

Code of Conduct on School Property and at School Functions

The Purpose of a Code of Conduct is to ensure that the school environment is one in which all students, staff and visitors can feel safe and welcome. The Skaneateles Central School District is a community of learners with responsibility to one another. The purpose of the school district is teaching and learning. We are all responsible for ensuring an environment in which teachers can teach and students can learn. As members of this educational community we all share in the responsibility of fostering a safe and respectful environment in which teaching and learning are paramount. We must therefore ensure that everyone in the school community is treated with respect, caring, concern and kindness.

I. Definitions

School Property means in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary lines of an elementary or secondary school; or in or on a school bus as defined by Vehicle and Traffic Law §142.

School Function means any school-sponsored activity or event.

II. Students

A. Students' Bill of Rights and Responsibilities

1. Students of the Skaneateles Central School District have the right to a free appropriate public education. In addition students have all other rights afforded to students under the provisions of the Federal and State constitutions and the laws of the State of New York. Athletic and co-curricular participation is not a right but a privilege. Therefore students may be held to certain behavioral standards in order to earn the privilege of participation. Students participating in or wanting to participate in interscholastic sports shall be subject to the athletic code (See *appendix i*)
2. Students of the Skaneateles Central School District have the responsibility to attend school as prescribed by New York State law. While in school a student shall not act in a manner which invades the rights of others or which causes disorder and disrupts the educational process.

B. Appropriate and Acceptable Conduct, Language and Dress

1. Students are expected to demonstrate respect for themselves, others, their school, their community and the law. They are also expected to demonstrate honesty, tolerance, personal responsibility, courtesy and dignity. They are expected to comply with the directives of those in authority. Language should be appropriate to the situation and designed to communicate without intimidation, vulgarity or obscenity. Students should dress in a safe, appropriate and modest manner.

C. Inappropriate and Unacceptable Conduct, Language and Dress

1. The following conduct, language and dress is prohibited:

a. Substance use/abuse

- 1) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- 2) The use, possession, sale or gift of any drug or controlled substance, including marijuana, or any instruments for the use of such substances such as a pipe, syringe or other paraphernalia, while on school premises (buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises. Excepted is any drug taken in accordance with the school's policy on medication.
- 3) Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises.

b. Verbal or physical violence or intimidation, including possession of instruments of violence

- 1) Possession or use of firearms or destructive devices.

The term "firearm" shall mean any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or 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 or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph.

A "destructive device" shall also mean any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

- 2) Possession or use of knives or other weapons.

A "weapon" shall mean any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious injury [18 U.S.C. § 930 (g) (w)].

- 3) Fighting or causing physical harm to another.
- 4) Verbal or physical violence, threats or intimidation (including hazing).

- c. Disruption of a safe and orderly environment
 - 1) Vandalism; misuse or destruction of property
 - 2) Littering
 - 3) Loitering
 - 4) Reckless driving, parking in a place not designated for student parking, driving at excessive speed on school property
 - 5) Gambling (except for school-sponsored lotteries, etc.)
 - 6) Any willful act which disrupts the normal operation of the school community.
- d. Disobedience or disrespect
 - 1) Failure to comply with the directions of a teacher, administrator or other school employee.
 - 2) Disrespect toward or aggressive arguing with a staff member.
 - 3) Failure to comply with a class, school or district rule or regulation.
- e. Acts of dishonesty
 - 1) Lying
 - 2) Cheating, plagiarism or other acts of academic dishonesty
 - 3) Stealing
- f. Inappropriate and offensive behavior
 - 1) Engaging in acts of sexual harassment as defined in the district's sexual harassment policy, including inappropriate displays of affection.
 - 2) Using, in either words, clothing or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
 - 3) Selling, using or possessing inappropriate material.
 - 4) Harassment or hate speech based on race, gender, religion, disability, or ethnic origins
- g) Tardiness and illegal absences

- 1) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.

h. Inappropriate dress

- 1) Underwear or sleepwear as outerwear
- 2) Sexually provocative clothing
- 3) Gang related dress or accessories
- 4) Clothing that is dangerous, indecent, unhealthy, or distracting

