



September 2021

Dear Wappingers Students and Families:

It is essential that a safe and orderly school environment be maintained so that all our students are able to learn. The main purpose of the Code of Conduct is to promote appropriate behavior, good citizenship, and caring communities.

A committee of administrators, teachers, parents, and students revise the Code of Conduct each year. Attached to this letter is a Plain Language Summary of the 2021-2022 Code of Conduct for parents and students. To view the complete Code of Conduct please visit the district website at www.wappingersschools.org. The Code of Conduct is found under both the Parent and Student links at the top of our district's home page.

Best wishes for an excellent school year,

A handwritten signature in dark ink, appearing to read 'Daren Lolkema', is positioned above the typed name.

Daren Lolkema
Assistant Superintendent for Compliance and Information Systems

**WAPPINGERS CENTRAL SCHOOL DISTRICT
CODE OF CONDUCT**

2021-2022

Within one week of the opening of school, each school shall send to the parents of each enrolled student a summary of the Code of Conduct (The full version is available on the District website, and full paper copies will be provided upon request.) Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt/review of our 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 AND RETURN THIS PAGE
TO YOUR HOMEROOM TEACHER**

**WAPPINGERS CENTRAL SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION POLICY & COMPLIANCE OFFICER FOR EMPLOYEES**

The Wappingers Central School District does not discriminate in offering employment opportunities on the basis of race, color, national origin, disability, sex, sexual orientation, age, religion, military/veteran status, genetic predisposition, marital status, and domestic violence victim status or any other basis prohibited by New York State and/or Federal non-discrimination laws.

Questions should be directed to the District Compliance Officer for Employees:

Renee Harris
Director of Human Resources
(845) 298-5000, extension 40115
renee.harris@wcsdny.org

Wappingers Central School District
25 Corporate Park Drive - PO Box 396
Hopewell Junction NY 12533

Inquiries may also be referred to the Office for Civil Rights:
New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

**WAPPINGERS CENTRAL SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION POLICY & COMPLIANCE OFFICER FOR STUDENTS**

The Wappingers Central School District does not discriminate in offering educational opportunities on the basis of race, color, national origin, weight, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, gender identity, gender expression, age, military/veteran status, genetic predisposition, marital status, and domestic violence victim status, or any other basis prohibited by New York State and/or Federal non-discrimination laws.

Inquiries should be directed to the District's Compliance Officer for Students:

Daren Lolkema
Assistant Superintendent for Compliance &
Information Systems
(845) 298-5000, extension 40131
daren.lolkema@wcsdny.org

Wappingers Central School District
25 Corporate Park Drive
PO Box 396
Hopewell Junction NY 12533

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New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

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. In accordance with the “**Dignity for All Students Act**” (DASA), the District aims to create an environment free of discrimination and harassment and promotes civility in our schools to prevent and prohibit conduct which is inconsistent with the District’s educational mission.

THE DIGNITY FOR ALL STUDENTS ACT (DASA)

The requirements of the Dignity for All Students Act (DASA) are contained throughout this year’s Code of Conduct. DASA seeks to provide all public school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Incident reporting forms are available on the District’s home page as well as each of our School Buildings home pages.

The Dignity Act Coordinators for each building are as follows:

