



Cleary School for the Deaf

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CODE OF CONDUCT FOR STUDENTS

The administration of Cleary School for the Deaf and its Board believe that all students are entitled to a successful educational experience. In order for this to occur, the school environment must be a positive, supportive, safe and healthy one, in which each member is treated with respect.

The school staff and community believe that the best learning takes place in a climate in which students experience success, caring, enjoyment, and the freedom to develop their potential. To accomplish this, all members must recognize that for a school community to be healthy, interactions between all members must be thoughtful, respectful and humane. Since discipline is a learned behavior, it should be taught cooperatively in the home, school and community. Expectations should be developmentally appropriate. Increased responsibility and the ability to self discipline become the goals as the student matures.

Cleary School for the Deaf recognizes the need to clearly define these expectations for acceptable conduct on school property, and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, be administered promptly, and fairly. Therefore, the following is our school's Code of Conduct Policy which we hope will foster the development of happy, self-disciplined, self-reliant citizens with social consciences.

Unless otherwise indicated, this Code applies to all students, school personnel, parents/persons in parental relation and other visitors when on school property or attending a school function. At no time, is anyone permitted to jeopardize the safety and welfare of others. The Code of Conduct has incorporated the Dignity for All Students Act which was created to give students an educational environment free of discrimination, bullying and harassment.

This policy will be reviewed with students each school year and shared with parents. Staff will receive an in depth review on this policy at the beginning of each school year as well.

I. RIGHTS AND RESPONSIBILITIES

Students' Rights

All students are entitled to the following rights on an equal basis regardless of actual or perceived race, color, gender, national origin, religion, religious practices, ethnic group, sexual orientation, sex, weight or disability.

- To a quality education in a safe and supportive environment conducive to learning.
- To guidance, understanding, and respect as a unique individual from all people.
- To express themselves without infringing on the rights of others.
- To learn in an environment free from interruption, harassment, bullying, discrimination, intimidation and fear.
- To present their version of the relevant events to school personnel authorized to impose a disciplinary consequence. This allows for fair treatment and due process in accordance with the regulations of the school district and the education laws of New York State.
- To participate in extracurricular activities as long as they remain in “good standing” as defined by the school administration.
- To guidance and constructive discipline to help them learn to develop responsibility, a concern for others, and good character.
- To be consulted in the planning and implementation of their education.
- To have positive adult role models.
- To be informed of and have the freedom to exercise their rights as stated herein. This includes the ability to access school rules and, when necessary, receive an explanation of those rules from school personnel.

Students have the responsibility:

- To make the best use of the educational system to become a useful member of society.
- To attend school every scheduled day unless they are legally excused.
- To be in class on time and prepared to learn.
- To be familiar with and abide by all district policies, rules and regulations.
- To ask questions when they do not understand.
- To contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect and dignity to other persons and to property.
- To react to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- To maintain behavior free from all forms of bullying, harassment or discrimination.
- To learn to make socially acceptable choices to meet their individual needs.
- To work to develop mechanisms to control their anger.
- To exercise their rights in an age appropriate manner.
- To seek help in solving problems that might lead to disciplinary consequences.

- To accept responsibility for their actions.
- To dress appropriately for school and school functions.
- To conduct themselves as representatives of the school before, after, or during school hours while on school grounds, riding on school buses, or when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners:

In order to provide the early identification and resolution of discipline problems, a Child Study Team meeting may be requested by any concerned party (school administrator, teacher, parent, social worker or psychologist). The team will convene to discuss the concerns and develop an action plan designed to positively impact the behavioral concerns. Such action plans may include, but are not limited to staff/parent training, the use of behavior modification programs and agreements discussed and agreed upon between home and school.

As needed, the team will also seek to determine when a student's conduct shall constitute a reason for referral to the committee on special education for review and modification of the student's IEP.

Our expectations for Parents as essential partners include:

1. To recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. To send their children to school ready to participate and learn.
3. To ensure their children attend school regularly and on time.
4. To ensure that absence are excused as defined by New York State Law: personal illness or death in family, impassable roads due to inclement weather, religious observance, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the Commissioner of Education
5. To insist their children be dressed and groomed in a manner consistent with the dress code.
6. To help their children understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment.
7. To know school rules and help their children understand them.
8. To convey to their children a supportive attitude toward education and the district.
9. To build positive working relationships with school personnel.
10. To help their children deal effectively with peer pressure.
11. To inform school officials of changes in home situations that may affect student conduct and/or performance.
12. To provide a place for study and ensure homework assignments are completed.
13. To familiarize themselves with available resources both in and outside of school to best support their child (ren)'s education and well-being.

