, use or possess illegal drugs, use vulgar language, or exhibit inappropriate behavior will be held accountable not only to the disciplinary code, but may also be referred to the appropriate law enforcement agencies.

Violations of the Criminal Code

Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher or administrator who initiates the process to notify parents and begin disciplinary proceedings. Violations that constitute a crime will initiate contact with appropriate law enforcement.

Bullying

The Medina Central School District and Board of Education prohibit acts of bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose." Bullying can take many forms; however, the main types are defined as any gesture or written, verbal or physical act, or any use of electronic communication (a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone or computer) that take place on school property, at any school-sponsored function, school - related activity or on a school bus and that:

- A. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- B. by any other distinguishing characteristic; and
- C. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Forms of bullying include, but are not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Specific examples of bullying may include, but are not limited to:

Verbal bullying: name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.

Physical bullying: poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, etc.

Social bullying: purposely excluding someone from a group, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

While the focus of the District is upon the prevention of bullying, bullying may still occur. In these cases, the offenders will be given the message that their actions are wrong. Consequences for a student who commits an act of harassment or bullying shall be varied (ranging from positive behavioral interventions up to and including suspension or expulsion) and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and will be consistent with the district code of conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

The principal and/or the principal's designee at each school is responsible for receiving harassment or bullying complaints. All school employees are required to report alleged violations to the principal or principal's designee. All members of the school community, including students, parents/guardians, volunteers and visitors, are also urged to report alleged violations to the principal or the principal's designee.

While submission of the report form is not required, the reporting party should use the report form available from the principal of each building or at the district's central office and/or contact the principal or the principal's designee. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report. In addition, the principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Disciplinary Intervention, Procedures, Penalties and Referrals

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

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

As a general rule, discipline will be progressive; this means that a student's first violation will usually merit a lighter penalty than subsequent violations. The School Conduct and Discipline Code was developed locally in accordance with state regulations by a committee representing teachers, administrators, other school professionals, students and parents.

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Disciplinary options that may be imposed for violations of the student disciplinary code range from, but are not limited to, a warning, a detention, ISS, teacher removal of disruptive pupils and short/long term suspension as outlined in the Code of Conduct. It is understood that the school has the authority to assign consequences based on age and grade-level appropriateness and/or individual circumstances.

The Principal or the Principal's designee shall process all referrals for students to counseling and/or social services and/or human service agencies. The District may also file a PINS (Person in Need of Supervision) petition in family court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment. The District may report a crime committed by a student to appropriate authorities.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the District will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the

procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell the students why they are being questioned. In addition, the Board authorizes the superintendent, building principals/administrators, the school nurse and District security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code of Conduct, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner as outlined in the Code of Conduct.

Actions and Consequences

DETENTION: For minor infractions students will be assigned detention. Detention is held Monday-Thursday from 2:55–3:25. It is the responsibility of the student to remember the dates that he/she is assigned detention. He/she should record the dates in his/her assignment book.

IN SCHOOL SUSPENSION (ISS): Since the discipline code is based on a more severe penalty for each infraction, more severe infractions or an accumulation of infractions may result in the student being assigned to In School Suspension. If students are assigned In School Suspension, they must report directly to the ISS room. Students may also bring a bagged lunch any day they are at ISS. Teachers of the students will be notified and will send any work needed to ISS through the office.

HOME SUSPENSION: This will be used for the most severe discipline cases or if there is no

space available in ISS. If a student is home suspended, he/she cannot be on school property for any reason without permission from the building administration.

Student Behaviors and Consequences

Class 1 Offenses

- a. Violation of classroom, hall or lavatory rules
- b. Disruptive Behavior
- c. Tardiness
- d. Using profanity or abusive language
- e. General horseplay on school grounds
- f. Isolated insubordination

Consequences for Class 1 Offenses

The staff member supervising the student may:

- a. Withdraw certain privileges
- b. Assign extra work
- c. Assign before/after school detention

Parents will be notified of serious breaches of these rules by the teacher.

Repeated violations of these rules will be considered a Class 2 offense and be referred to the principal for further disciplinary action.

Class 2 Offenses

- a. Repeated Class 1 offenses
- b. Truancy/Skipping class
- c. Leaving school without permission
- d. Loitering after hours
- e. Violation of student driving or parking rules
- f. Lying to staff member
- g. Computer/internet misuse
- h. Unexcused tardy to school

Consequences for Class 2 Offenses

The principal shall assign the offending student to:

- a. Before/afterschool detention
- b. In-School suspension
- c. Parent conference
- d. Suspension/revocation of driving privileges
- e. Suspension of computer privileges
- f. Out-of-School suspension
- g. Repeated violations of these rules will be considered a class 3 offense and could result in suspension for a period of one to five days.

What is an excused absence/tardy?

