



September, 2017

Dear Wappingers Students and Families:

In order to provide the most appropriate learning environment for all our students it is essential that safe and orderly environments be maintained and that high behavioral standards be a constant expectation. It is with this understanding that the District has established a Code of Conduct that reflects the importance of respectful and supportive school environments.

The Wappingers Central School District's Code of Conduct is revised collaboratively each year by students, teachers, administrators and parents, and it is approved by the Board of Education. The primary purpose of the 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 2017-2018 Code of Conduct for parents, as well as a plain language summary for students. To view the Code of Conduct in its entirety 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,

Daren Lolkema
Assistant Superintendent for Compliance and Information Systems

WAPPINGERS CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

2017-2018

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**

**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.

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

Dr. Dwight Bonk
Assistant Superintendent of Human Resources &
Labor Relations
(845) 298-5000, extension 40136
Dwight.bonk@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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 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 will strive to create an environment free of discrimination and harassment and will foster 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	Ursula Platz	845-897-6800	Ursula.platz@wcsdny.org
James S. Evans	Lauren Guerrero	845-298-5240	Lauren.hernandez@wcsdny.org
Fishkill	Andrew McNally	845-897-6780	Andrew.mcnally@wcsdny.org
Fishkill Plains	Eric Seipp	845-227-1770	Eric.seipp@wcsdny.org
Gayhead	Adam Gerson	845-227-1756	Adam.gerson@wcsdny.org
Kinry Road	Mary Bish	845-463-7322	Mary.bish@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	James Daley	845-298-5290	James.daley@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	Bonnie King	845-897-6700	Bonnie.king@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

PROHIBITED CONDUCT

Specific prohibited conduct is outlined in the Board of Education Regulation 1520-R which can be found in board docs: <http://www.boarddocs.com/ny/wcsd/Board.nsf/Public>

EXPECTATIONS FOR GOOD CONDUCT

All students are expected to behave respectfully toward each other and toward school staff and adhere to the guidelines of DASA. 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. *Code of Conduct page 12*

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 subject to alcohol screening 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 15*

ATTENDANCE

We believe 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 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 page 18*

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. 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 19*

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 19*

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 16*

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 gym locker) they are 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 16*

HONOR CODE

A healthy learning environment can exist only if a commitment is made by all 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 recognizes 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 defined as 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 refers to 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 refers to 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.

Code of Conduct page 12

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" shall mean 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 shall mean 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 24-25*

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 may be taken as well. *Code of Conduct page 17-18*

1. Tobacco (including electric cigarettes and smokeless paraphernalia, lighters, or matches)
2. Alcohol
3. Drugs
4. Water guns/pistols
5. Latex balloons
6. Knives
7. Weapons (including, but not limited to, sling shots, bean shooters, clubs, razor blades, guns, etc.)
8. Fireworks
9. Electronic equipment must be off during school hours (ex. Personal stereos, walkman, disc players, game-boys, radios, music boxes, electronic games and toys, walkie-talkies, tape recorders, head phones, iPods, MP3 players, recording devices (audio and visual) etc.
10. Pagers or cell phones that are "on" (including being set to vibrate) are prohibited during school hours
11. Matches, lighters, etc.
12. Inappropriate pictures, printed or digital materials (including, but not limited to, the obscene, profane, pornographic, weapons, drugs, etc.)
13. Paint ball equipment or noisemakers
14. Skateboards or roller blades (unless prior approval from Administrative has been obtained)
15. Anything distracting to the educational process or potentially dangerous in a school setting determined by administration

STUDENT DISCIPLINE / SUSPENSION

Wappingers CSD operates under a progressive discipline model. School officials who are authorized to discipline students may question a student about any alleged violations of the law or Code of Conduct.

In addition, school property (including lockers) is subject to search by school officials at any time. School officials may also search students and/or their belongings if they have reasonable suspicion that the search will result in evidence that the student violated the law or our Code of Conduct. Students who are found to have violated the District's Code of Conduct may be subject to a range of penalties as outlined in the Discipline section of our Code of Conduct. In addition, incidents that occur off school grounds which have a nexus to the school building could be considered applicable to disciplinary proceedings found in our Code of Conduct. *Code of Conduct page 25-32*

COMPUTER AND INTERNET USE

The Board of Education's policies and procedures regarding acceptable use of district computer systems place obligation on both the District and the students and staff that use its technology. (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 16*

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 15*

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 22*

STUDENT DRIVING/PARKING PRIVILEGES (SR HIGH ONLY)

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. Due to the fact that we have limited space in our parking lots, the following rules and regulations must and will be enforced. Eligible Seniors must attend the teen driving seminar in order to obtain a permit. *Code of Conduct page 21-22*

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, and be issued a visitor's permit which must be displayed at all times. 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. 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 page 22*

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 23*

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 23*

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*

**INCIDENT REPORTING FORM
DIGNITY FOR ALL STUDENTS ACT**

Retaliation or threats of retaliation against any person involved in an investigation of harassment, discrimination, or bullying is a violation of the law. If you believe you are a subject of such action as a result of your cooperation with this investigation, please contact the Dignity Act Coordinator at your school (list of coordinators is located in the Code of Conduct booklet).

CONTACT INFORMATION

Person Completing this Form:

Date: _____

Name: _____

Address: _____

Contact Information: (Telephone number and email address) _____

Relationship to Student on whose behalf you are reporting:

- Parent
- Relative
- Friend
- Teacher
- Other: (please explain) _____

INCIDENT INFORMATION

Name of Student(s) subjected to harassment/discrimination (target)

Name(s): _____

Birth date: _____

School Attending: _____ Grade: _____

Characteristics (actual or perceived) of the Targeted Student (Check those that apply)

- Race
- Weight
- Sexual Orientation
- Color
- Gender
- Religion
- National Origin
- Gender Identity/Expression
- Religious Practice
- Ethnic Group
- Disability
- Other (Describe) _____

Behavior Observed (please include the date, time, place, name of person(s) engaging in alleged harassment or discrimination of the student, witnesses, etc. If you need additional sheets please copy.)

Date & Time of Incident: _____

Location of Incident: _____

Alleged perpetrator(s): _____

Witnesses: _____

Behaviors Observed: (Check those that apply)

- Teasing
- Pushing, Kicking, Hitting
- Tripping, pinching, spitting,
- Threats
- Restraining movement
- Stalking
- Social exclusion
- Spitting
- Name calling
- Spreading rumors
- Intimidation
- Negative facial gestures
- Publicized negative information to others
- Negative communications
- Stealing
- Insults
- Graffiti
- Other (List): _____

Provide a detailed description of the incident(s) reported including a statement of how and when you first became aware of them. Please provide any written information you have to support the allegations (i.e., written statements, medical reports, e-mails etc.) Please use a separate sheet if necessary.

What actions, if any, were taken in response to incident described above.?

What observable changes have you seen in the student since the time the reported incident(s) occurred: (i.e. attendance, grades, social engagement, feelings about self and others, antisocial behaviors, self destructive behaviors, withdrawal, depression, etc.) (Please provide documents and consent for any medical reports relating to this statement.)