

WAPPINGERS

Central School District



Tri-State
Consortium

Member

OAK GROVE ELEMENTARY SCHOOL

40 KERR ROAD

POUGHKEEPSIE, NEW YORK 12601

(845) 298-5280

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ANGELINA ALVAREZ-ROONEY, PRINCIPAL



Middle States Association
of Colleges and Schools

Member

September, 2011

Dear Parents/Guardians,

As part of our district's commitment to maintaining high standards of education for our students in all our schools, you will be receiving a letter from our Superintendent of Schools, Dr. James Parla, a "summary" of the 2011-2012 Code of Conduct. Many of you will recognize this document. It was developed in collaboration with students, teachers and numerous parent organizations, including school safety personnel.

The district's primary concern in establishing this code of discipline enables our young people to become responsible, respectful and caring citizens within school and community settings. The Code of Conduct clearly defines individual responsibilities and provides appropriate discipline options and responses. *The 2011-2012 Code of Conduct in its entirety is available on our District's website.*

I encourage you to read and review this booklet with each of your children. I am asking that you sign and return the last page of this document with your child. Your signature acknowledges receipt of the Code of Conduct.

If you have any questions, please feel free to call me at 298-5280.

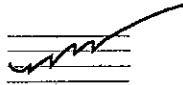
Sincerely,

Angelina Alvarez-Rooney
Principal

AA-R:mal

WAPPINGERS

Central School District



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Member

DISTRICT OFFICES
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Dr. James Parla, Superintendent of Schools



Middle States Association
of Colleges and Schools

Member

September, 2011

Dear Wappingers Students and Families:

The good progress of our schools is our common goal and the effectiveness of our academic programs is strengthened by the good conduct and character of our students. Understanding our common commitment and shared responsibility in this matter the district has established a Code of Conduct that reflects the need for safe and orderly schools guided by high standards and expectations for responsibility and respect.

The Code of Conduct is revised annually and approved by the Board of Education. It is developed collaboratively by students, teachers, administrators, and parents. The primary purpose of this Code of Conduct is to promote good citizenship and caring communities in each of our schools. Disciplinary practices and procedures are not the sole focus of the regulations enforced by the administration. The main objective is the teaching of appropriate behavior and good decision-making.

Attached to this letter is a Plain Language Summary of the 2011-2012 Code of Conduct. To view the Code of Conduct in its entirety please visit the district website at wappingerschools.org. The Code of Conduct is found under both the Parent and Student links.

Best wishes for an excellent school year,

A handwritten signature in cursive script that reads "James Parla".

Dr. James Parla
Superintendent of Schools

DISTRICT CODE OF CONDUCT

Plain Language Summary

INTRODUCTION

The Wappingers Central School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, it is committed to creating and maintaining high behavioral standards and expectations. Rather than being solely punitive in nature, the primary focus of discipline in the WCSD shall be to teach students appropriate behavior and good decision-making skills.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension, and administrative hearings with a designated hearing officer. Administrative hearings may result in out-of-school suspensions of more than five days.

PROHIBITED CONDUCT

The following infractions will result in discipline consistent with the policies and procedures explained in the full Code of Conduct, which may include referral to appropriate law enforcement agencies:

1. Acts which disrupt instruction
2. Repeated or serious acts that interfere with the teacher's authority in class
3. Using foul language and/or indecent gestures
4. Failure to follow school rules and staff directions
5. Inappropriate dress or grooming
6. Possessing or sharing obscene materials
7. Smoking or other tobacco use including smokeless vapor cigarettes
8. Cheating in any school sponsored academic setting
9. Choosing not to obey the directions of school staff (insubordination)
10. Fighting between students where no dangerous instruments are involved and no person is injured in the event
11. Fighting between students where harm is caused to one or more of the students present
12. A fight involving the use or threatened use of a dangerous or deadly weapon
13. Any violent act against a teacher or other staff member, as described in this code
14. Any violent act against another as described in this code
15. Possession of dangerous or deadly weapons on school property
16. Possession or use of illegal drugs to be such drugs or alcohol, at school or while attending school function
17. Sale or other distribution of illegal drugs, alcohol or counterfeit, dangerous drugs, counterfeit drugs or alcohol or a substance which the individual believes or represents to be such drugs or alcohol at school or while at school functions
18. Possession and/or use of fireworks on school property or at school function
19. Acts which constitute a misdemeanor while on school property or at a school function
20. Acts which constitute a felony while on school property or at a school function
21. Gambling
22. Hazing
23. Lewd behavior
24. Extortion
25. Plagiarism
26. Arson
27. Vandalism or destruction of school property
28. Theft of school property
29. Possession or use of beepers, lighters, light or laser pointers, laptops or other electronic devices during the school day
30. Use of cell phones is prohibited
31. Violation of the district computer use policy
32. Eating or drinking outside of lunch periods or where prohibited
33. Activation of a false alarm, bomb threat or other disaster alarm