Based upon our District's education and community needs, values and priorities, the School District has determined that excused absences and tardies are defined as follows:

- Approved field trips
- Personal illness
- Illness or death in the family
- Impassable roads due to inclement weather
- Religious observance
- Car Problems
- Quarantine
- Required court appearances
- Attendance at health clinics
- Approved college visits
- Job interview
- Job training
- "Take your child to work" day
- Driver's test
- Documented religious activities
- Approved cooperative work programs
- Military obligations
- Other such reasons as may be approved by the Board of Education

What is an unexcused absence/tardy?

Any other reason that does not fall into the above categories will be considered an unexcused absence or tardy (e.g. family vacation, hunting, babysitting, haircut, missing bus, oversleeping).

Winter Weather:

Even with extra morning planning and added travel time, inclement weather can still have an impact on getting to school on time. **As always, student safety is our top priority.** As per board policy, impassable roads is categorized as an excused absence or tardy, and as a result, consideration will be given to students who arrive late to school due to difficult road conditions. ***We do not want parents or students putting themselves in harm's way for fear of being late to school.***

Bus Conduct

1. Be ready when the bus arrives.
2. Do not enter or leave bus while it is in motion.
3. Pass in front rather than behind the bus.
4. Remain seated until bus stops at your destination.
5. Head and arms must not be thrust from windows.
6. Swearing or other offensive language must not be used.
7. The use of tobacco or alcohol is forbidden.
8. Fighting, quarreling, or rough play will not be tolerated.
9. Loud talking distracts the driver and will not be tolerated.
10. Help your bus driver to keep your bus neat and do your part to make his/her driving safe.

11. Obey the bus drivers; they are doing their best for you.
12. Eating or drinking on the bus is prohibited.
13. Throwing papers or other items of any kind on the bus is prohibited.
14. Pupils are expected to behave as ladies and gentlemen upon entering and leaving the bus and in obtaining seats.
15. Keep your hands off the person and property of other students.
16. Never tamper with the emergency door.
17. Do not shout out the windows to the public.
18. No animals are allowed on the bus.
19. Conscientiously observe all rules and respond promptly to the driver's instructions.

STUDENTS WHO DO NOT DEMONSTRATE PROPER CONDUCT MAY HAVE THEIR TRANSPORTATION PRIVILEGES REMOVED.

STUDENTS ARE REQUIRED TO RIDE THE BUS TO AND FROM EXTRACURRICULAR ACTIVITIES AND BOCES.

BUS CONDUCT DISCIPLINE PROCEDURES

First Offense - A bus conduct form is given to the Director of Transportation – The student will be issued a detention, and a letter is mailed home to the parents.

Second Offense – A bus conduct form is given to the Director of Transportation – The student will be issued a day of ISS or other consequence as deemed appropriate by an administrator.

Third Offense - A bus conduct form is given to the Director of Transportation - five school days of suspension from all transportation is issued after contacting the parents either by phone or by mail.

Fourth Offense - A bus conduct form is given to the Director of Transportation - parents are contacted for a meeting (if requested). Suspension from transportation is issued for the rest of the school semester.

Cafeteria Regulations

All students are required to eat in the school cafeteria. Students are expected to act like responsible young adults in the cafeteria. If problems arise, the cafeteria monitors have the right to assign seats, remove students from the cafeteria or limit the number of students that may sit at a table. **No restaurant food may be purchased and brought in to the cafeteria.** Students must have a pass to leave the cafeteria for any reason. Students will be dismissed from the cafeteria only when trays are returned and their area is clean.

PRIVILEGE PASS AREA: The privilege pass area is specifically for those students who have met the criteria for the pass.

FOOD, BEVERAGES, AND SNACKS - Students should consume any food and beverage in the cafeteria. No food will be permitted in the halls, lockers, or elsewhere in the building except for the school cafeteria. **Beverages may be consumed outside of the cafeteria with permission from the classroom instructor, as long as the container is secured with a lid.**

Cell Phones and Electronic Devices

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, the following policy clarifies the use of cell phone/electronic devices for Medina High School.

Permitted Items

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices; and 3) portable music and entertainment systems, such as iPods, MP3 players.

Liability

Please be advised that MCSD has no liability whatsoever for any cell phones and other electronic devices brought to school, either during the school day or for after-school programs or activities.

Cell phones may be used as set forth below:

During the school day:

- Cell phones should be put away and silenced during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during the following non-instructional times of the school day: during a student's lunch period only in the cafeteria or privilege pass area; in a study hall with verbal permission from the monitor, or during passing time
- Cell phones and other electronic devices may not be used to photograph, record (neither picture, nor sound, nor both) any student or staff member on school premises at any time.

During after-school, school-sponsored programs or activities: After the last bell when all classes have been dismissed as part of a club, sporting event/practice, or other social gathering - following requests of any present supervisor or coach.