D. Range of Penalties

1. The range of penalties which may be imposed for inappropriate and unacceptable conduct, dress or language as set forth in the above section is as follows:

- a) Verbal warning;
- b) Written warning;
- c) Written notification to parent;
- d) Reprimand;
- e) Detention;
- f) Restitution;
- g) Extended school day detention;
- h) In-school suspension;
- i) Suspension from transportation;
- j) Suspension from athletic participation, social or extracurricular activities, or other privileges;
- k) Exclusion from a particular class; or
- l) Suspension from (upon) instruction (out of school)

E. Procedures by which violations are reported and determined, and discipline measures are imposed and carried out

1. Procedures for Reporting:

- a) Whenever possible, routine behavioral matters are handled by the teacher. If further intervention is required, the following procedures are utilized:
 - Parents may be involved through a phone contact or a personal conference with staff member(s).
 - The teacher may confer with the student's counselor, school nurse, and other teachers of that student or other staff members to receive background information and suggestions that may help resolve the problem.
 - The Pupil Personnel Team at each building meets regularly to discuss students who are having academic and/or behavioral problems in school. Parents, teachers and

other staff members may initiate a referral to the Pupil Personnel Team. The referral process is outlined in the *appendix ii*. The team will assess the student's need for any special assistance and formulate an action plan as appropriate. Assistance in the form of counseling by school personnel, referrals to outside agencies, academic support through extra help during study halls or activity period, or remedial instruction may be instituted. A behavior management plan and or a time out procedure may be recommended. The policy and procedure for using time out rooms is found in the *appendix iii*.

- If any staff member suspects that the problem may be a manifestation of a disability, the matter shall be referred to the Committee on Special Education in the manner prescribed by Section 200.4 of the Commissioner's Regulations.
 - A discipline referral form may be initiated by a staff member which will then involve the administration. The administrator would conduct an investigation of the report, which may include conferences with the complainant, student, parent, teachers, and other pupil service personnel as he/she deems appropriate.
- b) When students transition from one building to another, counselors, principals and teachers meet to discuss needs and to plan appropriate services for students at risk of academic and/or behavioral problems in the new building.
- c) The purpose of these procedures is to provide early identification of potential behavioral problems and to offer resolution before such situations escalate. The Skaneateles Central School District is committed to supporting all personnel involved in the early identification and resolution of behavioral problems. The earlier in a child's career problems can be addressed, the more likely the child will have a successful school career.

2. Policies/Procedures for Investigation

- a) The administration shall be in charge of any investigation related to discipline matters. See *appendix iv* for recommended procedures.
- b) Search Policies/Procedures

1) Lockers and other school property

It shall be the district's policy that school lockers, desks, storage areas and other property owned by the district are the property of the school district and are used by the students as a privilege. Therefore students have no expectation of privacy in school property, and the school reserves the right to inspect school property by any means at any time for any reason.

2) Student Automobiles

It shall be the district policy that it is a privilege for students to drive to school and park on school property. Therefore the district reserves the right to request parents and students to sign a consent form authorizing the district to randomly inspect the interior of the student vehicle when it is on school property, before granting parking privileges.

3) Use of Alcohol Sensing Devices

It shall be the district's policy that alcohol sensing devices may be used to confirm the suspicion of consumption of alcohol, especially at extra curricular activities. The following rules for the use of such a device shall apply:

- i) There must be a reasonable suspicion that a student has consumed alcohol, in the best judgment of chaperones. There may be reasonable suspicion because:
 - Student smells of alcohol
 - Student exhibits loss of motor control or other signs of impairment
 - Chaperone has statements of use by reliable witness(es)There may also be other indicators of alcohol use not listed and this list is not all inclusive.
- ii) The chaperone will discretely ask the student to accompany him/her and the designated alcohol sensor user to a separate location.
- iii) The chaperone will request the student to use the alcohol sensor.
 - If the student complies and there is a negative reading, the student may return to the function.
 - If the student complies and there is a positive reading, the student is kept away from the function and under observation while his/her parents are called to take him/her home.
 - If parents are unavailable, the student will sit out the entire function under observation and will be taken home by the police or chaperone at the end of the function. The penalties under "alcohol abuse" will be administered as prescribed in this code.
 - If the student refuses to comply, it will be presumed that the student has consumed a sufficient amount of alcohol to create a positive test in the alcohol sensing device and the individual shall be punished in the same manner as though there was such a positive reading.

