Dear Parents:

The intent of the New York State’s Dignity for All Students Act (The Dignity Act) was to provide students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. Amendments to the act are effective as of July 1, 2013 and are listed below:

Districts will:

- Provide instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes;
- Revise their Codes of Conduct;
- Host a public hearing prior to adopting changes to their Codes of Conduct (Holland Patent Central Schools held a hearing on August 14, 2013);
- Include provisions in their Codes of Conduct prohibiting harassment, bullying (including cyber bullying), and discrimination against students by students and/or school employees on school property or at a school function, as well as provisions for responding to acts of discrimination and harassment against students by students and/or school employees on school property or at a school function;

The plain language of the codes must be mailed to all to all parents and persons in parental relation to the students before the beginning of each school year. Attached is a copy of the plain language. Please visit our web site and click to the “help for student link” for more information on the Dignity for All Student Act.

Holland Patent Central School District’s Administrative Team
STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of a person's actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability;

2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty;

3. Access school rules and when necessary, receive an explanation of those rules from school personnel;

4. Access educational and extracurricular activities on an equal basis, without regard to a person's actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability;

5. Learn in an environment free of bullying, discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other reasons or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety;

6. Have complaints about school-related incidents that occur on school property or at school function, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property be investigated.

B. Security Searches

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly.

In order to provide and maintain a safe environment for learning, the district has established guidelines authorizing student search and seizure. Specific guidelines for such searches must be followed by district administration. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places.

Trained canines or related technologies may be utilized by the district when necessary to ensure a safe learning environment. Police may only search a student or locker in the presence of an administrator and must have a valid warrant or have 'probable cause.'

C. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property;

2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct;

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn;

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible;

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner;

6. Control their anger;
7. Ask questions when they do not understand;

8. Learn in an environment free of discrimination, bullying and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;

9. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;

10. Seek help in solving problems that might lead to discipline;

11. Dress appropriately for school and school functions;

12. Accept responsibility for their actions;

13. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship;

**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.

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia that is obscene or libelous, or which advocates racial, religious, or gender prejudice.

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others’ physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing that is or that bears messages that are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

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.

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 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.

**PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members
of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board 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 penalties for their conduct.

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:

1. Running in hallways
2. Making unreasonable noise
3. Using language or gestures that is profane, lewd, vulgar or abusive
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community
6. 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
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate Web sites; or any other violation of the district’s acceptable use policy.

B. Engage in conduct that is insubordinate

Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures.
3. Skipping detention.

C. Engage in conduct that is disruptive

An Example of disruptive conduct includes:

Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent.

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a
weapon in their possession while on school property
or at a school function

4. Displaying what appears to be a weapon

5. Threatening to use any weapon

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson

7. Intentionally damaging or destroying school district property

E. Engage in any conduct that endangers the safety, morals, health or welfare of others

Examples of such conduct include:

1. Lying to school personnel

2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function

3. 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

4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner

5. Harassment and bullying which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm

7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team

8. Selling, using or possessing obscene material

9. Using vulgar or abusive language, cursing or swearing

10. Using, possessing or distributing tobacco products including cigarettes, cigars, pipes, chewing or smokeless tobacco

11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs"

12. Inappropriately using or sharing of prescription and over-the-counter drugs

13. Gambling

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district 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 and fighting will not be tolerated.
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G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

Reports can be submitted by the student meeting with the Dignity Act Coordinators/Principals, submitting a written complaint to them or an email. Reporting forms are available on the website under the “Help for Student” link.

Students, Parents and others shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

Teachers and Pupil Service Personnel shall report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report.

Principals shall report to the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later.

The Superintendent shall process in a timely manner all reports of harassment, bullying and/or discrimination, including insuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of the district’s Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

HARASSMENT, BULLYING AND DISCRIMINATION IS PROHIBITED AT SCHOOL

Students never feel that it is not safe to come to school and participate in all school activities. Students should never be prevented from concentrating on their schoolwork because another student or a school staff member is teasing them, making fun of them, pushing them around, or threatening them in some way,
because of their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their schoolwork because of the other student's race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

RESPONDING TO REPORTS OF POSSIBLE HARASSMENT bullyNG OR DISCRIMINATION

In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination, bullying or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student whom it was directed.

The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

Russell Stevener, Principal, Holland Patent High School, 865-8154
Charles Pratt, Principal, Holland Patent Middle School, 865-8152
Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, 865-5721
James DeAngelo, Principal, Holland Patent Elementary, 865-8151
Cheryl Venetozzzi, Assistant Superintendent for Business & Finance, 865-7200

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination, bullying or harassment.

A. Penalties Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent

4. Detention – teachers, Principal, Superintendent

5. Restitution for property damage – Principal, Superintendent

6. Work detail – Principal, Superintendent

7. Suspension from transportation – Director of Transportation, Principal, Superintendent

8. Suspension from athletic participation – coaches, Athletic Director, Principal, Superintendent

9. Suspension from social or extracurricular activities – activity director, Principal, Superintendent

10. Suspension of other privileges – Principal, Superintendent

11. In-school suspension – Principal, Superintendent

12. Removal from classroom by teacher – teachers, Principal

13. Short-term (five days or less) suspension from school – Principal, Superintendent, Board

14. Long-term (more than five days) suspension from school – Principal, Superintendent, Board

15. Permanent suspension from school
   – Superintendent, Board.

**VISITORS TO THE SCHOOLS**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds.

**PUBLIC CONDUCT ON SCHOOL PROPERTY**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

**A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so;

2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson;

3. Disrupt the orderly conduct of classes, school programs or other school activities;

4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
5. Intimidate, bully, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability;

6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;

7. Obstruct the free movement of any person in any place to which this code applies;

8. Violate the traffic laws, parking regulation, or other restrictions on vehicles;

9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function;

10. Use tobacco products on school property or at a school function;

11. Possess or use weapons on school property, or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district;

12. Loiter on or about school property;

13. Gamble on school property or at school functions;

14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;

15. Willfully incite others to commit any of the acts prohibited by this code;

16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties: