

Olean City School District



2023-2024

Code of Conduct

I. INTRODUCTION

The Olean City School District is committed to providing a safe and orderly school environment where students will receive, and district personnel will deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, family members, and guests is essential to achieving this goal.

The Olean City School District is committed to maintaining high standards of educational standards for students. Because the district believes that order and discipline are essential to be educated effectively, the district is also committed to creating and maintaining high behavioral standards and expectations. Character education programs, Positive Behavioral Intervention and Crisis Prevention Intervention are part of the curriculum and classroom management practices. They will be followed to promote a safe and supportive school climate. An orderly educational environment requires everyone in the school community to contribute to an effective environment. It also requires developing and implementing a code of conduct that clearly defines individual responsibilities, describes acceptable behavior, and provides appropriate disciplinary options and responses.

All persons are expected to observe the Code of Conduct governing behavior in school and at BOCES (Board of Cooperative Educational Services). The code is enforced at or during school-related functions, field trips, sporting events, aboard transportation (school buses, rented buses), dances and athletic contests both enforced at or during school-related functions, field trips, sporting events, aboard transportation (school busses, rented buses) dances and athletic contests at Olean Schools, opponent's schools, and other venues.

The district believes order and discipline must be a shared responsibility among school, home, and community. The Code of Conduct is reviewed and updated annually in collaboration with students, teachers, administrator and parent representation, school safety personnel and other board-approved school personnel. The Code of Conduct will be mailed to student households and posted to the district's website. Additional copies of the Code of Conduct are also available in the Main Office of each school.

The Dignity for All Students Act (DASA)

The New York State Dignity for All Students Act took effect on July 1, 2012. The Dignity Act aims to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against, verbally harassed, or physically assaulted. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

The Dignity for All Students Act states:

“No student shall be subjected to harassment by employees or students on school property or at a school function, nor shall any student be subjected to 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 a school function.”

Our efforts to enforce the Dignity for All Students Act:

The Olean City School District will enforce the Dignity Act using the existing rules in our Code of Conduct and discipline matrix documents. We take this law very seriously and regularly review and revise these documents as needed.

Harassment, bullying and discrimination against students by students and school employees are not permitted.

Daily announcements remind students and staff of the district’s process for reporting harassment and bullying. An anonymous tip line is available on the district’s website www.oleanschools.org.

Harassment Reporting Guidelines

If you are reporting student-to-student harassment, contact your counselor.

If you are reporting adult-to-student harassment, contact your principal.

If you are reporting adult-to-adult harassment, contact the Title IX harassment officers, listed here:

Assistant Superintendent, 375-8097

Lauren Stuff, Washington West Principal, 375-8962 and Jenny Bilotta 375-8032

The District’s DASA coordinators are:

Jeff Andreano, High School Principal 375-8029

Maureen DiCerbo, Intermediate Middle School Principal 375- 8062

Laura Hodara, East View Elementary Principal, 375-8922.

Lauren Stuff, Washington West Elementary Principal, 375-8962

II. STUDENTS' RIGHTS AND RESPONSIBILITIES

Intermediate/Middle & High School (Gr. 4-12)

A. Students' Rights

The Olean City School District students have all the rights afforded by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.

Each student will:

1. Take part in all district activities on an equal basis regardless of race, sex, sexual orientation, religion, national origin, or disability;
2. Have school rules and conditions available for review and, when necessary, explanation by school personnel;
3. Have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanctions; and
4. Be guided by a discipline policy that is fairly and consistently implemented.

B. Students' Responsibilities

Each student will:

1. Accept responsibility for their actions;
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and showing respect to other persons and property;
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct;
4. Attend school every day unless legally excused and be in class, on time, and prepared to learn;
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
6. Work to develop mechanisms to control his/her anger;
7. Ask questions when they do not understand;
8. Seek help in solving problems
9. Dress appropriately for school and school functions;
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship; and understand that when attending school-sponsored extracurricular events, they may be subject to an alcohol breathalyzer;
11. Respect the rights of others, including their right to secure an education in an

- environment that is orderly and disciplined;
12. Recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
 13. Contribute toward establishing and maintaining atmospheres that generate mutual respect and dignity for all. Any student who believes that they are being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal.

Elementary School (PK-3)

A. Students' Rights

1. I have a right to be happy and to be treated with kindness. This means that no one will deliberately hurt my feelings or laugh at me.
2. I have a right to be myself. This means that no student or adult will mistreat me because I am fat or thin, tall, or short, boy or girl, or because of my skin color, or if I have special needs.
3. I have the right to be safe. This means that no one will hit me, kick me, push me, pinch me, or hurt me in any way.
4. I have the right to hear and be heard. This means no one will scream, shout, make noises, or talk when I am talking.
5. I have a right to learn. This means that no one will disrupt class by actions such as talking out or noisemaking.
6. I have a right to a pleasant environment in this school. This means that no one will destroy school property, leave papers, gum, food or other garbage on tables, chairs, or the floor – nor will anyone disturb my belongings; I have a right to work in this school. This means that no one will damage, destroy, or take my books or any other learning materials.
7. I have a right to a drug and alcohol-free school. This means my classmates, nor I will bring, use, or distribute any drugs or alcohol in this school.

B. Students' Responsibilities

1. I have a responsibility to respect and protect the rights of others.
2. I have a responsibility to respect all adults and respond to any directions or requests in a respectful manner.
3. I have a responsibility to always be prepared to learn and to work as hard, to be the best student I can be.
4. I have a responsibility to be in school and on time.
5. I have a responsibility to dress appropriately for school and school functions.

6. I am responsible for making the school safe and orderly so all students can learn.
7. I have the responsibility to ask questions when I do not understand.
8. I have the responsibility to ask for help in solving problems that might lead to discipline.
9. I am responsible for reporting to any adult if I am being bullied or if I see someone else being bullied.

III. ESSENTIAL PARTNERS

A. Family Members

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, families:

1. Recognize that the education of their child(ren) is a joint responsibility of the parent and the school community;
2. Show an enthusiastic and supportive attitude toward school and education, including parent/teacher conferences;
3. Teach their children self-respect, respect for the law, respect for others and public property;
4. Ensure their children attend school regularly and on time;
5. Insist their children be dressed and groomed in a manner consistent with the student dress code;
6. Help their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment;
7. Know school rules and help their children understand them;
8. Inform school officials of changes in the home situation; address, phone #, and any name change;
9. Provide a place for study and ensure homework assignments are completed;
10. Inform the administration or the authorities of a potentially dangerous plan or activity of which they are aware; The family members should be mindful that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

B. School Personnel

School personnel play an important role in the education of students. Given this responsibility, as appropriate, school personnel will:

1. Promote a climate of mutual respect and dignity, which will strengthen each student's positive self- image, and promote positive peer pressure and positive social interactions;
2. Show genuine sincerity and sensitivity in dealing with the needs and concerns of the students and their families;
3. Teach the common courtesies by precept and example;
4. Treat students ethically and responsibly
5. Know school policies and rules and enforce them fairly and consistently.
6. Communicate to students and family members:
 - a. course objectives and requirements
 - b. marking/grading procedures
 - c. assignment deadlines
 - d. expectations for students
 - e. classroom discipline plan
7. Communicate regularly with students, family members and other teachers concerning growth and achievement;
8. Plan and conduct a program of instruction that will make learning challenging and stimulating;
9. Utilize classroom routines that contribute the total instructional program and to the student's development of civic responsibility;
10. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
11. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
12. Identify changing student behavior patterns and notify appropriate personnel;
13. Send communications home promptly;
14. Report to the Principal or Assistant Principal any student who jeopardizes their own safety, the safety of others or the teacher, or who seriously interferes with the instructional program of the classroom;
15. Take corrective action to prevent bullying behavior of which they have been made aware at school district sites or activities, including the reporting of bullying behavior to the administration;
16. Serve as a surrogate parent in matters of behavior and discipline per New York State School Law;
17. Enforce the Code of Conduct in all areas of the school;
18. Comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;

19. Immediately report and refer violent students to the Principal, Assistant Principal or Superintendent of Schools;
20. Inform the administration or the authorities of a potentially dangerous plan or activity of which they are aware;
21. Model desirable standards of behavior in compliance with the Code of Conduct and District Policies. (“Refer to Policy #6182-STAFF/VOLUNTEER-STUDENT RELATIONS – FRATERNIZATION”)

C. Building Administrators

1. Seek to develop a sound and healthful atmosphere of mutual respect;
2. Evaluate the program of instruction in their school to achieve a meaningful educational program;
3. Develop procedures that reduce the likelihood of student misconduct;
4. Provide the opportunity for students and staff to approach the principal directly to redress grievances;
5. Work with students and staff to formulate school regulations;
6. Work closely with family members to establish a cooperative relationship between home and school;
7. Utilize all appropriate support staff and community agencies to help family members and students identify problems and seek solutions;
8. Establish necessary building security;
9. Assume responsibility for the dissemination and enforcement of the Code of Conduct and ensure that all discipline cases referred are resolved promptly;
10. Ensure that students are provided with fair, reasonable, and consistent discipline;
11. Comply with pertinent state laws governing hearings, suspensions, and student rights;
12. Model desirable standards of behavior in compliance with the Code of Conduct.

D. District Administrators

As the educational leaders of the school system, the Superintendent of Schools and central administrators will:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning;
2. Reinforce and extend the indicated responsibilities of the principals and make them applicable to the school system for grades Pre-K-12
3. Recommend to the Board of Education appropriate policies, regulations, and actions to achieve optimum conditions for positive learning.