34. Forgery or fraud
35. Harassment (sexual, racial, etc.)
36. Intimidation or coercion
37. Leaving school grounds without permission
38. Public displays of affection beyond hand holding
39. Theft of personal property
40. Trespassing (no permission to be on school grounds) while suspended from school
41. Bullying
42. Spitting

EXPECTATIONS FOR GOOD CONDUCT

All students are expected to behave respectfully toward each other and toward school staff. It should be noted that misconduct at the end of one school year may carry consequences into the following school year. Special note for Seniors: Misconduct at the end of a senior's school year may jeopardize his/her privilege of participating in the graduation ceremonies.

COMPUTER AND INTERNET USE

Students must use district-owned electronic devices appropriately and responsibly, in accordance with the guidelines outlined in the full Code of Conduct. *Code of Conduct pages 15-16.*

ATTENDANCE

Students must attend school unless they have a documented excused absence, as defined in the main Code of Conduct. Those students who are absent without a valid excuse will be disciplined according to the process explained in the full Code of Conduct. *Code of Conduct pages 16-18.*

Excused absences include: Illness of student; illness or death in family/immediate and extended/significant other; urgent medical appointment, which is documented as unable to be scheduled outside the school day; documented religious observance; documented mandatory legal circumstances; documented quarantine; impassible roads; other absences which may have been approved by the Commissioner of Education. *Code of Conduct pages 16-18.*

STUDENT DRIVING/PARKING PRIVILEGES (SR HIGH ONLY)

Students must apply for permission to drive a car to school and must behave in accordance with rules for student driving and parking, as outlined in the full Code of Conduct. Students may be subject to revocation of their driving privileges, in addition to the other applicable disciplinary measures, if these rules are not followed. *Code of Conduct pages 34-36.*

OFF-CAMPUS BEHAVIOR

A student may be subject to discipline, consistent with the procedures outlined in the main Code of Conduct, for conduct constituting a crime even if it is committed off school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools. *Code of Conduct page 18.*

DRESS AND GROOMING

Students are expected to be dressed and groomed in an appropriate manner. Students **must** be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills classes. *Code of Conduct page 19.*

STAYING ON CAMPUS DURING THE SCHOOL DAY

Upon arrival at school, students may not leave the school grounds during the day under any circumstances without prior administrative authorization. Failure to remain on campus during the school day may result in disciplinary measures consistent with those listed in the full Code of Conduct. *Code of Conduct pages 19-20.*

USE OF STUDENT LOCKERS

Students are responsible for the appropriate appearance and condition of their lockers. School administrators reserve the right to search lockers. Students who abuse their lockers or share lockers with other students will be subject to losing their locker privileges. *Code of Conduct page 20.*

RECREATIONAL VEHICLES AND EQUIPMENT

All forms of recreational vehicles are prohibited. Building administrators may make exceptions for school-related and approved functions. *Code of Conduct page 21.*

PROMPTNESS TO SCHOOL, CLASS, HOMEROOM, STUDY HALLS

Students are expected to be on-time to class. Those students who are tardy without a pass or valid excuse will be subject to disciplinary measures as explained in the full Code of Conduct. *Code of Conduct page 21.*

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in the educational process. For that reason, the following items are not allowed in school and will be confiscated by school personnel. Student disciplinary action as outlined in the main Code of Conduct may be taken as well.

- Tobacco
- Alcohol
- Drugs *Code of Conduct pages 21-22.*
- Water guns/pistols
- Latex Balloons
- Knives *Code of Conduct page 23.*
- Weapons (including, but not limited to, sling shots, bean shooters, clubs, razor blades, guns, etc.) *Code of Conduct page 23.*
- Fireworks
- Electronic equipment which is "on"
- Matches, lighters, etc.
- Inappropriate pictures, printed or digital materials
- Paint balls or equipment
- Skateboards or roller blades
- Anything distracting to the educational process or potentially dangerous in a school setting

EXCESSIVE MISCONDUCT

Students who are involved in severe behavioral problems or who are repeatedly involved in disciplinary situations because of violations of the Code of Conduct may, at the discretion of the administration, be subject to a Superintendent's hearing to consider long term suspension from school. *Code of Conduct page 26.*

CAFETERIA RESPONSIBILITIES

All students are expected to clean up after themselves and to comply with the reasonable requests of the cafeteria personnel, monitors and faculty. Students abusing their cafeteria privileges will be disciplined according to the procedures listed in the full Code of Conduct. *Code of Conduct page 30.*

HONOR CODE

A. Cheating

A grade of zero will be given to any student who gives or receives information, including electronically, on any form of a test, quiz, homework, lab, or state exam. Any person falsifying a grade or a test or related material, with the goal of increasing that grade shall take the penalty of cheating. A student may appeal the grade to the principal and/or Building Administrator.