14. Bring any concerns of bullying, harassment or discrimination to the attention of the appropriate school official.
15. To follow school rules and regulations when on school property or attending school functions.

Our expectations for certified staff as essential partners include:

1. To maintain a climate of mutual respect and dignity, for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
2. To be prepared to teach, advise, and/or assist students.
3. To demonstrate interest in education and a concern for student achievement.
4. To know school policies and rules, and enforce them in a fair and consistent manner.
5. To communicate to students and parents, when applicable, course objectives and requirements, marking/grading procedures, assignment deadlines, expectations for students, and a classroom discipline plan.
6. To communicate regularly with students, parents and other certified staff concerning student growth, achievement, and educational progress.
7. To assist students in coping with peer pressure and emerging personal, social and emotional problems.
8. To initiate teacher/student/counselor conferences and parent/teacher/student/ counselor conferences, as necessary.
9. To encourage students to benefit from both the curriculum and extracurricular programs.
10. To initiate a referral to the building mental health team should a student behave in a way that indicates he or she is a potential threat to himself or others.
11. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
12. Address personal biases that may prevent equal treatment of all students.
13. Promptly make a verbal report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the school official designated to receive the complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the verbal report.

Our expectations for the Dignity for All Students Act Coordinators as essential partners include:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the school's bullying prevention committees.

3. Identify curricular resources that support infusing civility in classroom instruction and classroom management, and provide guidance to staff as to how to access and implement those resources.
4. Be responsible for monitoring and reporting on the effectiveness of the school's Dignity for All Students Act Policy.
5. Address issues of bullying, harassment and discrimination or any situation that threatens the emotional, or physical health, or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
6. Address personal biases that may prevent equal treatment of all students.
7. If not the school official designated to receive complaints, promptly make a verbal report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a Dignity Act Coordinator's attention, to the school official designated to receive complaints no later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official no later than two days after making the verbal report.

Our expectations for the Principal & Administrative Team as essential partners include:

1. To promote a safe, supportive, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. To review with all staff the policies in existence as well as the State and federal laws relating to school operations and management.
3. To work to create instructional programs that minimize problems of misconduct and are sensitive to student and staff needs.
4. To work with teachers to assure the code of conduct and ensure that all cases are resolved promptly and fairly.
5. To work to promote a safe and supportive school environment and discourage, among other things, discrimination or harassment against students by students and/or school employees; and including safe and supportive school environment concepts in the curriculum and classroom management.
6. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which creates a hostile environment.
7. Address personal biases that may prevent equal treatment of all students.
8. If not the school official designated to receive complaints, promptly make a verbal report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to the attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the verbal report.

II. STUDENT DISCIPLINE CODE

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress and physical appearance shall be appropriate, safe and not serve to disrupt and/or interfere with the educational process. Students shall:

- Recognize that extremely brief garments and/or see-through garments are not allowed.
- Ensure that underwear is covered with outer clothing.
- Wear footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not wear hats/headgear except for a medical, religious purpose, or at a special, predetermined, school approved event.
- Not wear items that are vulgar, obscene, libelous, denigrate or discriminate against others on account of actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, gender, sexual orientation, sex, disability, or deemed hazardous to the safety and well-being of students.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal, inappropriate, or violent activities/ associations including but not limited to gang colors, symbols and affiliations.
- Wear appropriate protective gear in classes or in activities (i.e. science, family and consumer science, technology, and physical education) where safety is a concern.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year, and any revisions to the dress code made during the school year.

Any student who fails to comply with the dress code shall be subject to discipline up to and including out of school suspension.

Prohibited Student Conduct

It is expected that all students conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel and other members of the school community, and for the care of school facilities and equipment.

It is expected that all students conduct themselves in a manner that supports the intent of the Dignity for All Students Act; creating a safe and supportive school environment free of discrimination, bullying/cyberbullying and harassment.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, as well as consequences of the misbehavior. School personnel have the responsibility and authority to use the appropriate measures to maintain control within the classroom, the school building and at school functions on and off school property. Each teacher has the responsibility and authority to use the necessary measures to maintain control within the classroom, the school building, and on the school property.

The School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function, specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules, will be required to accept the consequences for their conduct. All violations apply to student behavior in school, on school property, on school buses and at school-sponsored functions and student behavior off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable the acts might reach school property.

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act that disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building, or his/her designee.
- Computer/electronic communications misuse, including any unauthorized use of computers, cell phones, personal electronic devices, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- Inappropriate use of materials that create a disruptive atmosphere. i.e. throwing of food, misuse of chemical or equipment, disorderly conduct in common areas, such as gymnasium, cafeteria, where large numbers of students congregate.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

- Failing to comply with reasonable directions of teachers, school administrators, or other school employees.