4. Develop and implement an effective Code of Conduct supportable by students, family members, staff, and community.
5. Work with district administrators to enforce the Code of Conduct and ensure all cases are resolved promptly and fairly.

E. Board of Education

As the elected officials in charge of our schools, the Board of Education:

1. Adopts the policies governing the district, including this Code of Conduct;
2. Ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair, and equitable manner;
3. Annually approves the Code of Conduct and updates to it as necessary;
4. Collaborates with students, teachers, administrators, and family representation, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and guests on school property and at school functions;
5. Leads by example by conducting Board meetings professionally, respectfully, and courteously.

IV. DEFINITIONS

For this Code of Conduct, the following definitions apply (according to the current law):

“Assigned Sex at Birth” shall mean the sex designation, usually “male” or “female,” assigned to a person when they are born.

Bullying – Elementary version: “Bullying” is when a person or group of people hurts, embarrasses, or frightens another person on purpose, and they do it repeatedly.

“Bullying/Harassment” means the creation of a hostile environment by conduct (actions) or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law §11(8), that

- (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities, or benefits, or mental, emotional, or physical well-being; or
- (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; or
- (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or

- (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

For this definition, **“threats, intimidation or abuse”** shall include verbal and non-verbal actions. (Education Law §11[7])

“Color” shall mean the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

“Cyberbullying” shall mean harassment/bullying, as defined in Bullying/Harassment, through any form of electronic communication which includes but is not limited to the use of instant messaging, email, websites, chat rooms, text messaging, and other forms of social media when such use interfere with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

“Disability” shall mean any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the typical range.

“Discrimination” shall mean unjust or prejudicial treatment of any student by a student or students and employee or employees on school property or at a school function including, but not limited to, 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.

“A Disruptive student” is 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.

“Emotional harm” shall mean harm to a student’s emotional well-being which occurs in the context of “harassment or bullying” through creating a hostile school environment that is so severe or pervasive as to unreasonably and substantially interferes with a student’s education.

“Employee” shall mean any person employed or contracted by the district.

“Ethnic Group” shall mean a group of people who identify with each other through a common heritage, language, culture, and often a shared or common religion and ideology that stresses ancestry.

“Family member” is the parent, guardian, or person in parental relation to a student.

“Gender” shall mean actual or perceived sex and include a person’s gender identity or expression.

“Gender identity” shall mean a person’s gender-related identity, appearance, or behavior, whether that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth. (This is a person’s inner sense or psychological knowledge of being male, female, or neither.)

“Harassment” shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; such conduct, verbal threats, intimidation or abuse includes but not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Miranda” The Miranda warning, which also can be referred to as the Miranda rights, is a right-to-silence warning given by police in the United States to criminal suspects in police custody (or in a custodial interrogation) before they are interrogated to preserve the admissibility of their statements against them in criminal proceedings.

“National Origin” shall mean a person's country of birth or ancestor's country of birth.

“Race” shall mean a group of persons related to a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

“Religion” shall mean specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

“Religious Practice” means practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

“Removal” is a teacher’s act of discontinuing the student’s presence in their classroom.

“School bus” shall mean motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

“School function” shall mean a school-sponsored extra-curricular event or activity.

“School personnel” are all individuals employed by or providing a service to the district.

“School property” shall mean 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 section one hundred forty-two of the vehicle and traffic law.

“Sex” is the biological and physiological characteristics defining men and women. MALE and FEMALE denote “sex”

“Sexting” is the slang term for using a cell phone or other similar electronic device to distribute pictures or videos of sexually explicit images. It can also refer to text messages of a sexually charged nature.

“Sexual Orientation” shall mean actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

“Suspension” is the temporary removal of a student from regular classroom instruction (either in school or out of school) for disciplinary reasons. It is the act of a Building Principal (or with the consent of the Principal the Assistant Principal), Superintendent of Schools, or Board of Education.

“Weight” shall mean that aside from the obvious meaning in the physical sciences, the word refers to a person’s size.

“Violent student” is a student under the age of 21 who:

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

V. WEAPONS/FIREARMS

A “**weapon**,” as defined by the NYS Penal Code includes, but is not limited to, any antique firearm, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, dangerous knife, billy-club, blackjack, razor, stiletto (knife), switchblade knife, gravity knife, brass knuckles, sling shot, pilum ballistic knife, chukka sticks (num-chuks), metal knuckle knife, box cutter, sand club, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or another noxious spray, explosive, fireworks, or incendiary bomb with propellant charge less than four oz., or another device, instrument, material or substance that can result in physical injury or death.

A “**firearm**” as defined by federal law is A) Any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; B) the frame or receiver of any such weapon; C) any firearm muffler or firearm silencer; or D) any destructive device. The term “destructive device” means: any explosive, incendiary, or poison gas- bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses. Students possessing a firearm as defined above will be suspended for one year. The Superintendent has the authority to modify the suspension on a case-by-case basis and shall refer the student to a presentment agency for a juvenile delinquency proceeding.

VI. STUDENT DRESS

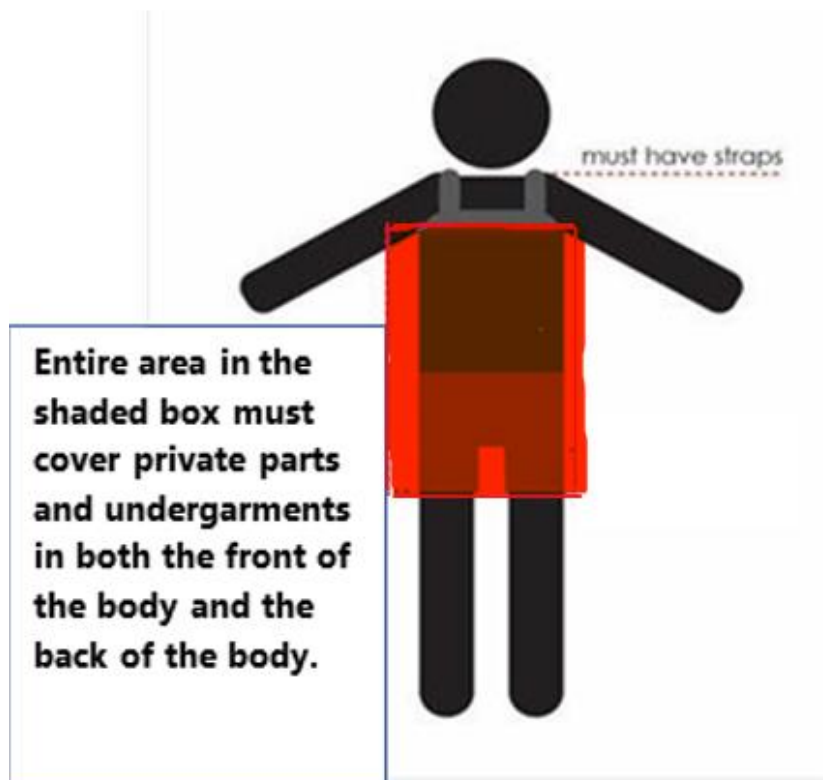
All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their family members are responsible for acceptable student dress and appearance. All district personnel should reinforce acceptable student dress and help students understand appropriate appearance in the school setting.

Students are expected to wear appropriate apparel at school. A student wearing clothing disruptive to the educational process will be directed to change or remove the disruptive apparel. This could result in the student contacting the parents for a change of clothing.

Students have the right to express their gender identity through their clothing. Therefore, clothing and grooming standards must be gender neutral and applied equally to all students, regardless of gender identity or expression. Students are not required to conform to gender stereotypes in their clothing choices. For example, students of any gender may wear pants, skirts, dresses, or other clothing traditionally associated with a particular gender. School staff will work with students and families to ensure that the dress code policy is understood and followed and will provide resources and support to students who may be struggling to comply with the policy.

A student's dress, grooming and appearance, shall:

1. Be safe, appropriate and do not disrupt or interfere with the educational process.
2. Recognize that extremely brief and revealing garments or clothes in ill-repair, which do not cover private parts or areas that are covered by undergarments are inappropriate.
3. Ensure that undergarments are appropriately covered with outer clothing.
4. Include footwear at all times.
5. Not wearing head coverings, such as hoods, hats, and similar items; sunglasses, coats, or other outerwear, in the building except for a medical or religious purpose. The administration, at its discretion, may allow the wearing of certain items on designated days.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, disability, or weight;
7. Not promote and endorse the use of alcohol, tobacco, vaping, or illegal drugs and encourage other illegal or violent activities;
8. Not include coats, jackets and footwear intended primarily for outdoor use;
9. Not resemble full military fatigues;
10. Only include backpacks, duffle bags, tote bags, etc., after the start of the school day with prior administrative approval. Small purses, district-provided laptop cases containing only the district-provided laptop, and pencil cases are permitted. Acceptable purse size will be left to the discretion of the building administrator;
11. Not include chains/spikes that could be used as weapons;
12. Not include leggings or "tights" that are sheer or see-through unless worn with other garments such as skirts or dresses.
13. Not include items with perceived sexual content or references



Each building principal or their designee shall be responsible for informing all students and their families 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 must 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.

Individual school administration reserves the right to list prohibited clothing items that can be updated, as necessary. The list will be posted in the school and on the school website, and sent home when modifications are made. This list will be subject to review by district-level administration.

VII. PROHIBITED STUDENT CONDUCT

The Olean City School District expects all students to conduct themselves appropriately and civilly with proper regard for the rights and welfare of other students, district personnel and other members of the school community and the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their behavior, as well as the consequences of their misbehavior. District 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.

The district recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. 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, as outlined in the appropriate discipline matrix.