<u>BUILDING</u>	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>
Brinckerhoff	Kristin Driscoll	845-897-6800	Kristin.driscoll@wcsdny.org
James S. Evans	Lauren Hernandez	845-298-5240	Lauren.hernandez@wcsdny.org
Fishkill	Andrew McNally	845-897-6780	Andrew.mcnally@wcsdny.org
Fishkill Plains	Amy Fazio	845-227-1770	Amv.fazio@wcsdny.org
Gayhead	James Daley	845-227-1756	James.Daley@wcsdny.org
Kinry Road	Adam Gerson	845-463-7322	Adam.gerson@wcsdny.org
Myers Corners	Sydney Goldstein	845-298-5260	Sydney.goldstein@wcsdny.org
Oak Grove	Angelina Alvarez-Rooney	845-298-5280	Angelina.rooney@wcsdny.org
Sheafe Road	Michael Corsano	845-298-5290	Michael.corsano@wcsdny.org
Vassar Road	Richard Dominick	845-463-7860	Richard.dominick@wcsdny.org
Van Wyck	Steve Shuchat	845-227-1700	Steven.shuchat@wcsdny.org
WJHS	Terrence Thompson	845-298-5200	Terrence.thompson@wcsdny.org
John Jay	David Kedzielawa	845-897-6700	david.kedzielawa@wcsdny.org
Roy C. Ketcham	David Seipp	845-298-5100	David.seipp@wcsdny.org
Orchard View AHS	Laura DiStefano	845-298-5000	Laura.distefano@wcsdny.org

EXPECTATIONS FOR GOOD CONDUCT

All students are expected to behave respectfully toward each other and toward school staff and to adhere to the guidelines of DASA. 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. ***Code of Conduct page 11***

OFF-CAMPUS BEHAVIOR

A student may be subject to discipline 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. As per Board of Education policy, students can be screened for alcohol while on school campus or school sponsored events off campus. Students who do not cooperate will be required to leave the activity or event immediately in the custody of his/her parent or guardian. Students who test positive for alcohol will not be allowed to remain in attendance at the event and will be required to leave the activity or event immediately in the custody of his/her parent or guardian. Such student(s) will also be disciplined according to this Student Code of Conduct. No refunds will be provided to these students or their guests.

Student use of the Internet or social networks outside of school that result in a negative impact in the school will be subject to school discipline. ***Code of Conduct page 14***

ATTENDANCE

Attendance influences academic achievement. Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not adequate substitutes for classroom attendance and participation. ***Code of Conduct page 17***

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 page 17***

STAYING ON CAMPUS DURING THE SCHOOL DAY

After arriving at school, students **may not** leave the school grounds during the day under any circumstances without prior administrative authorization. Administrative authorization may be in the form of either a permanent early dismissal or a temporary one arranged on an "as needed" basis through the Attendance office, Grade Level Assistant Principal Office, or Main Office with parental permission. Failure to remain on campus during the school day may result in disciplinary measures including, but not limited to, in-school restriction or alternative to suspension. In addition to these disciplinary measures, students may also be subject to Youth Services/Persons in Need of Supervision referrals, as well as hall restrictions. ***Code of Conduct page 18***

PROMPTNESS TO SCHOOL, CLASS, HOMEROOM, STUDY HALLS

Being on time shows respect for your teachers and classmates and helps you develop good work habits. Tardiness is defined as entering the classroom after the official beginning of class (i.e. at the bell), without a pass or a valid reason. Students going to the cafeteria, library or PE are expected to be there by the time the late bell rings. ***Code of Conduct page 18***

DRESS CODE

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 15*

USE OF STUDENT LOCKERS

Student lockers are the property of the school district. These lockers are for the storage of scholastic materials and for personal clothing. Students are responsible for the appropriate appearance and condition of their lockers. School administrators reserve the right to search lockers.

Students are responsible for the two locks (one for hall locker and one for gym locker) issued for the school year. There will be a fee incurred to replace lost or stolen locks. Student lockers are not to be shared or changed without permission from administration or personnel in charge of lockers. *Code of Conduct page 15*

HONOR CODE

A healthy learning environment can exist only if a commitment is made by everyone to live in the most ethical way possible. Those who refuse to make this commitment hurt not only themselves but also those in the entire school community.

1. Cheating

The District supports all policies and procedures required by NYSED for instances of cheating on all New York State Assessments. For class assigned work or local assessments a grade of zero may be given to any student who gives or receives information, including electronically, on any form of a test, quiz, homework, assignment or lab. 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. In addition to the range of possible disciplines listed in the Disciplinary Measures table of this code of conduct, penalties for cheating will be at the discretion of the Building Administrator and the Classroom Teacher.

