



Code of Conduct Summary

2021-2022
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. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school district staff should exemplify and reinforce acceptable attire and help students develop an understanding of appropriate appearance in the educational setting.

The district has the following resources to assist students and families as needed:

- Access to personal hygiene products,
- Access to laundry service on a limited basis,
- Access to clothing,
- Access to health and wellness support.

Any student, parent or teacher may complete a confidential referral to the school nurse for personal health and hygiene support.

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	Juliann Quinn	758-4170
Jr. High School Principal	Kevin Cafararo	758-4110
High School Asst. Principal	Janesa Cornish	758-4110
Sr. High School Principal	John Zarcone	758-4110
High School Principal	Joseph Mack	758-4110
Director of Athletics & PE	Matt Wood	758-4110
Dir. of Inst., Equity, & Inst. Personnel	Jordan Ashley	758-4100
Superintendent	Robert Edwards	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	School Counselor	Building Principal	Director of Curriculum & Instruction
Attendance	School Nurse/ School Secretary	Social Worker or School Counselor	Principal	Director of Instr., Equity, and Instr. Personnel
Athletics	Coach	Director of Athletics & PE	Principal	Superintendent
Behavior and Classroom Procedures	Teacher	Principal	Director of Instr., Equity, and Instr. Personnel	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	Director of Special Education	Superintendent
Employment	Personnel Office	Director of Instr., Equity, and Instr. Personnel	Superintendent	
Extracurricular Activities	Advisor	Principal		
Food Service	Building Cafeteria Manager	Food Service Director	Principal	Business Administrator
Free/Reduced Meal Program	Food Service Director	Business Administrator		
Health/Medical	Teacher and/or School Nurse	Principal	Director of Instr., Equity, and Instr. Personnel	
Registration and Residency	Registrar	Director of Instr., Equity, and Instr. Personnel	Superintendent	
Safety	School Resource Officer (JH/HS)	Building Principal	Business Administrator	Superintendent
Scholarships	High School Counseling Office	Principal	Director of Curriculum & Instruction	
Special Education	Teacher	Principal	Director of Special Education	
Technology	Principal	Director of Curriculum & Instruction	Superintendent	
Transportation	Transportation Center	Principal	Business Administrator	Superintendent
Use of Facilities	Principal	Athletic Office /Building & Grounds	Business Administrator	
Website	Building Main Office	Director of Curriculum & Instruction	Superintendent	

HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. Cyberbullying" shall mean harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication

Today's date: _____ / _____ / _____ School: _____
Month Day Year
School System: _____

PERSON REPORTING INCIDENT Name: _____
Telephone: _____ E-mail: _____
Place an X in the appropriate box: Student Parent/guardian Close adult relative School Staff

1. Name of student victim: _____ Age: _____
(Please print)

2. Name(s) of alleged offender(s) (If known): (Please print) Age School Is he/she a student?
(if known)
_____ Yes No
_____ Yes No
_____ Yes No

3. On what date(s) did the incident happen?:
_____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____
Month Day Year Month Day Year Month Day Year

4. Where did the incident happen (choose all that apply)?
 On school property At a school-sponsored activity or event off school property
 On a school bus On the way to/from school*

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
 Hitting, kicking, shoving, spitting, hair pulling, or throwing something
 Getting another person to hit or harm the student
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Demeaning and making the victim of jokes
 Making rude and/or threatening gestures
 Excluding or rejecting the student
 Intimidating (bullying), extorting, or exploiting
 Spreading harmful rumors or gossip
 Other (specify)

6. What did the alleged offender(s) say or do?

(Attach a separate sheet if necessary)

7. What are the circumstances under which this (bullying) occurred?

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No Yes, but it did not require medical attention Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? Yes No

10. Was the student victim absent from school as a result of the incident? Yes No
If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Is there any additional information you would like to provide?

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____

Administrative Use:
What response/action was taken in regard to this matter?

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.