VIII. DISCIPLINARY PENALTIES AND PROCEDURES FOR STUDENTS

A. 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.

When necessary, disciplinary action will be firm, fair, and consistent to change students' behavior effectively. In determining the appropriate disciplinary corrective 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. The student's prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from family members, teachers, and others, as appropriate;
6. Other extenuating circumstances;
7. The dangerousness of the act;
8. The student's developmental level and age;
9. Motive and intent, i.e., culpability;
10. The consideration of any mitigating circumstances;
11. Restitution to any aggrieved person, persons or groups, institutions, organizations, etc.;
12. The consideration of victims' rights.

As a general rule, discipline will be progressive. A student's first violation usually merits a lighter penalty than subsequent violations.

B. Procedures

The following shall constitute appropriate disciplinary measures authorized by this Code of Conduct:

1. Warnings (oral or written);
2. Removal from the classroom by the teacher;
3. Removal from the lunchroom or other school-sponsored event;
4. Written or verbal notification to family members;
5. Probation—in case of athletics or extracurricular activities;
6. After-school teacher detentions;
7. After-school administrative detentions;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extra-curricular activities;
11. Suspension of other privileges;
12. In-school suspension;
13. Short-term (five days or less) suspension from school;
14. Suspension for a minimum of one calendar year for bringing a firearm to school or school-sponsored activity as defined by federal law;
15. Long-term (more than five days) suspension from school;
16. Permanent suspension from school.

C. Reasons for Disciplinary Action

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - Running in hallways;
 - Making unreasonable noise;
 - Using language or gestures that are profane, lewd, vulgar, or abusive;
 - Obstruction of vehicular or pedestrian traffic;
 - Engaging in any willful act which disrupts the normal operation of the school community;
 - Trespassing - students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building;
 - Computer/electronic communications misuse including unauthorized use of computer, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect;
 - Missing or leaving school without permission;
 - Skipping detention.

3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

4. Engage in conduct that is violent. Examples of violent conduct include:
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so;
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so;
 - Possessing a firearm/weapon; only authorized law enforcement officials are the only persons permitted to have a firearm/weapon in their possession while on school property or at a school function;
 - Displaying what appears to be a firearm/weapon;
 - Threatening to use any firearm/weapon;
 - Intentionally damaging or destroying the personal property of a student, teacher,

- administrator, other district employee or any person lawfully on school property, including graffiti or arson;
 - Intentionally damaging or destroying school district property (i.e., pulling the fire alarm).

- 5. Engage in any conduct that endangers the safety, morale, health, or welfare of others. Examples of such conduct include:
 - Lying to school personnel;
 - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
 - Bullying, by definition, includes a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful;
 - Cyberbullying or Internet bullying includes using the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Cyberbullying includes the use of instant messaging, e-mail, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of District students or employees;
 - Sexting is slang for using a cell phone or other similar electronic device to distribute pictures or videos of sexually explicit images. It can also refer to text messages of a sexually charged nature;
 - Defamation, which includes making false or unprivileged statements or representation about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight as a basis for negatively treating another;
 - Harassment, which includes a sufficiently severe action, or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning;
 - Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
 - Hazing, which includes an intentional or reckless act directed against another for the initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team;
 - Selling, using, or possessing obscene material;
 - Using vulgar or abusive language, cursing, or swearing;
 - Smoking or possessing cigarette, e-cigarette, cigar, pipe, vape-pen or using chewing or smokeless tobacco (“Refer to Policy #5640-Smoking/Tobacco Use”);
 - Possessing, consuming, under the influence of any amount, selling, distributing, or exchanging alcohol or illegal substances, including drug paraphernalia. Illegal

substances include but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”

- Inappropriately possessing, using, selling, and sharing prescription and over-the-counter drugs;
 - Gambling;
 - Indecent exposure that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 - Initiating a report warning of fire or another catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
6. Engage in misconduct while on a school bus. Students must behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students must conduct themselves on the bus consistently with established classroom behavior standards. Excessive noise, pushing, shoving, and fighting will not be tolerated.
7. Engage in any form of academic misconduct. Examples of academic misconduct include:
- Plagiarism;
 - Cheating;
 - Copying;
 - Using an unauthorized electronic device;
 - Altering records;
 - Assisting another student in any of the above actions.
8. Engage in loitering on school property. Traveling through a school by non-students of that school. Students are expected to walk directly and quietly to their destination while showing respect for the staff of that school. Refusal to do so can result in disciplinary consequences by the student’s school administration.
9. Engage in unauthorized use of personal entertainment devices, including, but not limited to, cameras or video recording devices, lasers, laser pointers, beepers, and pagers.
10. Use rollerblades, skateboards, hoverboards, scooters, “Heelys,” or similar wheeled footwear.
11. Engage in unauthorized use of cell phones or other electronic devices. At ALL OCSD School buildings, cell phones must be in lockers and off or secured by an administrator/teacher during school hours.

D. Reporting Code Violations

1. To School District Personnel:

Students, teachers, and other District personnel are encouraged to report any violation of the Code of Conduct to the Assistant Principal or Principal. Teachers and other District personnel must immediately report violent students to the Principal, Assistant Principal, or Superintendent of Schools.

2. To Local Law Enforcement Agencies:
The administrator in charge will report any acts of violence against persons that constitute a felony or misdemeanor and other violations of the Code of Conduct which constitute a felony to the appropriate local law enforcement agency. When necessary, the district will file a complaint in criminal court. The administrator in charge will report any violations of the Code of Conduct that constitutes a crime to the appropriate law enforcement agency.
3. To Human Services Agencies:
When necessary, the district will file a person in need of supervision (PINS) petition in Family Court.
4. Anytime a student is reported for a violent act, the principal, Assistant Principal, or superintendent will immediately notify the family.

E. Removal of a Student from the Classroom

A student's behavior can affect a teacher's ability to teach, making it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices involving the teacher directing a student to briefly leave the classroom to allow the student to regain their composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. short-term "time out" an elementary classroom or in an administrator's office;
 2. sending a student into the hallway briefly;
 3. sending a student to the assistant principal's/principal's office for the remainder of the class time only; or
 4. sending a student to a guidance counselor or other district staff member for counseling.
- Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or interference with a teacher's authority occurs when a student is unwilling to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A teacher may remove a student for the remainder of the class, or a period of time designated by the building principal upon the first event and for up to two days of class or a period of time designated by the building principal upon the second or third event. Upon the occurrence of a fourth event, a Principal's suspension may occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal's suspension for substantially disruptive behavior may be implemented in addition to or in denial of the charge(s), the Principal or designee must explain the basis for the removal and allow the student and their family member an opportunity to present the student's version of the relevant events within 48 hours of the student's removal. If removal occurs on a Friday or the day before a vacation, the family member may voluntarily agree to meet the next school day.

The principal or designee may overturn the removal of the student from class if the principal (or designee) finds any one of the following:

1. The charges against the student are not supported by substantial evidence;
2. The student's removal is otherwise in violation of law, including the district's Code of Conduct;
3. The conduct warrants suspension from school under Education Law 3214, and a suspension will be imposed.

The principal's or designee's determination on whether to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48 hours for the informal Principal's removal conference. The teacher who causes the removal may be required to attend the principal's conference at the principal's discretion.

Each teacher must keep a complete log (on a district-provided form) for all cases of removal of students from their class, as previously defined at the beginning of this section. The principal or designee must keep a log of all removals of students from class.

A student with a disability can be removed from a class if the principal or their designee safeguards the student's rights under IDEA.

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

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

F. Student Suspension Process

The Board of Education, District Superintendent, Superintendent of Schools, Building Principal, or in their absence, the acting Building Principal, may suspend a student from the school where it is determined that the student:

- Is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health, or welfare of others; or
- Exhibits behavior that threatens the health, safety, or morals of themselves or other students; or
- Is removed from a classroom for substantially disrupting the educational process and interfering with the teacher’s authority in the classroom four or more times in one semester.

G. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

The Board retains its authority to suspend students but places primary responsibility with the Superintendent and the Building Principals.

Any staff member may recommend suspending a student to the Superintendent or the Principal. All staff members must immediately report and refer a violent student to the principal or the Superintendent for violating the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, the staff member prepares a written report recommending the suspension immediately.

Upon receiving a recommendation or referral for suspension or when processing a case for suspension, the Superintendent or Principal shall gather the relevant facts and record them for subsequent presentation, if necessary.

Short-term (5 days or less) suspension from school:

- When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant under Education Law 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s family in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible notice should also be provided by telephone.
- The notice shall describe the charges against the student and the incident for which suspension is proposed and shall inform the family members of the right to request an

immediate informal conference with the principal. The notice and informal conference shall be in the parents' dominant language or mode of communication. At the conference, the family members shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

- The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.
- After the conference, the principal shall promptly advise the family members in writing of their decision. The principal shall notify the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within ten business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within ten business days of the date of the Superintendent's decision unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than five days) suspension from school:

- When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's a family member of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, question witnesses against them, and present witnesses and other evidence on their behalf.
- The Superintendent shall personally hear and determine the proceedings or may, at their discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and issue subpoenas in conjunction with the proceedings before them. A hearing record shall be maintained, but no stenographic transcript shall be required.
- A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations regarding the appropriate measure of discipline to the Superintendent. The hearing officer's report shall be advisory only, and the Superintendent may accept all or any part thereof.
- An appeal of the decision of the Superintendent may be made to the Board, which will

decide based solely on the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within ten business days of the date of the Superintendent's decision unless the family members can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. The Board's final decisions may be appealed to the Commissioner within 30 days of the decision.

Permanent Suspension:

Permanent suspension is reserved for extraordinary circumstances, such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function.