- Demonstrating disrespect.
- Directing vulgarity, abusive language or gestures to school personnel.
- Cutting or leaving school without permission.
- Unexcused latenesses.
- Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

- Failing to comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.
- Inappropriate public sexual contact.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee, or attempting, or threatening to do so.
- Committing an act of violence (such as hitting, kicking, punching, scratching and throwing objects) upon another student or any other person lawfully on school property or attempting to do so, or threatening to do so.
- Possessing a weapon while on school property or at a school function or school sponsored activity. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school property or at a school function.
- Displaying what appears to be a weapon while on school property or at a school function or school sponsored activity.
- Threatening to use any weapon while on school property or at a school function or school sponsored activity.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator or any other person lawfully on school property or at a school function or school sponsored activity on school property at school functions, including graffiti or arson.
- Intentionally damaging or destroying school district property.
- Committing an act of graffiti, arson, and/or criminal mischief while on school property or at a school function or school sponsored activity.

E. Engage in any conduct on school grounds or at school functions or at school sponsored activities that endangers the safety, morals, health or welfare of themselves and/or others. Examples of such conduct include, but are not limited to:

- Lying to school personnel.

- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Subjecting other students, school personnel or any other person lawfully on school property or attending a school function, to danger, by recklessly engaging in conduct which creates a substantial risk of physical injury.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, as defined in the “Definitions” section of this Code of Conduct.
- Harassment, as defined in the “Definitions” section of this Code of Conduct.
- Bullying, as defined in the “Definitions” section of this Code of Conduct.
- Cyberbullying, as defined in the “Definitions” section of this Code of Conduct.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm, or cause emotional distress.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliation with or maintaining membership in an organization, gang, club or team on school grounds or at a school sponsored function.
- Selling, using, distributing or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Smoking, vaping, or publicly displaying a cigarette, electronic cigarettes, vaping devices, cigar, pipe, or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or items disguised as illegal substances or being under the influence of either. Possessing drug paraphernalia. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look- alike drugs, synthetic cannabinoids (Marijuana) and any substances commonly referred to as “designer” drugs.
- Inappropriately possessing, using, distributing, attempting to distribute or sharing prescription and/or over-the-counter drugs.
- Gambling.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Initiating a report warning of fire, bomb threat, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Intimidating another person for the purpose of extorting money or property.
- Violation of an individual’s civil rights.

- Sexual harassment.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on school buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, defacing the bus, and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

- Plagiarism
- Cheating
- Copying
- Altering Records
- Assisting another student in any of the above actions

H. Engage in off-campus misconduct that creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the misconduct might reach school property; or endangers or threatens the health and safety or morals of students or staff within the school. Examples of such misconduct include, but are not limited to:

1. Cyberbullying, as defined in the “Definitions” section of this Code of Conduct;
2. Threatening, hazing or harassing students or school personnel over the phone or other electronic medium;
3. Using electronic communication to convey threats, derogatory comments or post pornographic pictures of students or school personnel, unauthorized access to the district’s computer network, threats made via the telephone, inappropriate behavior at school bus stops; and/or
4. Consumption of alcohol, marijuana and/or illegal controlled substances and thereafter entering upon the premises of the school district or participating in a school sponsored event under the influence of alcohol, marijuana and/or illegal controlled substances.

I. Engage in misconduct while using technology. Examples of such misconduct include, but are not limited to:

- Violating any law.
- Displaying, performing, sending, receiving, or storing any content that is obscene, inappropriate, offensive, or otherwise objectionable, even if the material or its dissemination is lawful.
- Harassing any person or advocating or encouraging violence of any kind against any person, entity or government.
- Infringing, violating or misappropriation of another’s rights.

- Obtaining unauthorized access to, or interfering by any means with, any user, system, network, service or account, including evasion of filters or violation of the security or integrity of any network or system.
- Distributing computer viruses or malware of any kind.
- Sending, receiving or supporting email messages that are unsolicited, deceptive, anonymous, excessively, voluminous or that contain falsified identifying information, including spamming and phishing.
- Inappropriate use of 3-D printers.
- Violating the School's Acceptable Use Policy

III. CONSEQUENCES

Students who are found to have violated the Code of Conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each consequence are authorized to suggest to the building principal or designee that consequence, consistent with the student's right to due process.