3. Imposition of Penalties - (See *appendix v* for a chart of recommended penalties for specific violations)

- a) The type and extent of punishment for violations of the student code of conduct beyond teacher removal shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous progressive disciplinary record of the student.
- b) Any suspension from attendance upon instruction for violation of the student code of conduct may be imposed only in accordance with Education Law §3214(3).
- c) In accordance with Gun Free Schools Act of 1994 (20 U.S.C. 8001 et seq.), the punishment for violation of the regulation against the possession or use of firearms or destructive devices on school property or at school functions shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the

superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.

- d) For students who are deemed to be violent students, a minimum suspension period of three days day to a maximum suspension of five days plus superintendent's hearing shall be imposed. . The principal shall determine the suspension period on a case by case basis consistent with the law.

*A **violent student** is "an elementary or secondary student, under the age of 21, who:*
..commits an act of violence upon a teacher, administrator or other school employee,
..commits, while on school property, an act of violence upon another student or other person lawfully upon said property,
..possesses, while on school property, a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury,
..displays what appears to be such an instrument while on school property
..threatens, while on school property, to use any instrument that appears able to cause physical injury or death,
..knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school property, or
..knowingly and intentionally damages or destroys school property.

- e) A **disruptive student** may be subject to "**teacher removal**" from that class by the teacher for a period of no more than two school days using the process outlined in **appendix vi**. If a student is so removed, he will be offered alternative educational programming appropriate to his needs for the duration of the removal. Each building will determine its procedure for removal, notification, and provision of alternative educational programming. A teacher may still require a student to leave class for the remainder of a period without this action constituting a "teacher removal".

*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."*

- f) For students who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in the classroom, a minimum suspension of one day to a maximum suspension of five days plus superintendent's hearing shall be imposed. This is a student who is removed from the classroom by a teacher more than four times a semester. The principal shall determine the suspension period on a case by case basis consistent with the law.
- g) Any student of any age who is removed from class by a teacher, or any student of compulsory attendance age who is suspended from school will be provided with interim alternative means of instruction as soon as possible. This instruction will be provided by an appropriately certified staff member by procedures established in each building.

F. Notification To Parents, Law Enforcement, Courts And Human Services Agencies

1. Parents

Parents will be notified as required by law and regulation of any discipline situation which affects the child's program, placement or school day. The principal or designee will notify parents of school-based situations. The superintendent or designee will notify parents regarding superintendent hearings. Parents will also be notified of the referral to law enforcement, human services agencies, courts, PINS or juvenile delinquency agencies, unless such notification is prohibited, or advised against by counsel.

2. Law Enforcement

Law enforcement officials will be notified of any incident which may be a violation of law. The principal or designee will notify law enforcement and parents.

3. Criminal Courts, PINS, Juvenile Delinquency

The courts, PINS, and juvenile delinquency authorities will be notified when the principal, counselor, nurse or Pupil Personnel Team feels that there is sufficient reason, based on judgment related to the well-being of the student or others, to make such a report. The district may file a PINS petition in family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment because of chronic truancy or ungovernable conduct. A single violation of Penal Law §221.05 (possession of marijuana) is a sufficient basis for filing a PINS petition. The Superintendent shall notify law enforcement and the District Attorney's office as required by law and regulation of any student who brings a weapon to school. Principal and parents will be notified by the person making the referral or designee, unless such notification is prohibited, or advised against by counsel.

4. Human Services Agencies

Human service agencies will be notified when the principal, counselor, nurse or Pupil Personnel Team feels that there is sufficient reason, based on judgment related to the well-being of the student or others, to secure the services of the outside agency. Principal and parents will be notified by the person making the referral or designee.