H. Student Complaints and Grievance Procedures

Individual complaints and grievances shall be handled per the following guidelines:

- To reach an informal solution to the problem, the student should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest authority in the school building, the Building Principal.
- The legal course of action will be followed to resolve matters where appeal procedures are outlined in the law, such as student suspensions. In the Due Process, the appeal process on any discipline procedure is as follows: the Building Principal, the Superintendent of Schools, the Board of Education, and the Commissioner of Education of the State of New York.

I. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 (effective November 1, 2001) who demonstrates that they require supervision and treatment by:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law;
- Engaging in an ongoing or continual course of conduct that makes the student ungovernable or habitually disobedient and beyond the lawful control of the school;
- Knowingly and unlawfully possesses marijuana in violation of Penal Law 221.05. A single violation of 221.05 will be a sufficient basis for filing a PINS petition.

J. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the appropriate law enforcement agency for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have brought a weapon to school, or;
- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20(42);
- The Superintendent must refer students aged 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. ALTERNATIVE INSTRUCTION

When a teacher removes a student of any age from class 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.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

If a student has a known disability or when school officials can be deemed to have known - by law - that a student has a disability, the district will first proceed to conduct a 3214 disciplinary proceeding for any suspension of more than five days. The 3214 disciplinary proceedings will be held in two parts, first to determine the student's guilt or innocence on the charges and second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

Section 504/Title II ADA Disability

Before discipline may be meted out for a student with a disability or suspected disability founded solely under 504 of the Rehabilitation Act of 1973 (from now on "504") Title II of the Americans with Disabilities Act (from now on the "ADA"), the 504 multi-disciplinary committees (from now on the "504 Committee") must decide of whether the conduct underlying the charge(s) was a manifestation of the disability (Nexus).

1. If a Nexus is found between the disability and the conduct underlying the charges, the 3214 proceedings must be discontinued, and the matter must be placed under the jurisdiction of the 504 Committee for any further consideration. The 504 Committee must register a referral and bring about an evaluation of a student with a suspected disability. If the student is already eligible under 504, it must consider program modification and disposition on a non-disciplinary basis.

2. If no Nexus is found yet a disability is indicated or has been identified, discipline may be imposed upon remand to the 3214 Hearing Officer. A student whose sole disabilities are found under 504 and for whom no Nexus is found shall be disciplined like their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a Nexus determination was not made. The Olean City School District must continue providing a free appropriate public education to students suspended from school as required by the regulations implementing 504 (34 CFR 104 etc. Seq.) until the end of the school year in which the student reaches the age of 21.

A. IDEA Disability

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (from now on “IDEA”) {a student with an educational disability}, the Committee on Special Education (from now on the “CSE”) must decide of whether the conduct underlying the charges was a manifestation of the disability.

- If a Nexus is found between the disability and the conduct the 3214 proceeding must be discontinued (except for weapons, drugs, and dangerous behavior) and the matter placed under the jurisdiction of the CSE for any further consideration. The CSE must register a referral and bring about an evaluation in the case of a student who may be deemed to be known as having a disability or, if the student is already classified under IDEA, it must consider program modification and disposition on a non-disciplinary basis.
- If no Nexus is found, yet nonetheless a disability is indicated or has been identified, discipline may be imposed upon remand to the 3214 Hearing Officer. The relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner in which they would be applied to children with disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.
- Where no Nexus is found and no suspected disability is determined to exist, the matter shall be remanded to the 3214 Hearing Officer for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a Nexus determination was not made. The School District must continue to provide a free appropriate public education to students suspended from school.

B. Suspensions beyond Ten (10) School Days

A student with a disability or suspected disability founded solely under 504/Title II of the ADA may not be suspended for more than 10 school days unless the 504 Committee has conducted a

Nexus determination and finds that the behavior underlying the disciplinary charges was not a manifestation of the student's disability.

A student classified or deemed to be known as having an educational disability under IDEA may not be suspended for more than 10 school days unless:

- The CSE has made a determination that the student's misconduct was not related to the student's disability;
- The School District obtains a court order authorizing the suspension;
- The disciplinary charges involved the carrying of a weapon to school or a school function or the knowing possession, use or sale of illegal drugs at school or a school function;
- The family member or student 18 years of age or older gives their consent, in writing.

In determining a disciplinary outcome, a 3214 Hearing Officer and/or decision-making authority may not consider incidents in the past anecdotal record of a student with a disability under 504/Title II ADA and/or IDEA or suspected of being a disability unless there has been a negative manifestation determination regarding such incident(s) by the 504 Team or CSE, respectively.

C. Suspensions for Misconduct Involving Firearms/Weapons and or Drugs

A student classified or deemed to be known as having an educational disability under IDEA may be suspended and placed in an interim alternative educational setting for up to forty- five (45) days (less if the discipline for a non-disabled student would be less), if the student carries a weapon to school or a school function or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

- By law, the terms "firearms and weapon" are defined in this code.
- By law, the term "illegal drugs" means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or any other provision of Federal law. Controlled substances are drugs and other substances identified under schedules outlined in applicable Federal law provisions.

Before a student is suspended and placed in an interim alternative educational setting for up to 45 days for behavior involving firearms/weapons or drugs, the CSE must conduct a manifestation determination and a functional behavioral assessment, as well as implement a behavioral intervention plan that addresses the behavior underlying the disciplinary proceeding or review any such pre-existing plan for modification, if necessary.

- Placement in an interim alternative educational setting because of conduct involving weapons or drugs is not contingent upon a CSE determination that the

- misconduct is unrelated to the student’s disability.
- It is up to the CSE to determine what would constitute an interim alternative educational setting that would meet the requirements of the student’s IEP and enable the student to participate in the general curriculum (although in another setting).
- The exception allowed for the suspension/removal of students with educational disabilities for up to 45 days for conduct involving weapons or drugs does not apply to students whose disabilities are founded solely upon 504 Title II ADA.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

D. Dangerous Student (Classified)

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education impartial hearing officer who can order the placement of the student in an interim alternative setting for up to 45 days.

- The CSE must conduct a Nexus determination within ten school days of the initial disciplinary action. Placement in an interim alternative educational setting because of dangerous behavior is not contingent upon a CSE determination that the misconduct is unrelated to the student’s disability.
- It is up to the CSE to determine what would constitute an interim alternative educational setting.
- The hearing officer may grant such if maintaining the student in the current placement is substantially likely to injure the student or others. The School District has made reasonable efforts to minimize the risk of harm in the current placement. The hearing officer must also consider the appropriateness of the student’s current placement and whether the interim alternative educational setting meets all the requirements of the student’s IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

E. Declassified Student

By law, the CSE must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

XI. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student to punish that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury;
2. Protect the property of the school or others;
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about corporal punishment with the Commissioner of Education by Commissioner's regulations.

XII. STUDENT SEARCHES AND INTERROGATIONS

The Olean City School District is committed to ensuring a safe and orderly atmosphere on school property and at school functions. 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 "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's family before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building principals, the school nurse and district security officials, excluding the school resource officer, to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search may result in evidence that the student violated the law or the district's Code of Conduct.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that they possess physical evidence that they violated the law or the district code or get the student to consent to the search voluntarily. 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.

An 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 if the school

official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based on information from a reliable informant. Individuals other than the district employees will be considered reliable informants if they have previously supplied information that was accurate and verified, make an admission against their interest, provide the same information received independently from other sources, or appear to be credible. The information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was inaccurate.

A. 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, other school storage places, or other places on school property. Students have no reasonable expectation of privacy concerning these places, and school officials retain complete control over them. This means student lockers, desks, and other school storage places may be searched at any time by school officials without student notice and their consent.

B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students, who are suspects, in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function; or
- Been invited by school officials. Before police officials are permitted to question or search any student, the building principal or their designee shall notify the student's family to allow the family to be present during the police questioning or search. If the student's family cannot be contacted before the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- They must be informed of their legal (Miranda) rights per NYS Juvenile Criminal Procedure Law;
- They may remain silent if they so desire;

- They may request the presence of a family member and attorney

Consistent with the district's commitment to keeping 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 district will cooperate with local Child Protective Services workers who wish to conduct interviews of a student on school property relating to allegations of suspected child abuse, or neglect, or custody investigation of that student.

All requests by Child Protective Services to interview a student on school property shall be made directly to the building principal or their designee. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of their clothing for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove their clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order unless the worker reasonably believes that the student would be subject to danger of abuse if not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to the threat of abuse, the worker may remove the student without a court order and the family's consent.

XIII. GUESTS TO THE SCHOOLS

The Olean City School District encourages family members and other district guests to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The building principal or their designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or an enrolled student at the school will be considered a visitor.
2. All guests to the school must report to the main office upon arrival. They will be required to sign the guest's register and be issued a guest's identification badge, which must always be worn in the school or on school grounds. The guest must return the identification badge to the office before leaving the building.
3. Guests attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, are optional to register. They are

- required to follow public health and safety rules and have identification.
4. Guests to closed dances (prom, winter weekend, etc.) are only allowed by school authorities' invitation.
 5. Family members or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the classroom teacher(s) so that class disruption is minimal.
 6. Teachers are expected to refrain from discussing individual matters with guests during class.
 7. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
 8. All guests are expected to abide by the rules for public conduct on school property in this Code of Conduct.
 9. Students and school personnel are only authorized to allow entrance to any school building if they report the person to the main office and obtain a visitor's pass.

XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY

The Olean City School District recognizes that the primary purpose of the school district is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with, or delaying the educational process or having such an effect is prohibited. The district also recognizes its responsibility to protect school property and declares its intent to take all legal action to prevent its damage or destruction. The district will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, family members, faculty and other staff, guests, licenses, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or concerning any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs, and activities, whether or not conducted on school premises.

