



Enlarged City School District

Code of Conduct Summary

2019-2020
Elementary

Full Copies of the Code of Conduct are available on the district website at www.cortlandschools.org under Pupil and Personnel Services and on each school site.

A full print copy is available by request to your school principal.

Summary of Cortland Enlarged City School District Code of Conduct

Cortland Enlarged City School District is committed to providing a safe and positive learning environment for all students. In order to do so, the Cortland Enlarged City School District developed the Code of Conduct, stating its expectations regarding behavior and appearance. This is a summary of the Code of Conduct adopted by the Cortland Enlarged City School District Board of Education. Copies of the unabridged code are available at the District and school websites.

Students, parents, teachers, counselors, administrators and the Board of Education all have certain responsibilities regarding the education of students in Cortland Enlarged City School District. These responsibilities are identified in the Code of Conduct. In general, students should be prepared to learn, and to conduct themselves safely and respectfully. Parents should collaborate and partner with district staff in the education of their children. Teachers will be prepared to teach and to develop a positive climate of mutual respect. Counselors are available to assist students in navigating academic and social issues. Administrators will ensure a safe, healthy, and stimulating academic environment, conducive to learning and student success.

Student Rights

Cortland Enlarged City School District is committed to safeguarding the rights given to all students under state and federal law and district policy. In addition to those rights, all Cortland Enlarged City School District students have the right to:

1. **a safe, healthy, orderly, clean and civil learning environment free of harassment, which includes harassment between students and between faculty and students.**
2. **take part in all school district activities on an equal basis regardless of age, actual or perceived race, weight, religion, religious practice, color, national origin, ethnic group, gender (identity or expression included), sexual orientation, disability or socioeconomic status.**
3. **due process in the event of disciplinary action brought against them as outlined in the Code of Conduct.**
4. **access to school district rules and, when necessary, to receive an explanation of those rules from Cortland Enlarged City School District personnel.**
5. **respectfully express their opinions verbally or in writing and dress in such a way to express their personality, in accordance with the Code of Conduct.**
6. **have access to objective information concerning drug and alcohol use, misuse and abuse as well as access to individuals or agencies capable of providing direct assistance to students with personal problems.**
7. **be free from retaliation when, in good faith, the student reports or assists in the investigation of harassment, bullying and/or discrimination.**

Student Responsibilities

All Cortland Enlarged City School District students have the responsibility to:

1. **contribute to maintaining a safe, clean and orderly environment that is conducive to learning and shows respect to other persons and to property.**
2. **report suspicion of potentially dangerous activities and/or presence of the following to any school personnel (i.e. suicide, violent acts, use of a substance, possession of a substance, possession of weapons) and volunteer information in disciplinary cases.**
3. **follow directions given by all school district employees and any adult in a supervisory capacity in a respectful and positive manner.**

4. be familiar with and abide by all school district policies, rules and regulations dealing with student conduct.
5. accept responsibility for their actions.
6. exercise self-control.
7. demonstrate appropriate behavior in controlling anger.
8. ask questions when they do not understand their responsibilities.
9. seek help in solving problems in order to prevent inappropriate actions.
10. attend classes every scheduled day (unless excused); be on time, ready to learn and have expected materials.
11. be conscientiously involved in all academic and co-curricular pursuits, and strive toward the highest level of achievement possible.
12. conduct themselves as representatives of Cortland Enlarged City School District when participating in or attending school sponsored co-curricular events by holding themselves to the highest standards of conduct.
13. dress so as not to endanger physical health and/or safety, limit participation in class and/or school functions or be unduly disruptive.
14. express opinions and ideas in a respectful and non-discriminatory manner so as not to offend, slander or restrict the rights and privileges of others.

Dress Code

All students are expected to dress appropriately for all Cortland Enlarged City School District programs and classes. All staff should exemplify and reinforce acceptable appearance in an educational setting. Attire should not disrupt the educational process, nor should it promote hatred, violence, alcohol and tobacco use, or illegal activity. All clothing must be safe in consideration of the environment. School officials will monitor student dress, and intervene when there is a violation of the Dress Code. A detailed account of permissible and prohibited attire is located in the District Code of Conduct and a summary is below:

Summary of Dress Code

At all times Cortland City School students should dress neatly.

- Shorts, skirts, and skorts must be mid thigh or longer.
- Undergarments-must be completely covered and not visible.
- The abdominal area may not be exposed. There can be no gap front or back, between your pants and top, when standing, sitting or bending.
- Students must wear their pants, shorts, skirts at appropriate level at the waistline.

The following are prohibited:

- Non-prescription dark glasses
- Hats, caps, bandanas and sunglasses inside buildings/classrooms, unless for a medical or religious purpose or approved by school administration
- Strapless or spaghetti strap tops, tube tops, or any excessively revealing clothing, including back-less tops and see-through clothing
- Pajamas, sleep wear or slippers
- Beach shoes are prohibited at all times for elementary students
- Full-length coats and/or rainwear inside the school
- Backpacks, notebooks and clothing with offensive, suggestive or inappropriate symbols, initials, sayings, advertisements or pictures

Prohibited Student Conduct

Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent or threatening of violence, unsafe, illegal, or unethical. These rules apply whether in a school

building, on school grounds, at a school sponsored function, or while being transported by district-provided transportation to either a school building or a school sponsored function. **The standards of conduct and related procedures have been developed for system-wide use and will be in effect during school and non-school hours and actively enforced the entire calendar year (twelve months).** Students who observe violations of these rules of conduct should report the violation to a teacher or other school official.

Discipline

Disciplinary procedures will be fair and impartial, and consider the student's total school record and the wider circumstances of the event in question. Students are entitled to a measure of due process prior to the more severe penalties. Penalties may range from verbal warnings to suspension and expulsion. The Cortland Enlarged City School District will comply with all state and federal laws when disciplining students with disabilities.