While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Any device used in an unauthorized manner may be confiscated and kept in the office until the student's guardian comes to the office to pick up the equipment. Appropriate disciplinary action will be taken for the continued violation of this policy.

Dress Code

It is the right of students to be dressed and groomed in a manner acceptable to their parents and to themselves, although a school community should develop guidelines for dress and grooming. Students shall be free from any adverse effect on their scholastic record because of dress and grooming unless certain standards of dress and grooming are a reasonable requirement of a course of activity. It is the responsibility of students to recognize that it is an appropriate function of the school to educate students of the importance and effect of dress and grooming on themselves and others. Students who exhibit extreme or eccentric styles of dress or grooming should be counseled by school personnel, and those whose dress and grooming cause a disruption of the educational process will not be tolerated.

Items not permitted include, but are not limited to:

- Overly revealing clothing
- Short shorts
- Skirts and dresses must be of an appropriate length (use "fingertip" rule)
- Tube tops and halter tops
- Off the shoulder style shirts
- See-through mesh shirts, and articles of clothing with objectionable or suggestive writing and/or pictures
- Articles of clothing/jewelry referring to drugs or alcohol
- "Droopy Drawers" or "low cut" pants/skirts which expose any undergarments or skin
- Clothing with writing or illustrations which are sexual or offensive in any way
- Clothing designed to promote racial/ethnic bigotry
- Hats and other head coverings...unless for religious purposes
- Chains of more than 12" in length
- Bare midriff shirts. Shirts must be at least to the top of the belt.
- Studded Accessories
- Sunglasses (Regular or Prescription)
- Pajama pants or "sleeping attire"

Drug and Alcohol Policy

The Board of Education and Administration of Medina Central School has adopted the following drug and alcohol abuse policy for all school property and functions. It is based on the following points: 1) Students guilty of drug and alcohol abuse are in need of professional help. 2) Students guilty of possession or use are clearly beyond the confines of state law. 3) Students under the influence of drugs or alcohol are a danger to themselves and others. 4) Parents have a right to be notified. 5) Drug and alcohol abuse is a major cause of school thefts and other crimes. These regulations include placebos or "look alike" drugs and caffeine tablets, and refer to any quantity of drugs or alcohol.

SUSPICION THAT STUDENT USES DRUGS OR ALCOHOL OUTSIDE OF SCHOOL

- Notify parents and include reason for suspicion. (Cigarette papers, for example)
- Suggest sources of outside help if requested

STUDENT POSSESSION AND/OR USE AND/OR UNDER THE INFLUENCE OF DRUGS, DRUG RELATED IMPLEMENTS, OR ALCOHOL ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

EACH OFFENSE

- Notify parents immediately.
- Inform nurse and counselor.
- Five-day suspension by the principal.
- Notify police, and press charges where applicable.
- Suggest sources of outside help for the student.
- Superintendent's Hearing - which may result in additional suspension.

SALE OR "GIFT" OF DRUGS OR ALCOHOL TO OTHERS

EACH OFFENSE

- Notify parents immediately.
- Notify police and press charges.
- Five-day suspension by the principal.
- Superintendent's Hearing which may result in permanent expulsion from school.

By law, giving another student an illegal substance is considered a sale and is treated as such.

Hall Passes

Corridor permits (wooden hall passes or written passes) must be secured from a teacher whenever a student leaves study hall, class, or homeroom.

Messages

Please ask your parents and friends NOT to request school personnel to carry personal messages to you. Of course, in the case of an EMERGENCY, we are happy to assist in locating you.

Phone Use

Students are not permitted to use the office phones to make personal calls, without the permission of the office staff.

Permission to leave school

No student, under any circumstance, is to leave school without being officially excused. The only persons in the high school authorized to officially excuse students are the building administrators and the school nurse. Students who have medical or dental appointments during the school day must bring a signed, dated note to the main office before school begins. All notes must also contain a **phone number** for verification purposes. No student will be allowed to leave school without verification.

Protective Eyewear

Students must wear protective eye devices where requested to do so, such as in laboratories, shops, etc.

Public Display of Affection

Anything beyond holding hands is not permitted.

Smoking and Tobacco Products

According to the NYS Penal Code, smoking and the use of tobacco products are prohibited in school, on school grounds, or at school events. Any tobacco products will be confiscated and destroyed. This also includes any tobacco/E-cigarette or non-prescription nicotine delivery system. Please note that it is also illegal in New York State to smoke an electronic cigarette within 100 feet of entrances to public or private schools.

Student Driving Regulations

All students driving a motorized vehicle to school must register in the Principal's office during the first week of driving to school. There is no charge for parking. Use of the school facilities for parking is a privilege, which may be removed if abused. **Permits are not issued to drive to BOCES**, unless the student leaves BOCES early on a daily basis to work. One-day driving permits will be issued for special circumstances on a very limited basis.