A. Prohibited Conduct

No person, either singly or in concert with others, shall:

- Willfully cause physical injury to any other person, or threaten to do so, for compelling or inducing such other person to refrain from any act which they have a lawful right to do, or to do any act which they have a lawful right not to do;
- Intimidate, harass, or discriminate against any person based on race, creed, color, national origin, religion, gender, gender identity,

- Physically restrain or detain any other person or remove such person from any place where she/he is authorized to remain, except for any authorized procedures as outlined in this Code of Conduct;
- Willfully damage or destroy the property of the district or under its jurisdiction, or remove or use such property without authorization;
- Without permission, expressed or implied, enter any private office of an administrative officer, member of the faculty, or staff member;
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
- Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, illegal drugs, or be intoxicated either on school property or at a school function;
- Enter upon and remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others;
- Without authorization, remain in any building or facility after it is normally closed;
- Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the Board of Education;
- Obstruct the free movement of persons and vehicles in any place to which these rules apply;
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or intentionally interfere with the freedom of any person to express their views, including invited speakers, without infringing on the rights of others;
- Knowingly have in their possession upon any premises to which these rules apply any weapon/firearm as defined in the Gun-Free Schools Act and the New York State Penal Codes without written authorization of the Superintendent of Schools, whether licensed to possess the same has been issued to such person;
- Willfully incite others to commit any of the acts herein prohibited with the specific intent to procure them to do so;
- Violate any federal or state statutes, local ordinances, or Board policies while on school property or at a school function.

Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

- If a licensee or invitee, their authorization to remain upon the grounds or other

property shall be withdrawn, and they shall be directed to leave the premises. In the event of failure to do so, they shall be subject to ejection.

- If the trespasser or guest is without specific license or invitation, they shall be subject to ejection and arrest.
- If they are a student, they shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by 3214 of the Education Law and the Code of Conduct.
- If a faculty member, they shall be subject to disciplinary action as prescribed by and by procedures of the Education Law and the collectively negotiated agreement.
- If a staff member is in the classified service of the civil service, described in the Civil Service Law, they shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section and be subject to ejection.
- If a staff member other than the one described above, they shall be subject to discipline by the law and any applicable collectively negotiated agreement.

B. Enforcement Program

The Superintendent of Schools shall enforce these rules and designate the other personnel authorized to act by such rules when required or appropriate to carry them into effect.

In any case where violation of these rules does not cease after such warning and in other cases of a willful violation of such rules, the Superintendent or their designee shall cause the ejection of the violator from any premises which they occupy in such violation and shall initiate disciplinary action according to this Code of Conduct.

- The Superintendent or their designee may apply to the public authorities for any aid that they deem necessary in causing the ejection of any violator of these rules, and they may request the Board's counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.
- In the case of any apparent violation of these rules by such persons, which in the judgment of the Superintendent or their designee, does not pose any immediate threat of injury to person or property, a school official may make a reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for resolution of any issues which may be presented.

In doing so, such school officials shall warn such persons of the consequences or persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct violate these rules.

This code and the penalties set forth herein are not considered to be inclusive or precluded in any way the prosecution and conviction of any person for violating any federal or state law or local ordinance and the imposition of a fine or penalty provided therein.

**APPENDIX A
OLEAN CITY SCHOOL DISTRICT
ELEMENTARY (PK-3) PROGRESSIVE DISCIPLINARY MATRIX**

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Unsafe Behavior	Warning	Family Notification	Family Notification Detention
Making unreasonable noise or disrupting the learning of others	Warning	Family Notification	Family Notification Detention
Using language or gestures that are vulgar or lewd	Warning Family Notification	Family Notification Detention	1 Detention 1-5 days Suspension
Engaging in any willful act that disrupts school (ex. food fight)	Warning Family Notification	Principal Conference	1-5 days Suspension
Sexing	Family Conference Confiscate phone until family conf. 1-5 days Suspension Police Action, if warranted Supt. Hearing	Family Conference Confiscate phone until family conf. 1-5 days Suspension Police Action, if warranted Supt. Hearing	
Inappropriate clothing	Warning Change clothing or turn inside out/cover up	Family Notification Change clothing or turn inside out/cover up	1-5 Days suspension Family Notification
Horseplay (physical, non-threatening, inappropriate behaviors)	Warning	Family Notification Detention	1-5 Days suspension Family Notification

DISRUPTIVE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Misbehavior for a substitute teacher	Warning	Principal conference	Family Conference
Intentionally damaging or destroying school property	Restitution Family Notification	1-5 days Suspension Restitution Family Notification	
Unless asked by a teacher, or given permission in advance, items such as toys, personal entertainment devices and lasers should not be brought to school	Warning (item kept in the office-student may be able to pick up at the end of the day)	Item is taken and kept in the office; parent must pick up item(s) Student conference with Principal	Item is taken Detention

INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Failure to comply with direction of staff	Restricted Activity	Restricted Activity	1-3 days Suspension
Failure to comply with an administrative directive	Restricted Activity	Restricted Activity Detention	1-3 days Suspension

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee or student	Suspension 1-5 days Family Notification Detention Supt.Hearing Police Action	Suspension 1- 5 days Family Notification Supt. Hearing Police Action	Suspension 1-5 days Supt. Hearing Police Action Family Notification
Possessing a weapon	Police Action Suspension 5 days Supt. Hearing		
Threatening to use any weapon or bodily harm	Family Notification Restricted Activity	1-2 days Suspension CPS	CPS

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning Family Notification	Written Warning Principal Conference	Suspension of bus privileges (1-5 days)

ACADEMIC MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Plagiarism/copying/cheating	At discretion of Elementary principal	At discretion of Elementary principal	At discretion of Elementary principal
Altering records	At discretion of Elementary principal	At discretion of Elementary principal	At discretion of Elementary principal
Assisting another student in any of the above	At discretion of Elementary principal	At discretion of Elementary principal	At discretion of Elementary principal

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Lying to school personnel	Warning	Family Notification Principal Conference	Family Notification Detention
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	Restitution Family Notification	Restitution Family Notification Detention Family Conference	Police Action, if warranted Restitution Family Conference Detention 1-5 days Suspension
Bullying and Cyber-Bullying	Warning Family Notification	Family Notification Family Conference Principal Conference 1-3 detentions	1-5days Suspension Family Conference
Causing conflict or retaliation that results in a disrespectful physical or verbal outcome	Warning Family Notification	Family Notification Detention	Family Notification 1-5days Suspension

Defamation or discrimination which includes making false statements or derogatory representations about an individual or group (<i>groups include those, but are not limited to those related to race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight</i>).	Warning Family Notification	Family Notification Detention	Family Notification 1-5days Suspension
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	Warning	Family Notification 1-3 detentions	1-5 days Suspension
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	Warning	Family Notification 1-3 detentions	1-5 days Suspension
Violation of Student Laptop agreement	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities / privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/Privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/privileges ISS/OSS Supt. Hearing
Violation of Student Acceptable Use of Technology Guidelines	Detention Strictly supervised computer use Loss of computer/network use Loss of school activities/ privileges ISS/OSS	Detention Loss of computer/network use Loss of school activities/ privileges ISS/OSS Supt. Hearing	Detention Loss of computer/network use Loss of activities/privileges ISS/OSS Supt. Hearing
Inappropriate use of electronic devices (cell phones, cameras, video recording devices, et. al)	Confiscate and parent pick up	Confiscate and parent pick up Loss of privileges of electronic devices for 1 month Level 3 detention	Confiscate and parent pick up Loss of privileges of electronic devices for the remainder of the year ISS 1-3 days
Sexting and/or use of electronic devices to take, possess or share inappropriate pictures/video	Level 3 detention Confiscate phone ISS/OSS 1-5 days Police Action Supt. Hearing	OSS 1-5 days Confiscate phone Police Action, if warranted Supt. Hearing	
Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking or vaping materials or related paraphernalia (matches, lighters, rolling papers)	Detention Family Notification	Family Notification 1-3 detentions	1-5 days Suspension

Possessing (<i>inappropriately or otherwise</i>), consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, prescription or over the counter medications, dietary supplements, compounds or organic synthetic substances, or drug paraphernalia; or being under the influence or being suspected of being under the influence	Family Notification Suspension	Family Notification Suspension CPS Notification	Supt. Hearing
Gambling	Family Notification	Family Notification 1-3 detentions	1-5 Days Suspension
Indecent exposure of private parts of the body in a lewd manner	Family Notification	Detention	1-5 Days Suspension
Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher or pulling the fire alarm	Suspension 3-5 days Police Action Supt. Hearing		
Public display of affection	Warning	Family Notification	Family Notification
Sexual misconduct	Warning Family Notification	Family Notification 1-3 Days suspension	CPS Notification
Misconduct involving urine, fecal matter, or bodily fluid	Warning Family Notification	Written Notification regarding health and safety concerns Restricted Access	1-5 Days Suspension

A part of the student behavior plan will include:

- that all students will have a conference with the building administrator to explain their actions
- the **family** will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created if a student is suspended
- consideration of victim's rights

As a general rule, discipline and consequences will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances.

Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling. In due process, the students have a right to appeal.