G. The Discipline of Students with Disabilities

1. If a student who has violated the code of conduct is a student referred to or identified by the Committee on Special Education as having a disability, or if the district has reason to believe that the student may have a disability, and the sanction might result in a long term suspension of a student for more than ten days, or a series or pattern of short term suspensions totaling more than ten days, the matter must be referred to the Committee on Special Education before penalties are instituted. A Superintendent's Hearing shall be called, according to Commissioner's Regulations, to determine facts of the case. If it is determined that the student did commit the offenses as charged, the Committee on Special Education (CSE) shall review the matter with appropriate dispatch (usually immediately following the hearing) and determine if the matter in question is a manifestation of the disability. This discussion is called a manifestation determination. To determine if the misconduct is a manifestation of the disability, the CSE shall consider all information relevant to the behavior, including a Functional Behavioral Assessment (FBA), shall determine if the Individual Education Plan (IEP) is appropriate and being delivered, and shall decide if the disability impacts the student's ability to understand the consequences of his behavior and to control his behavior.
2. If the matter in question is a manifestation of the disability, the Committee on Special Education shall review and, if necessary, modify the student's Individual Education Plan. The review will be conducted in accordance with the requirements of Part 200 of the Commissioner's Regulations. If additional evaluations are recommended, a recommendation for an interim or temporary placement may also be made pending the outcome of the evaluations. No disciplinary penalties may be imposed.
3. Pending the outcome of any proceedings, unless the school and the parents otherwise agree, the disabled student shall remain in the then-current educational placement. However, if maintaining the student in his or her current placement is substantially likely to result in injury to himself/herself or others, the school may petition the courts to enjoin the stay-put requirement. If the misconduct involves weapons or drugs, the district, following recommendations by the CSE, can place the student in an Interim Alternative Educational Setting (IAES) for no more than 45 calendar days. Law enforcement officials will be notified of any incident which may be a violation of law.
4. If the Committee on Special Education determines that the conduct is not a manifestation of the disability, the Committee on Special Education chairperson shall so notify the building principal and superintendent. The Hearing Officer may then make recommendations to the Superintendent in the matter of disciplinary penalties. If disciplinary penalties are instituted, the student must still have access to a free appropriate public education as determined by the CSE. A Behavior Intervention Plan (BIP) must be developed, based on the Functional Behavioral Assessment. Advice from the school counsel should be obtained before any further steps are taken.

III. Staff

A. Appropriate and Acceptable Conduct, Language and Dress

1. Staff members are expected to act in a civil, respectful and professional manner. They are to be role models of appropriate behavior for all members of the school community. Dress should be consistent with the staff member's duties and responsibilities, but should always be clean, neat and modest. Language should be courteous, polite and moderate. Interactions with students, other staff members, parents and other visitors should be helpful, ethical and professional.
2. Staff members are expected to comply with established school rules and the directives of those in authority. They are to be in compliance with education law and commissioner's regulations, the rules established in the contract, and civil and criminal laws.

B. Inappropriate and Unacceptable Conduct, Language and Dress

1. No staff member, either singly or in concert with others, shall:
 - a. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or to do any act which he has a lawful right not to do.
 - b. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
 - c. Willfully damage or destroy property of the district, or remove or use such property without authorization.
 - d. Without permission, express or implied, enter into any private office or space of an administrative officer, faculty member or staff member.
 - e. Enter otherwise restricted parts of the building or facility without first obtaining permission.
 - f. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
 - g. Without authorization, remain in any building or facility after it is normally closed.
 - h. Refuse to leave any building or facility after being requested to do so by an authorized administrator or designee.
 - i. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

- j. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
- k. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
- l. Possess, consume or exchange alcoholic beverages, drugs or narcotics on school properties.
- m. Use tobacco products in school or on school property.
- n. Distribute, display or post any material, pamphlet or poster without the prior written approval of the superintendent or designee.
- o. Urge or incite others to commit any of the acts herein prohibited.