2. Plagiarism

Plagiarism is the act of stealing and passing off as one's own the ideas or words of another, or using a created production without giving credit to the source. This includes ideas or words from any printed text and/or the Internet. Students must use proper citations and references when using another's work or ideas. Any student who plagiarizes will receive a zero on the plagiarized work and may have a conference with the teacher to explain the circumstances. In addition to the range of possible disciplines listed in the Disciplinary Measures table of this code of conduct, penalties for plagiarism will be at the discretion of the Building Administrator and the Classroom Teacher.

3. Falsification and Forgery

Falsification is the act of changing, adding to or deleting information from an absence note, early dismissal note, late arrival note, hall pass, parking permit, etc. Falsification also refers to deliberately providing false/inaccurate information. Forgery is the act of writing one of the above and passing it off as written by the appropriate adult. In addition to the range of possible disciplines listed in the Disciplinary Measures table of this code of conduct, penalties for falsification and forgery will be at the discretion of the Building Administrator and the Classroom Teacher.

4. Intentional False Allegations

Any intentional false allegation is a serious offense and a breach of the Code of Conduct. In the event that it has been determined by administration that an intentionally false allegation has been made, the matter will be subject to disciplinary action.

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. "Substantially disruptive" means that the course of instruction has to be discontinued more than momentarily, such that it breaks the continuity of the lesson, to address the disruptive conduct of the student. "Substantially interferes" with the teacher's authority over the classroom means that the student has been insubordinate to the teacher in the presence of the class and has repeatedly failed to obey the teacher's directives to cease and desist.
Code of Conduct page 23

ARTICLES PROHIBITED IN SCHOOL

Articles that are hazards to the safety of others or interfere in the educational process are prohibited. For that reason, the following items are not allowed in school and will be confiscated by school personnel. Student disciplinary action may be taken as well. *Code of Conduct page 16*

- Tobacco (including electric cigarettes, vaping products, and any nicotine containing substances along with tobacco paraphernalia such as vaping systems, lighters, or matches)
- Alcohol
- Vaping products and or paraphernalia (regardless of content)
- Drugs
- Water guns/pistols
- Latex Balloons
- Knives
- Weapons (including, but not limited to, sling shots, bean shooters, clubs, razor blades, guns, etc.)
- Fireworks
- Electronic equipment must be off during school hours (ex. Personal stereos, walkman, disc players, gameboys, radios, music boxes, electronic games and toys, walkie-talkies, tape recorders, head phones, iPods, MP3 players, recording devices (audio and visual) etc.
- Matches, lighters, etc.
- Inappropriate pictures, printed or digital materials (including, but not limited to, the obscene, profane, pornographic, weapons, drugs, etc.)
- Paint balls equipment or noisemakers
- Skateboards or roller blades (unless prior approval from Administrative has been obtained)
- Anything distracting to the educational process or potentially dangerous in a school setting determined by administration

STUDENT DISCIPLINE / SUSPENSION

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. In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed in this Code of Conduct.

Code of Conduct page 26

COMPUTER AND INTERNET USE

The Board of Education has policies and procedures for acceptable use of district computer systems. The Board's computer use policies are in part 4526 of the district's Policy Manual. The entire manual is on the BoardDocs part of the district's web site <http://www.boarddocs.com/ny/wcsd/Board.nsf>. *Code of Conduct page 15*

CELL PHONES & ELECTRONIC DEVICES

It is the policy of the Wappingers Central School District that students in grades Pre-K through 8 will be prohibited from possessing smart phones, smart watches (i.e., internet enabled devices), and other electronic devices and related accessories (e.g., earbuds) on their person during the school day without permission from the Building Principal. Smart devices and related accessories may be stored in a school bag (turned off) for before or after school use. The school district is not responsible for any lost, stolen, or damaged smart devices.