APPENDIX B
OLEAN CITY SCHOOL DISTRICT INTERMEDIATE (GR. 4-5) - MIDDLE SCHOOL (GR 6-7)
PROGRESSIVE DISCIPLINARY MATRIX

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Running in hallways	Warning	Level 1 detention	1-2 Level 2 detentions Family Conference
Making unreasonable noise	Warning	Level 1 detention	Level 3 detention Family Conference
Using language or gestures that are vulgar or lewd	Warning	Level 1 detention Level 2 detention	Level 3 detention Family Conference
Engaging in any willful act that disrupts school	ISS 2-4 days Family Conference	OSS 1-3 days Family Conference	OSS 3-5 days Supt. Hearing Family Conference
Trespassing	Level 3 detention Police Action Family Conference	Police Action Supt. Hearing	
Violation of Student Laptop agreement	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home for grade 7 Loss of laptop use Loss of school activities / privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home for grade 7 Loss of laptop use Loss of school activities /Privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home for grade 7 Loss of laptop use Loss of school activities/ privileges ISS/OSS Supt. Hearing
Violation of Student Acceptable Use of Technology Guidelines	Detention Strictly supervised computer use Loss of computer/network use Loss of school activities/ privileges ISS/OSS	Detention Loss of computer/network use Loss of school activities/ privileges ISS/OSS Supt. Hearing	Detention Loss of computer/network use Loss of activities/privileges ISS/OSS Supt. Hearing
Inappropriate use of electronic devices (cell phones, cameras, video recording devices, et. al)	Warning Student pick up at end of day in office	Confiscate and parent pick up Loss of privileges of electronic devices for 1 month Level 3 detention	Confiscate and parent pick up Loss of privileges of electronic devices for the remainder of the year ISS 1-3 days
Sexting and/or use of electronic devices to take, possess or share inappropriate pictures/video	Level 3 detention Confiscate phone ISS/OSS 1-5 days Police Action Supt. Hearing	OSS 1-5 days Confiscate phone Police Action, if warranted Supt. Hearing	
Inappropriate clothing	Warning Change clothing or turn inside out/cover up	Level 3 detention Change clothing or turn inside out/cover up	See administrative insubordination
Throwing food	Level 2 detention 5 days of lunch detention	½ day of ISS Lunch detention (10 days)	ISS 1 day Lunch detention (1 Month)

Horseplay (physical, non- threatening, inappropriate behavior)	Warning Level 1 detention	Level 2 detention	Two Level 3 detentions Family Conference
Fighting on school property	Detention ISS 1-5days Contact Police OSS 1-5 days	OSS 5 days Contact Police Supt. Hearing	OSS 1-5 days Contact Police Supt. Hearing
Serious verbal abuse or physical threat of serious bodily harm to anyone.	Level 3 detention ISS 1-5 days OSS 1-5 days Contact Police	ISS 1-5 days Contact Police Supt. Hearing	OSS 1-5days Contact Police Supt. Hearing
Coming to class unprepared with school provided equipment/books	1st – 2nd Warning Lunch Detention	Level 2 Detention	Level 3 Detention

DISRUPTIVE MISCONDUCT				
Offense/Violation	1 st Disciplinary Action	2 nd Disciplinary Action	3 rd Disciplinary Action	
Tardy to class *a fresh start will be given to students at the start of the 3rd marking period.	1 st to 3 rd Warning 4 th to 6 th Level 1 Detention Family Conference	7 th to 10 th Level 2 Detention Family Conference	11 th –infinity 3 days detention Two level 3 detention	
Tardy to school – unexcused *a fresh start will be given to students at the start of the 3rd parking period	1 st to 3 rd Verbal Warning	4 th to 6 th Written Warning 7 th to 10 th Level 1 Detention	11 th to 14 th level 2 detention	15 th to infinity Family sign student in at attendance office Level 3 detention
Deliberately signing in late or not at all when late to school	Warning	Level 2 detention	Level 3 detention ISS 1-5 days OSS 1-5 days	
Truant	Level 3 detention and school pick-up	ISS ½ day Family Conference	ISS 1 day Family Conference Supt. Hearing 4 th Offense: ISS 2 days Family Conference Supt. Hearing	
Skipping class	1 detention for each instance/Level 3 Family Conference	ISS ½ day Family Conference	ISS 1 day Family Conference 4 th Offense: Supt. Hearing	
Leaving a class without permission	Warning Lunch detention	2 detentions/Level 1 Family Conference	2 detentions/Level 3 Family Conference	
Disrupting detention	ISS ½ day	ISS 1 day Family Conference	ISS 2-4 days Family	

			Conference
Misbehavior for a substitute teacher	Level 3 detention	½ day ISS Family Conference	ISS 1 day Family Conference
Skipping detention	2 Level 3 detentions	ISS ½ day	ISS 1-2 days Family Conference Loss of activities/privileges
Intentionally damaging or destroying school property	Level 3 detention ISS 1-5 days OSS 1-5 days Restitution Police Action, if warranted Supt. Hearing	OSS 1-5 days ISS Restitution Police Action, if warranted Supt. Hearing	Police Action Supt. Hearing Restitution OSS 1-5 days

INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Failure to comply with direction of staff	1 Level 1 detention	2 Level 3 detentions Family Conference	ISS 1-2 days Family Conference
Failure to comply with an administrative directive	3 Level 3 detentions Family Conference	ISS 2-4 days Family Conference Supt. Hearing	OSS 1-5 days Supt. Hearing

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity	OSS 5 days Supt. Hearing Police Action	OSS 5 days Supt. Hearing Police Action	OSS 5 days Supt. Hearing Police Action
Committing an act of violence upon another student or other person lawfully on school property	OSS 1-5 days Police Action Supt. Hearing	OSS 5 days Police Action Supt. Hearing	
Possessing a weapon	OSS 5 days Police Action Supt. Hearing	OSS 5 days Police Action Supt. Hearing	
Possessing a firearm- (Section 3.6.1 Gun-Free School Act)	Supt. Hearing One year mandatory suspension		
Threatening to use any weapon	ISS 1-5 days OSS 5 days Police Action Supt. Hearing	OSS 5 days Police Action Supt. Hearing	

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Lying to school personnel	Level 3 detention	ISS ½ day Family Conference	ISS 1-2 days Family Conference

Stealing property of students, school personnel or other person lawfully on school property or attending a school function	1-5 days, Level 3 detention Police Action, if warranted Restitution	ISS 1-3 days Police Action, if warranted Restitution Family Conference Supt. Hearing	OSS 1-3 days Police Action, if warranted Restitution Family Conference Supt. Hearing
Bullying and Cyber-Bullying	Level 3 detention Family Conference	ISS 1-3 days Family Conferences Police Action	OSS 1-5 days Supt. Hearing Police Action
Defamation which includes making false statements or derogatory representations about an individual or group	1 Level 3 detention Police Action, if warranted ½ day ISS	ISS 1-2 days Police Action, if warranted Family Conference	OSS 1-3 days Police Action, if warranted Family Conference Supt. Hearing
Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight.	ISS 1-3 days Family Conference	Supt. Hearing OSS 1-3 days	
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	ISS 1-3 days Police Action, if warranted Peer Mediation Family Conference	OSS 1-3 days Police Action, if warranted Peer Mediation Family Conference	OSS 3-5 days Police Action, if warranted Supt. Hearing
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	ISS 1-3 days 1 Level 3 detention Police Action, if warranted Peer Mediation Family Conference	3 Level 3 detention ISS OSS 1-3 days Police Action, if warranted Peer Mediation Family Conference	OSS 3-5 days Police Action, if warranted Supt. Hearing
Hazing, including any intentional or reckless act against another	OSS 1-3 days Police Action Supt. Hearing		
Selling, using, or possessing obscene material	1-3 Level 3 detentions Supt. Hearing	ISS 1-3 days Family Conference Supt. Hearing	OSS 1-3 days Supt. Hearing
Smoking a cigarette, e-cigarette, vaping device, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials related paraphernalia (matches, lighters, rolling papers)	2 Level 3 detentions Family Conference	ISS 1-2 days Family Conference	OSS 1-3 days Family Conference
Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, or drug paraphernalia or being under the influence or being suspected of being under the influence	OSS 1-5 days Police Action Supt. Hearing Family Conference		

Inappropriately possessing, using, or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance (Ex: synthetic cannabinoids)	OSS 1-3 days ISS 1-3 days Police Action Supt. Hearing	OSS 3-5 days Supt. Hearing Police Action	
Gambling	ISS 1 day Family Conference	OSS 1-3 days Family Conference	OSS 5 days Supt. Hearing
Indecent exposure, exposure of private parts of the body in a lewd or indecent manner	OSS 1-3 days Police Action Supt. Hearing	OSS 3-5 days Police Action Supt. Hearing	
Falsely initiating a report warning of a fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher	OSS 3-5 days Police Action Supt. Hearing		
Public display of affection	Warning	1-3 Level 3 detentions Family Conference	ISS 1-3 days Family Conference Supt. Hearing
Sexual misconduct	OSS 5 days Supt. Hearing Police Action		
Sexual harassment	Level 3 Detention ISS 1-5 days	ISS 1-5 days OSS 1-5 days	OSS 1-5 days Supt. Hearing

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning 1-3 Level 3 detentions Suspension of bus privileges 1-5 days	ISS 1 day Suspension of bus privileges 1-10 days Family Conference	ISS 1-3 days Supt. Hearing Suspension of bus privileges until Supt. Hearing determination

ACADEMIC MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Plagiarism/copying/cheating	1-3 Level 3 detentions Zero on assignment Family Conference	ISS ½ day Zero on assignment Family Conference	ISS 1-3 days Zero on assignment Family Conference
Altering records	1-3 Level 3 detentions	ISS ½ day	ISS 1-3 days Supt. Hearing
Assisting another student in any of the above	1-3 Level 3 detentions Zero on assignment Family Conference	ISS 1 day Zero on assignment Family Conference	ISS 2 days Zero on assignment Family Conference

*Detention Times: Level 1 3:15-3:40 p.m.
Level 2 3:15-4:05 p.m.
Level 3 3:15-4:30 p.m.*

A part of the student behavior plan will include the following:

- that all students will have a conference with the building administrator to explain their actions
- the **family** will be notified if the offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created if a student is suspended
- consideration of victim's rights

As a general rule, discipline and consequences will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student's behaviors and consequences are subject to variable circumstances. **Therefore, depending upon the manner and degree of certain student behaviors, the Building Principal shall retain the right to modify or adjust student disciplinary actions and schedule counseling.** In due process, the students have a right to appeal.