B. Range of Penalties

- 1. A person who shall violate any of the provisions of these rules shall:
 - a. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay, or censure.
 - b. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
 - c. If he is a staff member not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

C. Procedure to be used when there is a suspected violation of this section

- 1. The responsibility for enforcement is as follows:
 - a) The superintendent shall be responsible for the enforcement of these rules, and he shall designate other administrative officers who are authorized to take action in accordance with such rules when required or appropriate.
 - b) The superintendent or designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules, and he may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

- c) If there is suspicion that a crime has been or is being committed, or if there is perceived risk to anyone on the premises or in the vicinity, law enforcement shall be called immediately.
- d) In the case of a faculty member having tenure, charges for misconduct and violation of these rules shall be made, heard and determined in accordance with §3020-a of the Education Law.
- e) In the case of a faculty member not having tenure, the superintendent shall conduct a hearing after written notice to the teacher of the charges and shall determine the punishment of the teacher if found guilty.
- f) In the case of any staff member who holds a position in the classified Civil Service as described in Section 75 of the Civil Service Law or is covered by Section 75 of the Civil Service Law, charges of misconduct for violation of any of these rules shall be made, heard and determined as prescribed in that section.
- g) In the case of any staff member who does not hold a position in the classified Civil Service and is not covered by the provisions of Section 75 of the Civil Service Law, the superintendent shall conduct a hearing after written notice to such staff member of the charges, and shall determine the punishment if such staff member is found guilty.

IV. School Visitors

A. Appropriate and Acceptable Conduct, Language and Dress

1. While on school property or at school functions, visitors will act in a manner that ensures a respectful environment in which teaching and learning is paramount. Visitors will respect the rights of others and obey school rules at all times. They will engage in respectful and open communication without intimidation, vulgarity or obscenity. They should dress in a manner that is clean and modest, and appropriate for the reason for their visit. Minor children must never be left unattended and should be encouraged to behave appropriately for the situation.
2. Sports spectators are encouraged to direct their energies to supporting and encouraging their team, without offending opposing teams. They are encouraged to learn the rules of the game and show appreciation for good plays by either team. They should accept the judgment of coaches and officials, and obey the directives of supervisors. They are asked to model good sportsmanship for the students and other participants.
3. Audiences are asked to act in a way that does not diminish the enjoyment of the performance for others. They are asked to refrain from entering or leaving the performance area while the performance is in progress. They should not talk during performances. Flash photography is disruptive and is prohibited. They are asked to obey the directives of supervisors.

B. Unacceptable and Inappropriate Conduct, Language and Dress

1. No person, either singly or in concert with others, shall:
 - a. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or to do any act which he has a lawful right not to do.
 - b. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
 - c. Willfully damage or destroy property of the district, or remove or use such property without authorization.
 - d. Without permission, express or implied, enter into any private office or space of an administrative officer, faculty member or staff member.
 - e. Enter other parts of the building or facility without first reporting to the school office for permission.
 - f. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.

- g. Without authorization, remain in any building or facility after it is normally closed.
- h. Refuse to leave any building or facility after being requested to do so by an authorized administrator or designee.
- i. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- j. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
- k. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
- l. Possess, consume or exchange alcoholic beverages, drugs or narcotics on school properties.
- m. Use tobacco products in school or on school property.
- n. Distribute, display or post any material, pamphlet or poster without the prior written approval of the superintendent or designee.
- o. Urge or incite others to commit any of the acts herein prohibited.

C. Range of Penalties

- 1. A person who shall violate any of the provisions of these rules shall:
 - a. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection. If ejection is resisted, be subject to arrest.
 - b. If he is a trespasser or visitor without specific license or invitation, be subject to ejection. If ejection is resisted, be subject to arrest.
 - c. If the violation is also a violation of law, be subject to arrest

D. Procedure to be used when there is a suspected violation of this section

- 1. The responsibility for enforcement is as follows:

