



# Code of Conduct

# CANTALICIAN CENTER FOR LEARNING

## Code of Conduct

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

Cantalian Center 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. In addition to the expectations articulated in this code, Cantalian Center recognizes that there are other adopted policies that govern behavior and decorum.

Cantalian Center 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. To this end, the Board of Directors adopts this Code of Conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

### ***Definitions***

**Controlled substance** means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. section 812) (United States Code, 2006 edition, volume 13 ; Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9328; 2008 - available at the Office of Counsel, New York State Education Department, State Education Building Room 148, 89 Washington Avenue, Albany, NY 12234).

**Disruptive student** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or any school employee's authority on school property.

**Parent** means parent, guardian or person in parental relation to a student.

**Principal** means an administrative figure – principal or assistant principal.

**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 a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

**School function** means any school-sponsored event or activity.

**Violent Behavior** includes:

1. Committing an act of violence upon a school employee or attempts to do so.
2. Committing, 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.
3. Possessing, while on school property or at a school function, a weapon.
4. Displaying, while on school property or at a school function, what appears to be a weapon.
5. Threatening, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damaging or destroying the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowing and intentionally damaging or destroying school district property.

**Weapon** means a firearm as defined in 18 USC SS921 for the purpose 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 injury or death.

## Student Rights and Responsibilities

*With every right comes a responsibility.*

<i>It is the student's right:</i>	<i>It is the student's responsibility:</i>
1) To a free appropriate public education in the least restrictive environment.	1) To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	2) To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3) To be respected as an individual.	3) To respect one another and to treat others in the manner that one would want to be treated.
4) To express one's opinions verbally or in writing.	4) To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5) To dress in such a way as to express one's personality.	5) To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6) To be afforded equal and appropriate educational opportunities.	6) To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.	7) To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8) To be made aware of the school rules and policies, and to always be treated in a manner consistent with these policies in all disciplinary matters.	8) To obey the rules and to conduct oneself in a manner not distracting to others.
9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	9) To respect one another and treat others fairly in accordance with the Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

## ***Essential Partners***

### ***Expectations for Parents:***

1. Make certain your child's attendance at school is regular and punctual and all absences are properly excused as required by law.
2. Insist that your child is dressed in compliance with school rules regarding sanitation and safety and in a fashion that will not disrupt classroom procedures in accordance with this Code.
3. Be as certain as possible that your child is free of communicable disease and is in good health, enabling him or her to participate in the learning environment.
4. Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
5. Know and understand the rules your child is expected to observe. Be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
6. Help your child understand that appropriate rules are required to maintain a safe, orderly environment and provide effective and appropriate strategies for dealing with peer pressure in accordance with the Cantalician Center for Learning Code of Conduct.
7. Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.
8. Convey to your child a supportive attitude toward education and the Cantalician Center.
9. Recognize that the education of your child is a joint responsibility of the parents and the school community.
10. Send your child to school ready to participate and learn as required by NY State law.
11. Promote positive behavior in your child by helping him or her to accept the consequences of his or her actions and by becoming involved in the behavior management/disciplinary process; guide your child to develop socially acceptable standards of behavior.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Report any school-related safety concerns to a building administrator for resolution.
14. Agree to respect building specific requirements regarding security and safety. Parents will sign-in and present proper identification in accordance with building procedures.

### ***Expectations for Teachers, Therapists, and Support Staff:***

1. Reflect a personal enthusiasm for teaching and learning while maintaining a genuine concern for the individual student.
2. Be prepared to teach and/or provide therapeutic instruction.
3. Guide learning activities so students learn to think, reason, assume responsibility for their actions and respect the rights of others.
4. Be fair, firm and consistent in enforcing school rules on school property and at all school functions.
5. Give positive reinforcement for acceptable behavior.
6. Inform behavior staff and/or administrator concerning any student whose behavior requires special attention.
7. Maintain a climate of mutual respect and dignity to strengthen each student's self-concept and confidence to learn.
8. Communicate to students, parents, and other educational team members that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
  - Expectations for Students
  - Classroom behavior management plan
  - Building-wide behavior management plan
  - Student progress and achievement
9. Be knowledgeable about and apply/put into practice effective classroom/building behavior management techniques.
10. Maintain confidentiality about all personal information and educational records concerning students and their families.
11. Act as a role model for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to the appearance of impropriety.
12. Build good relationships with students and their parents/guardians.

### ***Expectations for Other School Staff:***

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Act as a role model for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to the appearance of impropriety.
3. Assist in promoting a safe, orderly and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning staff, students and their families.
5. Report any school-related safety concerns to a building administrator.

