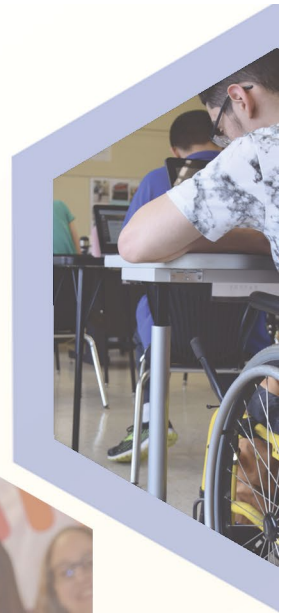






















**monroe one**  
EDUCATIONAL SERVICES



**2024–2025**

*Code of Conduct*  
*Plain Language Version*

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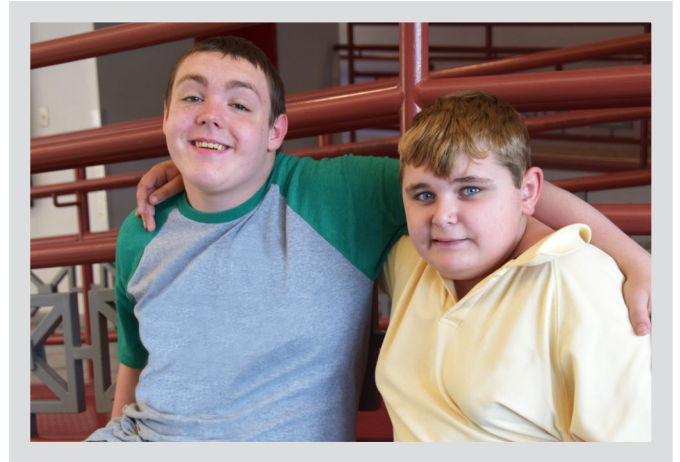
# Introduction

This is the Monroe One BOCES Code of Conduct Summary.

All of us at Monroe One BOCES believe that schools should be safe. Our goal is that all students and staff feel safe, respected and work together.

## We meet our goals by:

1. Creating a positive school by having clear rules
2. Listening to and supporting students
3. Understanding students by getting to know them and what they need
4. Helping students learn from their mistakes
5. Giving students choices in their learning
6. Working with parents as a team
7. Working with the community



# Student Rights and Responsibilities

## A. Student Rights

All students have the right to go to school no matter what they look like or what they like to do. All have the right to be treated fairly.

## B. Student Responsibilities

All students have the responsibility to participate in school in a way that will help everyone learn in an environment that is safe.

# Essential Partners

Parents and the school must peacefully work together to make sure school is a positive environment where students can learn.

## Parents/Guardians

All parents and guardians should follow the Code rules. This will help our school be safe so students can learn.

## School Staff

All school principals, teachers and staff should follow the Code rules. School staff help students learn and understand how to behave at school. This will help students be successful.

# Student Dress Code

All students should wear appropriate clothes at school. Each family should help make sure their child is wearing appropriate clothes for school.

If students are wearing inappropriate clothes at school, they will be asked to change into appropriate clothes. Students need to follow this direction or they will be given consequences. In-school suspension is an example of a consequence for not following this direction. If students wear inappropriate clothes to school more than once and still do not follow the direction to change into appropriate clothes, they will be given more consequences. Out of school suspension is an example of a consequence for not following this direction more than once.



# Student Behavior

School staff will teach students how their behaviors impact others. When a student does not follow the code of conduct, school staff will work with the student to:

- understand what happened
- understand who was impacted
- provide students with support to plan next steps

## At school and on the bus, students should:

- Be safe
- Be kind to other people
- Take care of school property

## At school and on the bus, students should not:

- Be unsafe
- Disrespect other people
- Damage school property
- Leave class/school/bus without permission
- Threaten others
- Hurt others
- Copy other people's work
- Steal
- Touch other people inappropriately
- Pull the fire alarm
- Have a weapon
- Have/use or sell drugs
- Smoke or use tobacco
- Use electronic devices without permission



# Bullying

At Monroe One BOCES, any act of bullying will not be tolerated. A bully is somebody who says or does hurtful things over and over again. Bullying can happen in school or online. This is called internet or cyber bullying.

Bullying can make someone feel scared or hurt. The adults in your school want all students to feel safe. If you are getting bullied or see a friend getting bullied, you should tell your teacher, staff or principal.

## Harassment/Discrimination

Harassment is when a person is picked on by another student or staff member. Harassment includes bullying and internet bullying. It can include; threats, saying bad things, using force or size to make you uncomfortable or to physically hurt you.