1. Verbal warning/student conference (any member of staff and bus driver)
2. Written warning (any member of school staff)
3. Written/telephone notification to parent or guardian (appropriate staff)
4. Removal from classroom (teachers, principal or designee)
5. Lunch detention (appropriate certified staff)
6. Detention (appropriate staff)
7. In school suspension (principal or designee)
8. Parent Conference (appropriate staff)
9. Suspension from field trips/suspension or loss of other privileges (principals or Executive Director)
10. Suspension from transportation (principal, in communication with the student's home district)
11. Suspension from athletic participation (principal or Executive Director)
12. Suspension from social or extracurricular activities (activity advisor, principal, or Executive Director)
13. Short term (five days or less) suspension from school (principal, as recommended by other administrative personnel)
14. Exclusion from class (principal or Executive Director)

15. Long term (more than five days) suspension from school (recommendation of the Executive Director or Superintendent of Schools and Board)

16. Permanent suspension from school (superintendent, board)

17. Restitution (principal, Executive Director or superintendent, after appropriate legal action is taken)

A listing of the minimal consequence assigned for each infraction is attached. A consequence may be assigned alone or in combination with any others on the list by the personnel authorized to impose the consequence. The consequences are not listed in any specific order. Nothing herein shall be construed to limit the school in its administering of appropriate consequences for violations of the Code of Conduct.

Circle Only One (1) Appropriate Offense

Disorderly Conduct	*Minimum Consequence	Endangering Behavior	*Minimum Consequence
Reckless behavior	1	Lying	1
Unreasonable noise	1	Stealing	3
Inappropriate language or gestures	6	Defamation	7
Obstructing traffic	6	Biased related discrimination/harassment	13
Disrupting operation of school	7	Intimidation	8
Trespassing	2	Insulting others	1
Computer/Electronics/Cell Phone misuse	7	Hazing	13
Inappropriate use of materials	9	False report of a bomb or other catastrophe	15
Insubordination		Possession or use of tobacco products	13
Failure to follow directions	7	Consumption, possession or being under the influence of alcoholic beverages	13
Disrespect	7	Consumption, possession or being under the influence of illegal controlled substances	15
Vulgar, abusive language/gestures towards personnel	13	Possession or use of electronic cigarettes, electronic delivery devices, vapes/vaping devices	13
Leaving school w/o permission	9	Gambling	7
Unexcused lateness	6	Indecent Exposure	13
Cutting class	6	Extorting or attempting to extort	13
Skipping teacher assigned detention	8	Selling, possessing, using fireworks/dangerous devices	13
Skipping after school detention assigned by a principal	9	Possession/Distribution of Obscene Materials	13
Disruptive Behavior		Bullying/Cyber Bullying	8
Failure to follow directions	4	Possession of items which appear to be illegal substances	13
Failure to comply with dress code	1	Misuse of prescription or over counter drugs	13
Behavior impedes instruction – Sent to time-out room	4	Forgery	7
Consistent pattern of uncorrectable, disruptive or dangerous behavior	9	Vandalism	7 + 17
Violent Behavior		Arson and/or criminal mischief	15
Violence towards a staff member	13	Vulgar or abusive language	6
Assaulting/Violence/Fighting with another student	13	Violation of a person's civil rights	8
Weapon possession	15	Damaging or destroying personal property	13 + 17
Displaying what appears to be a weapon	13	Academic Misconduct	
Threatening to use a weapon	13	Plagiarism	8
Damaging or destroying school district property	13 + 17	Cheating/Copying	8
Misconduct on Bus/School Grounds		Cell phone/electronic use/disruption during testing	8
Excessive noise	1	Altering Records	8
Pushing	3	Assisting another in the above actions	8
Vandalizing	10	Gang Related Misconduct	
Fighting	10	Wearing gang apparel	13
Unsafe behavior	10	Affiliating with a gang	13
		Participating in gang activity	15

1. Verbal warning/student conference-any member of staff and bus driver
2. Written warning-any member of district staff
3. Written/Telephone notification to parent or guardian-appropriate staff
4. Removal from classroom-Teachers, Principals
5. Lunch detention-appropriate certified staff
6. Detention-appropriate staff
7. In School Suspension-Principals
8. Parent conference-appropriate staff
9. Suspension from field trips/suspension or loss of other privileges-Principals, Superintendent
10. Suspension from transportation-Principals, Superintendent
11. Suspension from athletic participation-coaches, Principals, Superintendent
12. Suspension from social or extracurricular activities-activity advisor, Principals, Superintendent
13. Short term (5 days or less) suspension from school-Principals, Superintendent, Board
14. Exclusion from class-Principals, Superintendent
15. Long term(more than five days) suspension from school-Superintendent, Board
16. Permanent suspension from school-Superintendent, Board
17. Restitution-Principals, Superintendent (after appropriate legal action is taken)