### ***Expectations for the Building Administrators:***

1. Organize school schedules and teaching assignments which promote effective classroom management and instruction.
2. Be fair, firm and consistent in all decisions affecting students, parents and staff.
3. Promote a successful teaching and learning environment by fostering a safe, orderly and academically stimulating school environment.
4. Ensure that students and staff have the opportunity to communicate regularly with the Principal regarding any school related matters.
5. Be responsible for students, parents and staff knowing and understanding the Code of Conduct.
6. Enforce the Code of Conduct and ensure that all cases are resolved promptly and fairly.
7. Be knowledgeable about and apply/put into practice effective classroom/building behavior management techniques and assure their utilization in the building/discipline plan.
8. Ensure that a building-wide behavior management system is created, supported and enforced to meet the needs of students.
9. Maintain confidentiality about all personal information and educational records concerning students and their families.
10. Act as a role model for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to the appearance of impropriety.
11. Closely and uniformly monitor the implementation of curriculum content and performance standards across all disciplines, while recognizing the academic freedom of the teacher to achieve program expectations.

## **Student Dress Code**

Cantalian Center believes that appropriate dress and grooming contribute to a productive learning environment. All students are expected to 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 in the school setting. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students should be appropriately dressed for the weather. For safety purposes, it is recommended that your child's fingernails be trimmed. In addition, dangling earrings and jewelry should be avoided.

### CLOTHING

- Student shirts with sleeves
- Pants worn at the waist
- Belts are encouraged to prevent sagging pants
- Shorts and skirts of mid-thigh length

### SHOES

- Non-skid athletic or rubber soled shoes or sneakers
- This type of footwear is required for safety reasons and for use during physical education or other movement activities.
- If other types of footwear are worn to school (e.g. boots, dress shoes, etc.), we request that a pair of non-skid athletic shoes or sneakers are either brought in or kept in school for students to change into daily.

### PHYSICAL EDUCATION AND PHYSICAL ACTIVITIES

- Students in the school age program are requested to bring a tee shirt to school for use during gym classes.
- Non-skid athletic or rubber soled sneakers

### CHANGES OF CLOTHING

- For students who may require a change of clothing during the school day (e.g. toileting accidents) we ask that parents send in an additional set of clothes.
- All clothing should be labeled with your child's name and classroom number.
- In the event of a child's accident or need for a change of clothing that is not available within their classroom, clothing may be supplied from our clothes closet.
- Your child's original clothing will be bagged and returned.



### STUDENTS ARE NOT PERMITTED TO WEAR

- Flip flops, sandals, open back shoes, tennis shoes that convert to rollerskates
- Tank tops, spaghetti straps, low cut tops
- Shirts with inappropriate words, pictures, or that promote violence
- Short skirts or dresses
- Clothing that is too tight
- Hats/Pajamas (unless on a special school sponsored occasion)

### SPECIAL CONSIDERATION

- If you have student specific concerns regarding your child's clothing, please contact school administration (e.g. items required for medical or religious purposes).

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.

## Student Conduct

The following is intended to serve as a guide for what is expected of all students attending Cantalician Center for Learning. Cantalician Center recognizes the need for specific and clear 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, and who violate these school rules, will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly and/or disruptive:
  - Endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include defaming, vandalizing, disrespecting and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
2. Engage in conduct that is insubordinate.
  - Failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.
3. Engage in conduct that is violent.
  - Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a teacher, administrator or other school employee.
  - Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon another student or any other person lawfully on school property.
4. Engage in any conduct that endangers the safety, morals, health or welfare of others.
5. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on owned or leased District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
6. Engage in any form of harassment, discrimination or bullying behavior (All students are expected to comply with Bullying in the Schools, in accordance with the provisions of DASA).
  - Sexual harassment -- inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student. Four elements of sexual harassment: 1) Sexual in nature

- or gender based; 2) Unwanted or unwelcome; 3) Severe, persistent or pervasive; 4) Interferes with ability to do work, learn or study.
- Bullying – encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time
  - Harassment – creating a hostile environment by conduct or 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 wellbeing.
  - Discrimination – intimidates, harasses, or discriminates against any person on the basis of the individual’s perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school premises or at school-sponsored events.

### **Substance Use / Abuse (Including Smoking)**

Federal law and Board policy prohibits any type of substance use/abuse, including the use of tobacco, in any form on school property or at school functions.