Given the dangers inherent in unsupervised access to the internet, students in grades Pre-K through 8 are prohibited from unsupervised internet use while on any school vehicle. Permission may be granted by the Principal (or his/her designee). The District is committed to responding to reported violations of this policy provision. The District will not require Bus Drivers to actively monitor student device use.

It is the policy of the Wappingers Central School District that students in grade 9-12 may carry smart devices during school hours and on school vehicles. During instructional times, however, students are prohibited from possessing smart devices on their person. Smart devices must be stored in a school bag or another location determined by the staff member in charge. The school district is not responsible for any lost, stolen, or damaged smart devices.

It is the policy of the Wappingers Central School District that the use of personal cell phones and other electronic devices is not permitted, by students in grades 9-12, in any common areas which include locker rooms, bathrooms, gym class, cafeteria, auditoriums, classrooms (except for instructional purposes only at the discretion of the teacher), and hallways.

The use of personal cell phones or other electronic devices for instructional purposes as per an Individualized Education Plan (IEP) or 504 accommodation is permissible.

For the purposes of this policy, study halls are considered instructional times (unless otherwise determined by the Building Principal). Any student who knowingly possesses a smart device on his/her person during an instructional period without permission, will be considered insubordinate and subject to the Student Code of Conduct. The school district will cooperate with law enforcement officials as appropriate.

Students may not use smart phones and other electronic devices for recording classes, meetings, or conversations without the express written consent of the teacher of the class, the professional leading the meeting or the professional having the conversation with the student or students.

Misuse of any of these personal electronic devices will result in disciplinary action as outlined in Section VI of the Code of Conduct. Some uses of personal electronic devices constitute a violation of the school district Code of Conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

For safety reasons the use of headphones or ear buds outside of classrooms or designated areas is strictly prohibited.

CAFETERIA RESPONSIBILITIES

Students are expected to return their trays, dishes, and eating utensils to the reception center. All students are expected to clean up after themselves and to comply with the reasonable requests of the cafeteria personnel, monitors and faculty. No food or drinks are to be taken from the cafeteria area. No eating or drinking is permitted in hallways or classrooms unless an administrator grants permission. *Code of Conduct page 14*

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 21*

STUDENT DRIVING/PARKING PRIVILEGES (SR HIGH ONLY)

Since we have limited space in our parking lots, students must apply for permission to drive a car to school. Seniors will be considered for approval depending on space availability. All requests must go to the designated administrator's office for a parking permit and to register the car. Eligible Seniors must attend the teen driving seminar in order to obtain a permit. *Code of Conduct page 20*

CONDUCT OF VISITORS

Visitors MUST show photo ID, and when asked, scan their photo ID in the provided visitor management system. Visitors whose identity cannot be confirmed will be asked to leave the premises. 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 is in accordance with the law, Board of Education policy and this Code of Conduct. *Code of Conduct page 21*

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 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. *Code of Conduct page 22*

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. When necessary, the District will file a complaint in criminal court against the student. *Code of Conduct page 22*

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 23*

HARASSMENT, BULLYING, DISCRIMINATION REPORTING FORM

Today's Date: _____ Name of School _____

Person Reporting Incident: _____ Name: _____

Phone Number: _____ Email Address: _____

Date of Incident: _____ Place of Incident: _____

Name of Student Target: _____ Grade: _____

Name of Alleged Offender(s) <i>(if known)</i>	Grade	School	Is he/she a student?

Name of Possible Witnesses	Grade	School	Is he/she a student?

Alleged Harassment: _____ Other: _____

Describe nature of alleged harassment, intimidation, or bullying. Include any gestures, relevant verbal, written, or physical act(s), or any written or electronic communication. (Attach a separate sheet if necessary).

I have already talked with: _____ Other: _____

When and what was the outcome of this contact?

What observable changes have you seen, if any, in the student since the time the reported incident(s) occurred: (i.e., attendance, grades, social engagement, feelings about self and others, anti-social behaviors, self-destructive behaviors, withdrawal, depression, etc.)?

FOR OFFICE ONLY

Received by: _____ **Date:** _____