Harassment is sometimes based on how a person looks, acts, or may be different. You cannot treat others mean or unfairly because of things such as their race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, or disability.

## The Use of Electronic Devices

Students must have staff permission to use electronic devices (cell phones, ipods, video games) on school property. Personal devices need to be “off and away” during the day.

Students who use an electronic device in an inappropriate way may face consequences such as loss of activities or suspension.

Students who cyber bully may face consequences such as loss of activities or suspension.



# Tobacco and Vaping-Free School Environment

The use of tobacco is harmful to health. Monroe One BOCES is a tobacco free environment. Students and staff are not allowed to have tobacco and vaping devices on school property or at school events. Students and staff need to follow this rule or they will be given consequences.

## Reporting Violations

- All students are expected to tell a school adult if someone is not following the rules of Monroe One BOCES.
- If you see a student with an unsafe item (drugs/alcohol/weapon) you must immediately tell a school adult.
- School adults who are allowed to enforce discipline must do so in a quick and fair way.
- School adults who are not allowed to enforce discipline must quickly report broken rules of the Code of Conduct to the teacher or principal.
- Any unsafe item (drugs/alcohol/weapon) found will be taken as soon as noticed, if possible.
- The principal must tell the appropriate law enforcement agency (for example; police department) if any broken rules from the code of conduct are a crime or illegal.



# Disciplinary Actions, Procedures and Referrals

At Monroe One BOCES building relationships and learning from mistakes is important. Disciplinary action or consequences, when needed, will be firm and fair in order to help students understand how their actions impact themselves and others. Restorative justice practices will be considered first when students do not follow the code of conduct.

## Disciplinary Action

Students who break the rules to the code of conduct may have the following punishment or disciplinary action:

- verbal warning—any school adult
- written warning—teachers, bus drivers, and principals
- written note to guardian—teachers, bus drivers, and principals
- suspension from school or school events (out of school for at least one day) due to repeated violation of the rules and interruption into the learning and safety of other students

## Procedures

School staff can give consequences. The staff must tell the student what they did wrong and has to look into the behavior that the staff thinks the student did wrong. Students can talk with the staff about the problem behavior to explain the behavior.

## Minimum Periods of Suspension

Students who bring a gun to school or to a school activity could be suspended from school for at least one year.

Student who are violent in school could be suspended from school for at least three days and could have a long-term suspension.

Students who often break the rules and disrupt the classroom environment and do not listen to the teacher could be suspended for at least one day.

## Referrals

### PINS Petition

The District may file a PINS (Person In Need of Supervision) petition in family Court on any student under the age of 18.

### Juvenile Delinquents and Juvenile Offenders

The superintendent has to tell law enforcement of a juvenile delinquency proceeding in Family Court:

- any student 16 and under who brought a weapon to school; or
- any student 14 or 15 years old who can be a juvenile offender status under the law.

The superintendent refers students, age 16 and older or any student 14 or 15 who can be considered a juvenile offender status to the law enforcement.



## Alternative Instruction

When a student (except an adult student) of any age, is suspended from school the District has to provide alternate instruction, as required by this Code, and educational law.

## Discipline of Students with Disabilities

The Board knows that students with disabilities might need to be disciplined for breaking the Code. The Board will decide consequences based on each student case. The consequences and procedures will be followed for discipline students with disabilities set by the Code.



# Prohibition of corporal punishment, aversive interventions, and seclusion and the authorized limited use of timeout and physical restraint

This guide sets clear rules to ensure the safety and well-being of students by outlining what actions are not allowed and what limited actions can be used to address student behavior. Timeout and physical restraint can only be used when nothing else has worked to stop danger or serious harm to a student or others.

## A. Use of timeout

Timeout space must be unlocked, clean, and safe. The student will be brought back to class as soon as they are calm.

## B. Use of physical restraint

Physical restraints can only be used by trained staff members to stop serious harm, and only after less restrictive techniques have been used and did not stop danger of serious physical harm to the student or others. The least restrictive method is used; the restraint cannot hurt the students or be a planned intervention.

## C. Parental notification

Parents and caregivers are notified on the same day that a student is placed in timeout or restrained. Monroe One gives parents and caregivers a report of the incident within three school days.

## D. Documentation

The District keeps a record of every time a student is placed in timeout or restrained. Documentation will include a list of positive, proactive intervention strategies used prior to the use of either a timeout or restraint.

## E. Debriefing

A school administrator meets with the staff who restrained a student or took them to timeout soon after it happens. They will review proactive strategies to prevent the future use of a timeout or restraint. A school staff member also talks it over with the student and discusses the circumstances leading up to the incident.