The use of alcoholic beverages of any kind, as determined by law, is prohibited at all times on school property and at school functions. This includes all school-sponsored functions both on District property and away. Persons shall be banned from entering school property or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or illegal substances.

Students are prohibited from possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either. Illegal substances include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, heroin, look-alike drugs and drug paraphernalia. The inappropriate use or sharing of prescription and over-the-counter drugs including amphetamines and steroids shall also be disallowed.

Students with substance abuse or other social problems are encouraged to discuss them with appropriate school personnel. Problems will be treated in the strictest confidence possible.

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, behavior staff, the Principal or his/her designee, or the Director of Education. Any student observing a student possessing a weapon, alcohol or illegal substance on school property (including a school bus), or at a school function shall report this information immediately to a teacher, the Building Administrator, any other school staff member, the Principal's designee or the Director of Education.

All school staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. School staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, illegal substance, or banned product found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

The Building Administrator or his/her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and that constituted a crime.

## **Disciplinary Expectations and Penalties**

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. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. 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 that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Input from parents, teachers, mental health staff (e.g., school counselors, social workers and psychologists) and/or others, as appropriate.
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that both the number of violations and severity of the behavior will be considered when determining consequence. For example, a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Written notification to parent – teachers, principal, Director of Education
- Written warning – teachers, principal, Director of Education
- Temporary removal from classroom by teacher – teachers
- Suspension from transportation – District Director of Transportation
- Suspension from social or extracurricular activities (i.e.: to include, but not limited to, athletic contests or events, celebratory events, dances, graduation, prom)– principal, Director of Education
- Suspension of other privileges (i.e.: student competitions, field trips) – principal, Director of Education
- Short-term (five days or less) suspension from school – principal, Director of Education
- Long-term (more than five days) suspension from school – Director of Education, District CSE
- Permanent suspension from school – Director of Education, Executive Director, District CSE

### **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 school employee is strictly forbidden.

### **Discipline of Students with Disabilities**

If a student with a disability is subjected to a series of suspensions that cumulate to more than 10 school days in a school year, the District CSE conducts a manifestation review to determine if the conduct is a manifestation of the student's disability. The results determine whether an interim alternative education setting is pursued or whether the student is returned to the current placement with modifications.

For additional details, refer to the **NYS Regulations of the Commissioner of Education, Part 201—Procedural Safeguards for Students with Disabilities Subject to Discipline.**

## **STUDENT SEARCHES AND INTERROGATIONS**

### **Questioning of Students by School Officials**

Any school designee authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law, school rules or the District Code of Conduct. School officials are not required to give a "Miranda" type warning before questioning, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

School officials have the right and responsibility to contact appropriate law enforcement agencies, as may be necessary, with regard to statements and information given by students to school officials.

### **Student Searches and Interrogations**

In recognition of certain societal problems which may present themselves in our schools, the Cantalician Center for Learning authorizes the building principals and his/her designee to conduct searches of students and their possessions for an illegal matter or a matter which otherwise constitutes a threat to the health, safety, and welfare of the students attending the Cantalician Center for Learning.

The authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

In authorizing such searches, the School acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions (e.g., pocket contents, book-bags, handbags, etc.). Such searches shall not be conducted unless founded upon reasonable suspicion that the search will result in evidence that the student violated the law or the school's Code of Conduct.

Factors that may be considered in determining whether reasonable cause exists to search a student or their belongings include:

1. The age of the student;
2. The student's record and past history;
3. The predominance and seriousness of the problem in the school where the search is directed;
4. The reliability of the information used as a justification for the search;
5. The school official's prior knowledge of and experience with the student; and
6. The urgency to conduct the search without delay.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individual(s) other than school

employees will be considered reliable informants if they have previously supplied information that was accurate and verified, if they make an admission against their own interest, or if they provide the same information that is received independently from other sources. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or a student's belongings, the authorized school official should attempt to get the student to admit that he/she possesses physical evidence that they violated the law or the school code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

### **Student Lockers, Desks and other School Storage Places**

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, computers and other storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, computers, including electronic storage and other storage may be subject to search at any time by school officials, without prior notice to students and without their consent.

Students shall be informed by the principal and his/her designee that school lockers are not their private property but the property of the school and that as such they may be opened and inspected from time to time by school officials. While recognizing the right to inspect student's school lockers without the necessity of obtaining students' consent is inherent in the authority granted to school administrators, school officials will exercise every safeguard to:

- protect each student's constitutional rights to privacy and protection from coercion;
- emphasize that schools are educational rather than penal institutions; and
- resolve any doubts in the student's favor.