Key: Administrative Detention To be served for two (2) periods per day at the Administrator's discretion

*ISS In-School Suspension
OSS Out-of-School Suspension
PINS Person In Need of Supervision*

APPENDIX C

OLEAN CITY SCHOOL DISTRICT HIGH SCHOOL (GR. 8-12) PROGRESSIVE DISCIPLINARY MATRIX

DISORDERLY CONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Running in hallways	Warning	Detention	Detention Family Conference
Making unreasonable noise	Warning	Detention	Detention Family Conference
Using language, gestures or pictures that are vulgar or lewd	Warning	Detention	Detention Family Conference
Engaging in any willful act that disrupts school	ISS 2-4 days Family Conference OSS 1-3 days	OSS 1-3 days Family Conference	OSS 3-5 days Supt. Hearing Family Conference
Trespassing	Detention Police Action Family Conference	Police Action Supt. Hearing	
Violation of Student Laptop agreement	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/Privileges ISS/OSS Supt. Hearing	Detention Disabling of USB ports on laptop Loss of privilege to take laptop home Loss of laptop use Loss of school activities/privileges ISS/OSS Supt. Hearing
Violation of Student Acceptable Use of Technology Guidelines	Detention Strictly supervised computer use Loss of computer/network use Loss of school activities/privileges ISS/OSS	Detention Loss of computer/network use Loss of school activities/privileges ISS/OSS Supt. Hearing	Detention Loss of computer/network use Loss of activities/privileges ISS/OSS Supt. Hearing
Inappropriate use of electronic devices (cell phones, cameras, video recording devices, et. al)	Warning Student may pick up at the end of the day in the office	Confiscate and family pick up Detention Five-week loss of these privileges	Confiscate and family pick up ISS 1-3 Days Ten-week loss of these privileges <u>Fourth Offense:</u> Loss of privileges of electronic devices for the remainder of the year
Sexing and/or use of electronic devices to take, possess and/or share inappropriate pictures/video	Confiscate phone until family conference ISS/OSS 1-5 days Police Action, if warranted Supt. Hearing	OSS 1-5 days Confiscate phone until family conference Loss of privileges of electronic devices for the remainder of the year Police Action, if warranted Supt. Hearing	OSS 1-5 days Confiscate phone until family conference Loss of privileges of electronic devices for the remainder of the year Police Action, if warranted Supt. Hearing

Inappropriate clothing: Dress Code violation	Warning Change clothing or turn inside out/cover up	Detention Change clothing or turn inside out/cover up	See administrative insubordination
Throwing food	Detention	ISS 1-2 days	ISS 3-5 days
Horseplay (physical, non-threatening, inappropriate behavior)	Warning Detention	Detention	ISS 1-2 days
Fighting on school property	Detention ISS 1-5 days OSS 1-5 days Contact Police	OSS 1-5 days Contact Police	OSS 1-5 days Contact Police Supt. Hearing
Serious verbal abuse of a person in authority	Detention ISS/OSS 1-5 days Contact Police	OSS 1-5 days Contact Police Supt. Hearing	
Serious verbal abuse or physical threat of serious bodily harm.	Detention ISS/OSS 1-5 days Contact Police	OSS 1-5 days Contact Police Supt. Hearing	

DISRUPTIVE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Tardy to school (within 15 minutes of first bell) *Tardy to school 6 times and every 6 times thereafter. Tardy will be reset after 1st semester.	Detention Family Contact	Detention Family Contact Loss of senior privileges – 2 weeks	ISS 1-5 days Loss of senior privileges – 5 weeks OSS 1-5 Supt. Hearing
Deliberately signing in late or not at all when late to school	Detention Family Contact	Detention Family Contact	ISS 1-5 days OSS 1-5
Absence from a class or leaving class without permission	Detention ISS 1-5	Detention ISS 1-5	ISS 1-5 days OSS 1-5 days Supt. Hearing
Leaving school without permission	Detention ISS 1-5 Contact Police	Detention ISS 1-5 Contact Police	ISS 1-5 days OSS 1-5 days Contact Police Supt. Hearing
Disrupting detention	ISS 1 day	ISS 2 days Family Conference	ISS 3-4 days Family Conference
Failure to serve teacher detention	Detention	Detention Family Conference	ISS 1-5 days
No show for administration detention	2 After School Detentions ISS 1 day	3 After School Detentions ISS 1-3 days OSS 1-3	ISS 2-5 days OSS 1-3 Family Conference Loss of activities/privileges

Intentionally damaging or destroying school property/vandalism	Detention ISS 1-5 days OSS 1-5 days Restitution Police Action, if warranted Supt. Hearing	OSS 1-5 days Restitution Police Action, if warranted Supt. Hearing	Supt. Hearing Restitution Police Action
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INSUBORDINATE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Failure to comply with reasonable direction of staff/insubordination	Detention	ISS 1 day Family Conference	ISS 2-5 days Family Conference
Failure to comply with an administrative directive	ISS 2-4 days Family Conference OSS 1-3 days	OSS 1-3 days Family Conference Supt. Hearing	OSS 3-5 days Supt. Hearing

VIOLENT MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity.	OSS 5 days Supt. Hearing Police Action	OSS 5 days Supt. Hearing Police Action	OSS 5 days Supt. Hearing Police Action
Committing an act of violence against another student or other person lawfully on school property.	OSS 1-5 days Police Action Supt. Hearing	OSS 5 days Police Action Supt. Hearing	
Possessing a weapon	OSS 1-5 days Contact Police Supt. Hearing		
Possessing a firearm (Section 3.6.1 Gun-Free School Act)	Supt. Hearing One year mandatory suspension		
Threatening to use any weapon or perceived weapon	ISS 1-5 days OSS 5 days Supt. Hearing Police Action		

SAFETY/HEALTH/WELFARE MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Lying to school personnel	Warning Detention	ISS 1 day Family Conference	ISS 2-5 days Family Conference
Intentionally propping an outside door open or opening an outside door for others to enter	Detention	ISS 1 day Family Conference	ISS 1 3days Family Conference

Stealing property of students, school personnel or other person lawfully on school property or attending a school function	Detention 1-5 days Police Action, if warranted Restitution	ISS 1-3 days Police Action, if warranted Restitution Family Conference Supt. Hearing	OSS 1-3 days Police Action, if warranted Restitution Family Conference Supt. Hearing
Harassment of fellow student (Bullying)	Detention Loss of privileges up to 1 week ISS 1-5 days OSS 1-5 days Police action Supt. Hearing	Detention Loss of privileges up to 1 week ISS 1-3 days OSS 1-5 days Police action Supt. Hearing	ISS 1-5 days OSS 1-5 days Police action Supt. Hearing
Cyber-Bullying	Detention Loss of privileges up to 1 week ISS 1-3 days Family Conference	Detention ISS 1-5 days OSS 1-5 days Supt. Hearing Police Action	OSS 5 days Police Action Supt. Hearing
Defamation which includes making false statements or derogatory representations about an individual or group	Detention Police Action, if warranted ISS 1 day	ISS 2-3 days Police Action, if warranted Family Conference	OSS 1-5 days Police Action, if warranted Family Conference Supt. Hearing
Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight.	ISS 1-5 days Family Conference	OSS 1-5 days Supt. Hearing	
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning	ISS 1-5 days Police Action, if warranted Peer Mediation Family Conference	OSS 1-2 days Police Action, if warranted Peer Mediation Family Conference	OSS 3-5 days Police Action, if warranted Supt. Hearing
Intimidation, which includes actions or statements that put an individual in fear of bodily harm	ISS 1-5 days Police Action, if warranted Peer Mediation Family Conference	OSS 1-2 days Police Action, if warranted Peer Mediation Parent Conference	OSS 3-5 days Police Action, if warranted Supt. Hearing
Hazing, including any intentional or reckless act against another	OSS 1-5 days Police Action Supt. Hearing		
Selling, using, or possessing obscene material	Detentions ISS 1-2 days Supt. Hearing	ISS 1-2 days OSS 3-5 days Family Conference Supt. Hearing	OSS 3-5 days Supt. Hearing