B. Plagiarism

Any student who plagiarizes will receive a zero on the plagiarized work.

C. Forgery and Falsification

Students are prohibited from forging or falsifying any school-related document.

Code of Conduct pages 36-37.

UNAUTHORIZED SALE OF MERCHANDISE ON SCHOOL GROUNDS

The unauthorized sale of any merchandise (including candy) to other students is not permitted on school grounds or on buses. Any sale of an item on school grounds must have prior approval of the building principal. Unauthorized merchandise will be confiscated by the administration. *Code of Conduct page 37.*

DISTRIBUTION OF OUTSIDE MATERIALS

Prior to its distribution on school grounds, written material must first be presented to the District's Central Office for approval. Central Office will notify the building principal of such approval. *Code of Conduct page 37.*

CONDUCT OF VISITORS

In an effort to maintain a safe and healthy educational environment, all visitors to the District must sign-in when entering any school building. Visitors MUST show photo ID. Visitors whose identity cannot be confirmed will be asked to leave the premises. According to the Board of Education policy, any visitor to a building must have a clear educational purpose and must confine their visit to the area for which they have approval. Visitors are expected to conduct themselves in a manner that does not disrupt the academic process, violate the privacy rights of others, and are in accordance with the law, Board of Education policy and this Code of Conduct. *Code of Conduct pages 38-39.*

PUBLIC CONDUCT ON SCHOOL PROPERTY

Any action by an individual or group(s) aimed at disrupting, interfering with or delaying the education process or having such effect, is prohibited. A person who violates any of these rules may be subject withdrawal of authorization to be present on school grounds and/or removal from school premises. *Code of Conduct pages 39-41.*

ENFORCEMENT PROGRAM

The Superintendent of Schools shall be responsible for the enforcement of these rules, and s/he shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect. *Code of Conduct page 41.*

REMOVAL OF A STUDENT FROM THE CLASSROOM Teachers have the authority to remove a student from their classrooms whenever the student substantially disrupts the educational process, substantially interferes with the teacher's authority over the classroom, or poses a safety risk. *Code of Conduct pages 42-44.*

REPORTING CODE VIOLATIONS

1. To School District Personnel

Students, teacher, and other District personnel are encouraged to report any violation of the Code of Conduct to the Building Principal or, in his/her absence, the Acting Building Principal. Teachers and other District personnel shall immediately report violent students to the Building Principal.

2. To Local Law Enforcement Agencies

The principal, on behalf of the District, will report any acts of violence against persons that constitute a felony or misdemeanor and any other acts which violate local or state laws to the appropriate local law enforcement agency. .

3. To Human Services Agencies

The District will report any violations of the Code of Conduct which constitute a crime when the student is under the age of 16 to the appropriate human service agencies. When necessary, the District will file a juvenile delinquency petition or a person in need of supervision (PINS) petition in Family Court.
Code of Conduct pages 44-45.

STUDENT SUSPENSION PROCESS

The Board of Education, District Superintendent, Superintendent of Schools, a Building Principal or in his/her absence, an acting Building Principal, may suspend a student from school where it is determined that the student is insubordinate or disorderly, exhibits conduct which endangers the health, safety morals, or welfare of others, or if the student is violent or substantially disruptive of the educational process. *Code of Conduct pages 45-50.*

Suspension from Transportation Service

Students may be suspended from transportation services for an infraction or infractions listed herein. *Code of Conduct page 50.*

Suspension from Extra-Curricular, Co-Curricular Activities and School Functions

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, or for violating a Code of Conduct issued to participants in the activity by the activity supervisor. *Code of Conduct page 50.*

Long-Term Suspension of Students with Disabilities

In the event that a student has a known or suspected disability, the District will proceed in a manner consistent with the procedural safeguards required by applicable laws and regulations. *Code of Conduct pages 51-54.*

WAPPINGERS CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

2011-2012

Within one week of the opening of school, each school shall send to the parents of each enrolled student a copy of the Code of Conduct. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the Code of Conduct. Each school shall maintain records of such signed statements.

As parent/guardian, I have reviewed the code of conduct and the attendance policy within the code of conduct. The telephone number below is the number where I can be contacted for attendance/disciplinary issues.

Student ID# _____ Grade: _____ Homeroom: _____

Student Name (print): _____

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____

Telephone Number: _____

PLEASE SIGN, TEAR OUT SHEET
AND RETURN TO YOUR HOMEROOM TEACHER