### **Police Involvement in Interrogations of Students**

It is the policy of the School that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises, or during a school sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

The school's administrators shall, at all times, act in a manner which protects and guarantees the rights of students and parents.

Police authorities have no right to interview students on school property without a warrant or probable cause for suspicion; they should take the matter up directly with the student's parents or guardians.

If a student is to be questioned by police on school property, it is the responsibility of the school administration to see that the interrogation takes place privately, in the presence of an administrator, and in the presence of a parent or legal guardian, except that a parent or legal guardian may give verbal consent to a school administrator for the interrogation to take place in the absence of the parent or legal guardian. When the interrogation takes place in school, as elsewhere, the student is entitled to be advised of his/her legal rights, namely: (1) the right to counsel, (2) the right to remain silent, and (3) the warning that anything he/she says may be used against him/her.

### **Child Protective Services Investigations**

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the school will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect. Such interviews will be completed in accordance with school policy and procedures. In circumstances where criminal activity is suspected, Child Protective Services workers may be accompanied by police officers who are assisting in the investigation.

### **Visitors to the Schools**

The School encourages parents and other home school district professionals to visit the Cantalician Center for Learning and maintain a strong alliance with the school's teachers, counselors, and other support staff, and to observe the work of students. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal is responsible for all persons in the building and on the school grounds. For these reasons, the following expectations apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor".
2. All visitors to school must report to the main office of the principal (or designated extension of the principal's office, such as the reception area) 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. The visitor must return the identification badge to the school secretary office before leaving the building.



3. Visitors attending school functions that are open to the public, such as Open House, school concerts, or athletic contests, are not required to register.
4. District professionals, or graduate students from local colleges who wish to observe a classroom while school is in session are required to arrange such visits in advance through the principal's office, so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if this situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

### **Public Conduct on School Property**

The Cantalician Center for Learning 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, "public" shall mean all persons on school property or attending a school function including students, teachers and Cantalician Center for Learning personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The Cantalician Center for Learning recognizes that free inquiry and free expression are indispensable to the objectives of the school. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

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 they are on school property.

### **Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intimidate, harass or discriminate against any person based on actual or perceived race; color; weight; national origin; ethnic group; religion or religious practice; disability; sexual orientation; gender, gender identity; or sex.
3. Obstruct the free movement of any person in any place to which this Code applies.
4. Willfully incite others to commit any of the acts prohibited by this Code.

5. Intentionally damage or destroy Cantalician Center for Learning property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
6. Disrupt or prevent the orderly conduct of classes, school programs or other school functions.
7. Distribute or wear apparel or other materials on school property or at school functions that are obscene, advocate the use of drugs, alcohol, tobacco products or illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
8. Use tobacco products to include electronic cigarettes on school property or at any school function.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, banned products, illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs or be under the influence of any such substances on school property or at a school function.
10. Possess or use weapons in school buildings or on school property or at a school function, except in the case of law enforcement officers on official business or except as specifically authorized by the School District. It is requested that law enforcement officers on official business notify the administration upon entering School District property.
11. Gamble on school property or at school functions.
12. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
13. Loiter on or about school property.
14. Refuse to comply with any reasonable order of identifiable School District officials performing their duties.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

## **Penalties**

Persons who violate this Code shall be subject to the following penalties:

1. Visitors. 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, they shall be subject to ejection and may not return. The duration of the eviction will be determined by the severity of the action and in accordance with law.

2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law Section 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law Section 75 or any other legal rights that they may have.
5. Staff members other than those described in Subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **Enforcement**

The Building Principal or his or her designee shall be responsible for enforcing the conduct required by this Code.

When the Building Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, within the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

### **Dissemination and Review Dissemination of Code of Conduct**

The School will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the code to all students at the beginning of each school year.
2. Mailing a summary of the Code of Conduct written in plain language to all parents at the beginning of the school year and making this summary available later upon request.
3. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.

4. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
5. Making copies of the code available for review by students, parents and other community members. On an annual basis, the Code of Conduct will be publicized and explained to all students and a summary distributed, in writing, to parents and guardians of students. A copy of the code will be electronically filed in each school building, where it will be available for review by any individual. The school will sponsor an in-service education program for all faculty and staff members to ensure the effective implementation of the Code of Conduct. The school will review this Code of Conduct every year and update it as necessary. In conducting the review, the school will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently. The school may appoint an advisory committee to assist in reviewing the code and the school's response to Code of Conduct violations. The committee will be made up of administrators, teachers, and other school personnel.

9/2015