

# HICKSVILLE PUBLIC SCHOOLS



# CODE OF CONDUCT Summary

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## VISITORS AND PUBLIC CONDUCT ON SCHOOL GROUNDS

Parents and district residents are encouraged to visit the schools. However, there are established guidelines in the Code establishing the protocol of such visits in order to safeguard students and disallow interruption of the learning process.

All persons on school property or attending school events will conduct themselves in an orderly and respectful manner. Guidelines of prohibited conduct are described in full in the Code. A visitor whose behavior is disruptive will be required to leave. Authorized school officials may request police assistance if the situation warrants. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

The District reserves the right to pursue civil or criminal legal action against any person violating the Code. The complete Code of Conduct is available on the District website at [www.hicksvillepublicschools.org](http://www.hicksvillepublicschools.org) or upon request through central administration offices or the main office of each school. Students will be given a summary of the Code and offered a complete copy at the start of the school year. All District employees will be provided with a copy of the Code of Conduct. The Board of Education of the Hicksville Public Schools will review the Code annually and adopt any necessary revisions following an opportunity for public comment.

## DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

The section on disciplinary penalties, procedures and referrals describes a range of actions in response to misconduct. These range from teacher removal from class subject to administrative review, to in-school suspension or out-of-school suspension. A student is always entitled to due process in any disciplinary procedure and the school administrator and the parent are always to be involved. The Code requires that such parent contacts occur within twenty-four hours of any serious incident.

The Code recognizes the special regulations required in handling disciplinary situations with students identified as having an Individualized Education Plan (IEP). When a student of any age is removed from class by a teacher or from school, the district will take immediate steps to provide alternative means of instruction.

## CORPORAL PUNISHMENT

Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods cannot reasonably be applied, physical force may be used to:

- protect oneself, another student, teacher or any person from physical injury.
- protect the property of the school or others.
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

## STUDENT SEARCHES AND INTERROGATIONS

This section of the Code reminds students and parents that school lockers are the property of the school and may be opened and searched at any time. It authorizes searches of students and their belongings if the authorized school official has reasonable suspicion to believe that a search will result in evidence that a student violated the Code of Conduct. Documentation of searches is required, and parents will be called if the appropriate school official deems such actions necessary. The Code specifies that students who are questioned by police officials on school property will be afforded the same rights they have outside of school.

School officials also have a responsibility to notify Child Protective Services when they have reasonable cause to suspect that a student has been abused or mistreated by anyone.

## PARTNERS

The Code lists expectations of the district's essential partners in this effort including parents, teachers, coaches/advisors, guidance counselors, psychologists, social workers, support staff, principals, administrators, superintendent and the Board of Education. A list of these responsibilities is available in the full Code of Conduct.

## PROHIBITED STUDENT CONDUCT

The prohibited student conduct section describes categories of conduct that endangers the safety, health or welfare of others. These include obscene or abusive language or gestures, disruptive behavior; possession of, use of, or threat to use any weapon; bullying or harassment of others; and possession, use or distribution of any alcohol or drugs. The Code also prohibits academic misconduct such as cheating, copying or plagiarism.

It is the policy of the District to prohibit bullying and harassment on District property, district transportation, and at school-sponsored events and functions. Acts of bullying and harassment are prohibited, whether they are committed directly or indirectly, in person (face-to-face), or remotely by use of electronic technology, either on school property, at a school function, on a school or coach bus, or off school property where there is a sufficient nexus to the school environment.

## REPORTING VIOLATIONS

Students and staff are expected to report violations of the Code promptly to the appropriate staff. Staff authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. Weapons, dangerous instruments, alcohol, or illegal substances will be confiscated immediately with notification to parents and appropriate disciplinary sanction imposed, if warranted, which may include permanent suspension or referral for prosecution.

It is essential that all victims and persons with knowledge of bullying, harassment, or similar behavior report it immediately to District administrative staff, a teacher or school nurse.

## 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 district 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, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process. The changing styles of day to day, the different values of parents and students, as well as individual interpretation, prevent a detailed description that encompasses every eventuality. However, scant or skimpy clothing is not considered appropriate dress for school.
- Ensure that underwear is completely covered with outer clothing.

- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats in the classroom except for medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Be appropriate to a specific educational purpose and not inhibit their full and safe participation.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

The Hicksville Public Schools is committed to providing a safe and orderly school environment where students may receive and Hicksville Public Schools personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other Hicksville School District personnel, parents and other visitors is essential to achieving this goal.

The Hicksville Public Schools has a long standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, citizenship, mutual respect, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define the expectations for acceptable conduct on school property, to identify possible consequences of unacceptable conduct, and to insure that discipline when necessary is administered promptly and fairly. In accordance with New York State SAVE Legislation, the Board of Education adopted the Code of Conduct on June 27, 2001. The full Code of Conduct is available in the main office of each school and on the website at [www.hicksvillepublicschools.org](http://www.hicksvillepublicschools.org). This summary is intended to help parents inform their children of the basic rights, responsibilities and consequences attached to their conduct.

## STUDENTS

The Code outlines the rights and responsibilities of students. All students have the right to:

- Participate in all activities, provided they are qualified to do so, without discrimination
- Present their point of view
- Present their version of events which may lead to disciplinary action
- Access to school rules and an explanation

Students are Responsible to:

- Abide by all district rules and regulations
- Attend school daily and be on time
- To act in a respectful manner with all staff and students
- Accept responsibility for their actions
- To tell a responsible adult if a student is heard threatening to cause harm to others