- a. The superintendent shall be responsible for the enforcement of these rules, and he shall designate other administrative officers who are authorized to take action in accordance with such rules when required or appropriate.
- b. The superintendent or designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules, and he may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.
- c. If there is suspicion that a crime has been or is being committed, or if there is perceived risk to anyone on the premises or in the vicinity, law enforcement shall be called immediately.
- d. Designated school officials may be identified by school badges to be worn at school events.
- e) The superintendent or designee shall inform any licensee or invitee, who shall violate any provision of these rules, that his license or invitation is withdrawn and shall direct him to leave the district grounds. In the event of his failure or refusal to do so, the superintendent or designee shall cause his ejection from such property.
- f) In the case of any other violator who is neither a student nor faculty nor other staff member, the superintendent or designee shall inform the violator that he is not authorized to remain on the property of the district, and direct him to leave such premises. In the event of his failure or refusal to do so, the superintendent or designee shall cause his ejection from such property. Law enforcement officials may be called if necessary. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation, nor to affect his liability to prosecution for trespassing or loitering as prescribed in the Penal Law.

V. The Role of Students, Staff and Teachers, Administrators, Parents and the Board Of Education

The enforcement of the School Conduct and Discipline Policy is a shared responsibility.

A. Students

Students have the responsibility to be aware of the code of conduct and to comply to the best of their ability

B. Staff and Teachers

Staff and teachers have the responsibility of setting standards and enforcing rules in a positive way in their classrooms and in the school in general. They are to explain rules to students and enforce them fairly and consistently. They should refer students to appropriate services when necessary. They are to be role models in the school community. They are to report all violations of the code to the appropriate administrator. If in doubt regarding the code, explanations should be sought from the administrator.

C. Administrators

Administrators have first line responsibility to ensure that the code is known, followed and enforced. They should reinforce positive behavior. They should refer students to appropriate services when necessary. They are to be role models in the school community. Administrators shall conduct the appropriate investigation to determine if the code has been violated and, if violated, shall act fairly and consistently in accordance with this bylaw and the laws applicable to the situation. The administrator shall interpret the code for staff members, parents and students.

D. Parents

Parents should ensure regular and punctual student attendance. Parents are requested to give assistance to the teaching staff and administration in encouraging student compliance with the code. They should instill in students a love of learning and a respect for the rights of others and authority.

E. Board of Education

The Board of Education shall establish broad policy objectives for good conduct and the maintenance of a safe and orderly environment. It shall authorize the administration to enforce policies. The Board of Education shall be available to provide a speedy hearing of any appeal of a suspension under the provisions of Education Law §3214 (3). They are to act in a responsible and ethical manner in their deliberations so as to be appropriate role models for the school community.

VI. Education of Staff, Students, Parents, Community

A. School Faculty and Staff

1. School Improvement Teams will determine how to present the code to faculty and staff. Each staff member will be given the district's yellow Crisis Management folder with all appropriate materials for that building. They will also receive a handbook explaining various district and school policies and procedures.
2. Coaches will be informed of the athletic code component in meeting(s) with the Athletic Director. Appropriate materials will be given to them and explained.

B. Students

1. The code will be distributed to all students at a general assembly held at the beginning of each school year. Copies of the actual code, and the plain language summary will be available in each building and at the district office throughout the year.
2. Student athletes will be presented with an athletic code prior to participation in sports. There will also be a preseason meeting for athletes and parents where the athletic code is explained. Parent and student signatures on the code are required prior to participation in sports.

C. Parents

1. Parents will be mailed a plain language summary of the code before the beginning of the school year. Copies of the actual code, and the plain language summary will be available in each building and at the district office throughout the year.
2. Parents of athletes will be invited to a preseason meeting for athletes and parents to explain the athletic code. Parent and student signatures on the athletic code will be required prior to participation in sports.

D. Community

1. Newsletter articles will be used to explain the code of conduct to the community at large.
2. Additional ways to share information about the code of conduct in general will be used, such as items in the Annual Calendar, the Skaneateles Press or the PennySaver.
3. Specific information will be placed in programs, posted in buildings or placed on signs outside buildings, as the situation requires.

VII. Review of the Code of Conduct

The Code of Conduct will be reviewed at least yearly by the Board of Education. Any changes to the Code of Conduct will be preceded by a public hearing. The Code and any amendment will be filed with the Commissioner of Education within 30 days of adoption.

