



ARLINGTON CENTRAL
SCHOOL DISTRICT

Code of Conduct Summary for Elementary Students and Families 2016-17

The Arlington Central School District has always based its rules for conduct on the principles of safety, civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board of Education annually adopts a Code of Conduct that clearly defines expectations for acceptable conduct and identifies possible consequences for unacceptable conduct and ensures that discipline when necessary is administered promptly and fairly. This Code applies to all students, school personnel, parents and other visitors when on school property, on school busses, attending a school function, or when engaged in off-campus behavior that endangers the health, safety and well-being of members of the school community or which disrupts the educational process. The District is committed to safeguarding the rights of all students and to promoting a safe and orderly school environment that offers the best learning opportunities for all without disruption or interference. Therefore, students, teachers, parents, support staff and administrators must work together to create conditions that make our school district safe and that support active teaching and learning.

Student Rights and Responsibilities

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

You have the right to feel safe at school. All students have the right to concentrate on their school work and activities and enjoy them without worrying about unkind words and actions from others. No student should be subjected to harassment or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at any school-sponsored function. It is against school rules for anyone to make anyone else feel uncomfortable due to any of these characteristics, or to make anyone else feel threatened or unsafe. Even if an action takes place off school grounds, it can be considered against school rules when it negatively impacts the ability of a student to focus on their school work and participate in school activities.

Dignity for All Students Act

A state law known as the Dignity for All Students Act focuses on ensuring that your school is a safe place and that all students know they are protected from certain types of behavior including cyberbullying. Each school has a Dignity for All Students Act Coordinator, who is trained in addressing the issues covered by the law. If anyone is making you or anyone else feel unsafe, threatened or harassed, and is therefore causing an imposition on an ability to learn, please talk to your Dignity Act Coordinator, principal, or another adult at school.

Dress Code

The responsibility for student dress and general appearance rests with individual students and parents.

Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community, and lead passionate, purposeful lives.

Examples of standards of dress include but are not limited to the following:

- Extremely brief garments and see-through garments are not permitted, including garments that expose a student's mid-section.
- Underwear should be completely covered with outer clothing.
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- The wearing of hats or other head gear in classrooms, instructional areas of offices except for a medical or religious purpose is not permitted.
- Clothing may not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Clothing may not promote and/or endorse the use of alcohol, tobacco (smoking), or illegal drugs and/or encourage other illegal or violent activities.
- Clothing that obstructs a student's identity, including but not limited to hats, hoods from sweatshirts, jackets, and sweaters, as well as face masks, may not be worn in school.

Student Conduct

The Arlington Central School District expects all students to conduct themselves in a civil manner that shows regard for other students, staff, and other members of the school and general community. Student conduct is a direct reflection of the work of our school faculty and staff members. Therefore, positive behavior demonstrates a positive educational experience.

All members of the school community are expected to engage in school-wide systems to promote positive behaviors, supports, and interventions. Each building will inform students and parents of the school rules regarding dress and prohibited student conduct at the beginning of the school year. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in behavior that is:

- Disorderly/Unsafe behavior (*i.e., running, misusing equipment*)
- Insubordinate (*i.e., failure to comply with reasonable directions*)
- Violent (*i.e., hurting others, possessing a weapon, threatening others*)
- Endangering the welfare of others (*i.e., discrimination, harassment, sexual harassment, intimidation, possession of alcohol or drugs, provoking/encouraging/inciting others to violate the Code of Conduct.*)
- Dangerous behavior on the school bus
- Academic misconduct (*i.e., plagiarism, cheating, forging notes*)

**Please see the Student Handbook, Technology Acceptable Use Agreements, and Code of Conduct for a more complete list of prohibited behavior.*

Reporting & Retaliation

All students are expected to promptly report any violations of the Code of Conduct to the appropriate adult. This includes incidents of other students or staff being harassed or discriminated against by students, school staff or other individuals on school property. Students who believe they have been harassed or discriminated upon due to their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex are to report allegations to the Dignity Act Coordinator(s) who will investigate all complaints and take prompt corrective action, as necessary. In addition, any district staff member who observes or learns of an incident or possible incident of harassment or discrimination must take immediate and appropriate action to report the incident to the administration. Staff members must also take steps to both end the harassment or discrimination and prevent it from reoccurring. Any act of retaliation against a person who reports, investigates or participates in the review of a complaint of harassment or discrimination will not be tolerated.

All students, staff, and parents are responsible to report violations of the Code of Conduct to a school administrator or law enforcement personnel. Disciplinary action, when necessary, will be firm, fair and

consistent. School personnel will consider all circumstances in determining disciplinary penalties. As a general rule, discipline will be progressive, meaning that a student's first violation will receive a lighter penalty than subsequent violations (unless a law has been broken). Discipline procedures range in severity from a verbal warning to permanent suspension from school. Students must be told what rule has been broken and must be given a chance to tell their version of the facts to the administrator who is imposing a penalty. Additionally, information must be shared with parents if the penalty will result in removal from class, and/or suspension from school, transportation or extracurricular activities. *Please refer to the student handbook or Code of Conduct for further details.*

Note: The District adheres to all Federal and State regulations regarding the discipline of students with disabilities.

Student Searches

A building administrator or law enforcement may conduct a search of a student and a student's belongings or backpack if he or she has reasonable suspicion that the search will provide evidence that the student violated the law or the District Code of Conduct. However, a search may include a student's lockers and desks as they are school property or other school storage place and may be done at any time by school officials or law enforcement without prior notice to the student, without the student's consent and without reasonable suspicion. These school areas are not subject to the rules of the Code of Conduct regarding searching a student or student's belongings since these areas are controlled by the school. Whenever practical, the student will be present while their possessions are searched. Law enforcement officials may be summoned by the school official if it is suspected that a law has been broken if there are reasonable grounds to believe a crime has occurred.

Academic Integrity

Every students' work should be his or her own. Students have the responsibility to complete their work themselves and to acknowledge sources of information used in that work. The Code of Conduct contains more information about the rules of academic integrity and the consequences for violating them.

Visitors to the Schools

Anyone who is not a district employee or student of the school is considered a visitor. When a visitor wants to visit a building during the school day they must call the main office to make an appointment. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. This includes, but is not limited to, abiding by the no smoking policy, being properly attired, not committing acts of violence or harassment, and not violating any civil law. Visitors are expected to abide by all the rules for public conduct on school property contained in the Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be asked to leave school property.

The Code of Conduct is posted on our website at www.arlingtonschools.org.

Copies of the complete Code of Conduct are available in each school's main office.

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

The Code of Conduct is reviewed and updated as necessary each year. It is approved annually by the Arlington Central School District Board of Education.

A summary document is being distributed to all students and parents for the 2016-17 school year.

Each school provides a student handbook or parent information bulletins that describe the specific expectations for conduct and discipline.

Dignity for All Students Act Coordinators

The Board of Education shall appoint District Coordinators and Building Level Coordinators on an annual basis and as changes occur throughout the school year. The names of the Dignity for All Students Act Building Level Coordinators will be available on the District website (arlingtonschools.org) and by contacting a District Coordinator or any school office.

District Coordinators

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