Possession/use of tobacco or any smoking materials or related paraphernalia (matches, lighters, rolling papers, e-cigarette, vaping devices)	Alternative to Suspension Program (Vape/Tobacco/Drugs) Detentions Family Conference	Round 2 Alternative to Suspension Program Detention ISS 1-5 days Family Conference	OSS 1-5 days Family Conference Supt. Hearing
Possession/use of or under any amount of influence of alcohol on school property, school sponsored events or during transportation to or from the event. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30	Alternative to Suspension Program (Vape/Tobacco/Drugs) ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (10 weeks) Family Conference Supt. Hearing	Round 2 Alternative to Suspension ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (20 weeks) Family Conference Supt. Hearing	ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (40 weeks) Family Conference Supt. Hearing
Inappropriately possessing, using, or sharing prescription and over-the-counter medications, dietary supplements, or any other compound of organic or synthetic substance (Ex: synthetic cannabinoids)	ISS 1-2 days OSS 1-2 days Police Action Supt. Hearing	ISS 3-5 days OSS 3-5 days Police Action Supt. Hearing	
Possessing or under the influence of any illegal drug or substance, or drug paraphernalia. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30	Alternative to Suspension Program (Vape/Tobacco/Drugs) Detention ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (10 weeks) Supt. Hearing	Round 2 Alternative to Suspension Program Detention ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (20 weeks) Supt. Hearing	Detention ISS 1-5 days OSS 1-5 days Contact Police Loss of privileges (40 weeks) Supt. Hearing
Gambling	ISS 1 day Family Conference	OSS 1-3 days Family Conference	OSS 5 days Supt. Hearing
Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher	OSS 3-5 days Police Action Supt. Hearing		
Indecent exposure, exposure to the sight of private parts of the body in a lewd or indecent manner	OSS 1-2 days Police Action Supt. Hearing	OSS 3-5 days Police Action Supt. Hearing	
Public display of affection	Warning Family Conference	Detention Family Conference	Detention ISS 1-5 days OSS 1-5 days Family Conference

Sexual misconduct	OSS 5 days Supt. Hearing Police Action		
Sexual harassment	Detention ISS 1-5 days OSS 1-5 days	Detention ISS 1-5 days OSS 1-5 days	OSS 1-5 days Supt. Hearing
Theft	Detention ISS 1-2 days Restitution Contact Police	ISS 1-2 days OSS 3-5 Restitution Contact Police	OSS 3-5 days Restitution Contact Police Supt. Hearing

TRANSPORTATION MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Engaging in misconduct while on a school bus or at a bus stop	Warning Detention Inability to ride bus 1-5 days	ISS 1 day Inability to ride bus 1-5 days Family conference	ISS 1-3 days Supt. Hearing Inability to ride bus 1-5 day

ACADEMIC MISCONDUCT			
Offense/Violation	1st Disciplinary Action	2nd Disciplinary Action	3rd Disciplinary Action
Cheating	Family Conference Detention	Family Conference Detention ISS 1-3 days	Family Conference ISS 1-5 days
Forgery	Detention	ISS 1-3 days	ISS 1-5 days
Plagiarism	Family Conference Detention	ISS 1-2 days Family Conference	ISS 3-5 days Supt. Hearing
Assisting another student in any of the above	Family Conference Detention	ISS 1 day	Detention ISS 2 days

Key:	Administrative Detention To be served for two (2) periods per day at the Administrator's discretion
ISS: In-School Suspension	OSS: Out-of-School Suspension
ASD: After School Detention	PINS: Person In Need of Supervision

A part of the student behavior plan will include:

- that all students will have a conference with the building administrator to explain their actions
- the family will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed

- necessary
- a behavioral plan will be created if a student is suspended
- consideration of victim's rights

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the "Code of Conduct" disciplinary actions, when necessary, will be firm, fair, and consistent to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances. **Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling.** In due process, the students have a right to appeal.

Eligibility for certain privileges at the High School

For Academic Eligibility in Interscholastic Athletics: Please see the OHS Interscholastic Athletics Handbook and BOE Policy 7410.

For Eligibility to **attend** extra-curricular activities (attending sporting events, dances, concerts, running for SAC offices, etc.):

Students who have attained a Level 3 or Level 4 attendance level will be considered ineligible.

Tardies after 8:35 are included in the attendance policy.

A student who receives ISS will be considered ineligible for a period of five (5) days, starting the first day of ISS served. A student who receives OSS will be considered ineligible for a period of seven (7) days, starting the last day of OSS served.

For Eligibility to maintain Senior Privileges:

Each student must maintain a passing grade in all courses. This will be evaluated every 10 weeks. If a student fails any course, they will lose senior privileges until the next report card grade is issued.

If a senior receives ISS or OSS, they will lose their senior privileges for a period of five (5) weeks from the final date of the suspension.

Any senior with level 3 absenteeism will lose their privileges for a period of five (5) weeks. Any senior with level 4 absenteeism will lose their privileges for the remainder of the year.

Discipline Flow Chart: Primary/Elementary School




Minor Disruptions	Major Disruptions	Serious Offense or Criminal Violation
<p>Disorderly Conduct: disrupting the learning of others; lewd gestures/language; horseplay (non-threatening, inappropriate physical behavior)</p> <p>Disruptive Misconduct: bringing personal items to school</p> <p>Insubordinate Misconduct: Failure to comply with direction of staff; non-compliance</p> <p>Safety, Health + Welfare Misconduct: Lying, stealing property, causing conflict; indecent exposure (1x), public display of affection.</p>	<p>*Several and repeated minor disruptions -or- student inability to transition back to class after administrative intervention</p> <p>Immediate office referral w/documentation by administrator</p> <p>Disorderly Conduct: major classroom disruptions (including physical destruction of classroom space, student outburst not resolved with teacher interventions); damaging school property</p> <p>Violent Misconduct: committing an act of violence upon school staff or student; physical aggression.</p> <p>Safety, Health + Welfare Misconduct: bullying, defamation/discrimination, harassment, intimidation</p> <p>Transportation Misconduct: Misconduct on school-sponsored transportation</p> <p>Academic Misconduct: Copying, cheating</p> <p>Office Discipline Procedure Conduct investigation, as appropriate Problem Solve with Student Communicate with family, when warranted Communicate with staff of student involved Enforce Code of Conduct Document the occurrence via eSchool, with listed consequence/action Determine the need for, or review behavior intervention plan with personnel working with student</p> <p>Counselor Managed Behavior/Situations Student threatens, mentions self-harm, or appears to be struggling with mental health Student talks about or implies there is abuse in the home Students are engaging in conflict with another student Student needs to be de-escalated <i>CALL the guidance office to see if the counselor is available</i> Refrain from use of the counselor for disciplinary purpose</p>	<p>Violent Misconduct: extreme physical aggression, threatening behavior (toward self and others)</p> <p>Safety, Health + Welfare Misconduct: possession of an illegal substance; sexual misconduct; possessing or threatening use of a weapon to cause bodily harm</p> <p style="text-align: center; font-size: 2em; color: red;">➔</p> <p>*Call front office immediately to notify and/or ask for an administrator or other trained staff member to pick up the student as needed</p>
<p>Step 1: <i>In-Class Interventions:</i> re-teach appropriate behavior, reinforce appropriate behavior; teacher proximity; visual prompt; restorative practices; follow student BIP, FBA or disruptive, defiant, refusal plan</p> <p>Step 2: <i>In-Class Consequences:</i> seat adjustment; restricted activity; warning; family notification; etc.</p> <p>Step 3: Documentation: eSchool documentation via discipline tab</p> <p>Step 4: <i>Office Referral:</i> Repeated patterns of the same behavior should be referred to office after in-class interventions and in-class consequences have been provided</p>		



Discipline Flow Chart: Olean High School



<p>Minor Disruptions Classroom Managed</p> <p><i>Disorderly Conduct:</i> disrupting the learning of others; lewd gestures/language; horseplay (non-threatening); inappropriate physical behavior)</p> <p><i>Disruptive Misconduct:</i> bringing personal items to school</p> <p><i>Insubordinate Misconduct:</i> Failure to comply with direction of staff; non-compliance</p> <p><i>Safety, Health + Welfare Misconduct:</i> Lying, stealing property, causing conflict; indecent exposure (1x); public display of affection.</p>	<p>Major Disruptions Office Managed</p> <p>*Several and repeated minor disruptions -or- student inability to transition back to class after administrative intervention</p> <p>Immediate office referral w/documentation by administrator</p> <p><i>Disorderly Conduct:</i> major classroom disruptions (including physical destruction of classroom space, student outburst not resolved with teacher interventions); damaging school property</p> <p><i>Violent Misconduct:</i> committing an act of violence upon school staff or student; physical aggression.</p> <p><i>Safety, Health + Welfare Misconduct:</i> bullying, defamation/discrimination, harassment, intimidation</p> <p><i>Transportation Misconduct:</i> Misconduct on school-sponsored transportation</p> <p><i>Academic Misconduct:</i> Copying, cheating</p>	<p>Serious Offense or Criminal Violation</p> <p><i>Violent Misconduct:</i> extreme physical aggression, threatening behavior (toward self and others)</p> <p><i>Safety, Health + Welfare Misconduct:</i> possession of an illegal substance; sexual misconduct; possessing or threatening use of a weapon to cause bodily harm</p>
<p>Classroom Discipline Procedure</p> <ul style="list-style-type: none"> Teacher provides warning and in-class interventions Referral put into eSchool for documentation only (mark FDO) <p>Before Teacher Refers to Administration:</p> <ul style="list-style-type: none"> Contact home must be made via phone, email, or Parent Square Referral put into eSchool: be specific and mindful these are part of student's legal educational records. Do not include other student names. 	<p>Office Discipline Procedure</p> <p>Conduct investigation, as appropriate</p> <p>Problem Solve with Student</p> <p>Communicate with family, when warranted</p> <p>Communicate with staff of student involved</p> <p>Enforce Code of Conduct consequence/action</p> <p>Document the occurrence via eSchool, with listed</p> <p>Determine the need for, or review behavior intervention plan with personnel working with student.</p> <p>Counselor Managed Behavior/Situations</p> <ul style="list-style-type: none"> Student threatens, mentions self-harm, or appears to be struggling with mental health Student talks about or implies there is abuse in the home Students are engaging in conflict with another student Student needs to be de-escalated <p>CALL the guidance office to see if the counselor is available Refrain from use of the counselor for disciplinary purpose</p>	<p style="text-align: center;"></p> <p>*Call front office immediately to notify and/or ask for an administrator or other trained staff member to pick up the student as needed</p>