## F. Review of documentation

Monroe One regularly revisits timeout and restraint reports. If there is a pattern in one classroom or with one staff member, it will be addressed appropriately.

## G. Staff Training

Staff go through annual training on timeout and physical restraint policies, procedures, and techniques. Training includes evidence-based positive, proactive strategies, crisis intervention procedures, and de-escalation techniques.

## H. Written Policy

Monroe One has a clear, public policy on the use of timeout and physical restraint.

Starting with this 2024-2025 school year, all incidents involving students are sent to New York State in a yearly report.

# Student Searches and Interrogations

A student is not given any warning before questions are asked about breaking the Code. Staff do not have to talk to a student's parent before asking the student questions. Staff needs to tell the student why they are being questioned.

The Board allows superintendent, principals, and head of security to look through students things if they think they will find something that will break the Code.

The superintendent, principals and head of security can search students' things carefully if they think there is reason to search their items. They may also search the students' things if they get information from another person.

Monroe One BOCES may work with police to search school grounds with trained dogs to look for drugs. They also may use metal detector to search for weapons.

## A. Student Lockers, Desks and other School Storage Places

School staff can go into desks, lockers, and other school storage places without telling students or getting their okay. Students do not have a right to as much privacy in school as outside of school.

## B. Searches

A student may be searched in school. The school staff in charge of the search must have a reason to search a student such as thinking the student is hiding something dangerous, illegal or is against the code.

## C. Documentation of Searches

School staff who searches a student has to write about the search.

If anything illegal is found from the search, the school staff has to take the item and give it to the police.

## D. Police Involvement in Searches and Interrogations of Students

Monroe One BOCES has to work with police and others in law to make sure the school is always safe. Police have limited rights to search or talk to students on school property or at school activities. Police may enter schools or school activities to question or search a student only if:

- they have an arrest warrant;
- they have a strong thought that a student has broken the law at school or at a school activity; or
- school staff says it is okay.

## E. Child Protective Services Investigations

The District will work with local child protective services workers who want to talk with students on school property about possible abuse and/or neglect, or court issues.

# Visitors to the Schools

The Board knows that parents and other people might want to visit students, teachers, school staff, and the classrooms. However, since schools are a place of learning and work, there will be times that people may not visit.

## Public Conduct on School Property

We have to have rules to keep schools safe. These rules apply to people visiting a school, too. You must control the way you act at school. You must show respect. You have to wear the correct clothing for what you are attending.

### A. No Person Can:

- hurt another person
- threaten another person
- steal from the school
- steal from the people working at school
- steal from the people visiting the school
- damage school property including setting a fire or using graffiti
- remove things from the dumpster or recycling bins
- disrupt classes, programs or school activities
- wear clothes or hand out things that are disruptive, upsetting, obscene or against the law
- bully, tease or judge anyone based on their color, weight, nationality, religion, gender, sex, sexual orientation, disability or any other reason
- enter or stay in the school without permission when it is closed
- stop the movement of any person in any place
- break the rules when driving or parking
- have, sell, give, trade or use alcohol or drugs or materials needed for using alcohol and drugs at school or school activities
- have or use weapons unless you are a police officer or security person
- hang out on school grounds or at school functions if you do not belong there
- play cards or games for money or gain (gamble) on school grounds
- not follow a reasonable request from a school person
- make others commit any action against the code of conduct
- break the law, Code or district rules while on school property or at a school function

### B. Actions

Visitors who break the rules in the Code will not be allowed on school property or at school events. The police will be called if they do not listen.

Students who break the rules of the Code of Conduct will have consequences.

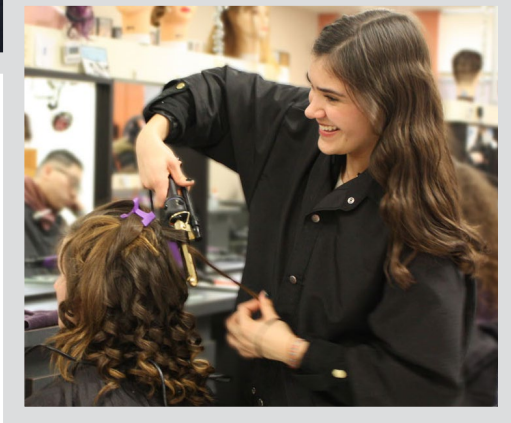
School personnel who break the rules will be warned, reprimanded, suspended or dismissed as the law allows.

### C. Enforcement

It will be the job of the school workers to enforce the rules.

# Sharing the Code of Conduct

The Code of Conduct will be shared with the people in the school community. It will be reviewed every year by the Board of Education.







**monroe one**  
EDUCATIONAL SERVICES

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