School officials are authorized by the Board of Education to conduct student searches when there is reasonable suspicion that a law has been violated or that a dangerous situation may exist.

Referral to Law Enforcement and Judicial Authorities

School officials will report violations of law to the appropriate law enforcement agencies. A School Resource Officer, SRO, is stationed at the Jr. Sr. High School primarily for prevention purposes. The SRO will generally conduct investigatory interviews only. In the event of an emergency or observed violation of the law the SRO however, has a responsibility to fulfill his/her duties as a police officer abiding by all governing laws.

Dignity for All Students Act

A. Prevention

The school setting provides an opportunity to teach students, and emphasize among staff, that cooperation with and respect for others are key district values. Staff members and students will be proactive in the prevention of bullying. Our increased awareness, which will include identification of bullying warning signs, as part of district instruction and professional development, will be designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another.

B. Provisions for students who do not feel safe at school

The Board acknowledges that, notwithstanding actions taken by district staff, intervention may require a specific coordinated approach if a child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of harassment, including but not limited to bullying, should bring this to the attention of the building principal, a building or district Dignity Act Coordinator, DAC, or a Title IX Compliance Officer. The building principal, Dignity Act Coordinator, and/or Title IX Compliance Officer will work together to define and implement any needed action with other appropriate staff, the student and the student's parent.

The district recognizes the need to handle each case individually in order to create a safe environment for all students, especially those who experience harassment or discrimination, including but not limited to bullying. The student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of students. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

In order to implement this program, the Board has designated **Dignity Act Coordinators, DACs**. The role of a **DAC** is to coordinate and enforce implementation of the Act. Dignity Act

Coordinators are building administrators and the Assistant Superintendent for Pupil and Personnel Services.

DAC Contact Information:

Barry Primary School Principal	Lisa Kaup	758-4150
Smith Intermediate School Principal	Angela Wanish	758-4180
Randall Middle School Principal	Jordan Ashley	758-4170
Jr. High School grades 7-8 Principal	Kevin Cafararo	758-4110
Sr. High School grade 9-10 Principal	Abe Brafman	758-4110
Sr. High School grades 11-12 Principal	John Zarcone	758-4110
High School Principal	Joseph Mack	758-4110
Director of Athletics & PE	Tim Wagoner	758-4110
Assistant Superintendent for PPS	Judi Riley	758-4100

Students, staff and parents may report bullying in many ways. Reports may be made directly to a school staff person, building or district administrator verbally, via email or by completing the Report of Intimidation Harassment (including Bullying) form located at the end of the full Code of Conduct.

Students, staff and parents may also anonymously report bullying or harassment via the Tip Line located on the district website, www.cortlandschools.org



Due Process

Any student who violates a provision of the Co-Curricular Code of Conduct is entitled to due process including an informal hearing with the advisor, the principal and the student's parents, if desired. A decision will be made within two school days following the hearing.

A student has the right to appeal the informal hearing decision to the Superintendent of Schools, then to the School Board and then to the Commissioner of Education.

Visitor and Public Conduct on School Property

Visitors and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in an educational setting. Neither smoking, nor drinking of alcohol nor possession, sale, use, manufacturing or distribution of drugs is allowed on Cortland Enlarged City School District property. Violence and threats of violence are prohibited. All visitors to the Cortland Enlarged City School District facility must report to the main office upon arrival at the school. All visitors will be required to provide appropriate identification which will be verified prior to access. Visitors will sign the register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the main office before leaving and sign out. Visitors and other members of the public who violate the Code of Conduct are subject to penalties as outlined in the unabridged Code of Conduct.

Community Chain of Contact

Area	Step 1	Step 2	Step 3	Step 4
Academics: Difficulties, Scheduling, Curriculum	Class/Course Teacher	HS/MS Guidance, School Counselor	Building Principal	Assistant Superintendent for Curriculum & Instruction
Attendance	School Nurse	Principal	Assistant Superintendent for Pupil and Personnel Services	
Athletics	Coach	Director of Athletics & PE	Principal	Superintendent
Behavior and Classroom Procedures	Teacher	Principal	Superintendent	
Board of Education Policy	District Clerk	Superintendent	Board of Education	
Budget	Business Administrator	Superintendent		
Buildings and Grounds	Building Main Office	Director of Facilities	Business Administrator	
Counseling	Teacher/School Counselor	Principal	Assistant Superintendent for Pupil and Personnel Services	Superintendent
Employment	Office of Human Resources	Assistant Superintendent for Pupil and Personnel Services		
Extracurricular Activities	Advisor	Principal		
Food Service	Building Cafeteria Manager	Food Service Director	Principal	Business Administrator
Free/Reduced Meal Program	District Office			
Health/Medical	Teacher	School Nurse	Principal	Assistant Superintendent for Pupil and Personnel Services
Registration and Residency	Registrar	Assistant Superintendent for Curriculum & Instruction	Assistant Superintendent for Pupil and Personnel Services	
Safety	Building Principal	Business Administrator	Superintendent	
Scholarships	High School Counseling Office	Principal	Assistant Superintendent for Curriculum & Instruction	
Special Education	Teacher	Principal	Director of Special Education	Assistant Superintendent for Pupil and Personnel Services
Technology	Principal	Instructional Technology & Communication Specialist	Assistant Superintendent for Curriculum & Instruction	Superintendent
Transportation	Transportation Center	Principal	Business Administrator	Superintendent
Use of Facilities	Principal	Athletic Office /Building & Grounds	Business Administrator	
Website	Building Main Office	Instructional Technology & Communication Specialist	Assistant Superintendent for Curriculum & Instruction	Superintendent

