



**CODE OF CONDUCT**  
**Parent/Student**

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*Section 100.2(1) of the Regulations of the Commissioner of Education requires that each school adopt a written policy on school conduct and discipline “designed to promote responsible student behavior.” In January 2018, the Board of Northern Academy of the Arts adopted this Code of Conduct (CODE).*

## **Introduction**

The Board of Northern Academy of the Arts ("Board") is committed to providing a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal.

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

The Board recognizes the need to clearly define these expectations for acceptable conduct in order to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function. The school also reserves the right to discipline students for “off-campus” conduct (i.e. conduct that does not occur on school property or at a school function) which endangers the safety, morals, health or welfare of others within the educational system, or which adversely affects the educational process.

This Code of Conduct shall apply at all times, throughout the calendar year and shall not be construed or have time or date limitations as a function of the school term.

## **Student Rights and Responsibilities**

### **Rights**

The school 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 students have rights as outlined in the Code of Conduct.

## Responsibilities

It shall be the responsibility of each student at Northern Academy of the Arts to be a good citizen of the school as outlined in the Code of Conduct.

## Penalties

Students who are found to have violated the school's Code of Conduct may be subject to the penalties, either alone or in combination with one another. The school personnel identified are authorized to impose that penalty, consistent with the student's right to due process.

## Procedures

In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty.

## Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

## Individualized Behavior Plan

Students who exhibit inappropriate behavior on a continuous basis may be required to have an individualized behavior management plan. This plan is designed as a collaborative approach among administrators, counselors, teachers, students, and parents to improve student behavior. The individualized behavior management plan becomes a part of the student's discipline file.

## Student Conduct

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

The best discipline is self-imposed. Students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

If students fail to meet the responsibility for academic integrity, they subject themselves to possible sanctions such as grade reduction, course failure, removal from the course, and/or suspension/dismissal.

### **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 as outlined in the Uniform Policy.

The principal or his or her designee shall be responsible for informing all students and their parents of the student code at the beginning of the school year and any revisions to the dress code made during the school year.

### **Reporting Corporal Punishment in an Educational Setting**

The Board recognizes that children have the right to an educational environment that does not threaten their physical and emotional health and development. Child abuse by school personnel violates this right and therefore is strictly prohibited.

Any school employee or school board member to whom allegation has been made of corporal punishment by an employee or volunteer in an educational setting shall submit a written report to the principal of the school where the abuse occurred. The principal is to notify the Board of NAA. School administration or the principal will promptly notify the parents, law enforcement authorities, and the Commissioner of Education if a State Education Department certified employee is involved.

### **Executive Misconduct**

In the event of an allegation of corporal punishment is made against any Central Office administrator, the principal will proceed in accordance with the Corporal Punishment/Verbal Abuse Regulation. In the event it becomes necessary to take any disciplinary action against the principal, the Chair of the Board will appoint a subcommittee of trustees to monitor compliance.

## **Student Attendance**

It is a goal of Northern Academy of the Arts to ensure that each student attends school the maximum number of days possible in order to afford each student the opportunity to meet his/her potential.

The principal or designee will work in conjunction with the teachers and other designated staff in reviewing attendance records monthly or more frequently as needed. This review will be conducted to identify individual and group attendance patterns and to initiate appropriate action to address problems of unexcused absences, tardiness, and early departures.

## **Alternative Instruction**

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the school will take immediate steps to provide alternative means of instruction for the student.

## **Child Protective Services (CPS) Investigations**

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the school will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect, or custody investigations.

## **Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any school faculty or staff is strictly forbidden.

## **Disciplinary Procedures, Penalties, 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.

## Procedures

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances that led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate. Other extenuating circumstances.

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. Individual behavior management plans may preclude a gradual process.

## Student Searches and Interrogations

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the School Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the assistant principal for student services, director of student affairs, principal/administrators, the school nurse and school security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School Code of Conduct. An authorized school official may conduct a search of a student's belongings, such as a book bag, so long as the school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating school rules and/or the law, and provided that the search is limited in scope so that it is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction

## Visitors to the School

The Board encourages parents and other local citizens to visit the school 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 logistics director or his or her designee is responsible for authorizing all persons in the building and on the grounds.

## Staff-Student Relations

Staff members shall maintain professional relationships with students at all times. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due him/her.

In the event that any complaint is made involving an allegation of corporal punishment in an educational setting, the mandatory reporting provisions shall be followed by school staff.

## Dignity for All Students and Title IX

Consistent with both NY State (Dignity for All) and US Federal (Title IX) anti-discrimination laws, Northern condemns all forms of harassment, bullying and discrimination. No student shall be subjected to harassment, bullying and/or discrimination by employees or students on school property or at a school function (or off school property, as set forth in this policy, to the extent consistent with applicable law); nor shall any student be subjected to harassment, bullying and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

Further, the Board prohibits retaliatory behavior directed at any person who, having reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination, acting reasonably and in good faith, either:

- 1) reports such harassment, bullying or discrimination to: a) school officials, b) the Commissioner of Education, or c) law enforcement authorities; or
- 2) initiates, testifies, participates or assists in any formal or informal proceedings with respect to such harassment, bullying or discrimination.

The name and contact information for the school's Title IX coordinator is as follows:

Activities Culture Engagement (ACE Office)

Title IX Coordinator

Mimi Cortese-Ng

mng@northernacademy.org

## Electronic Equipment

Students and visitors to the school may not engage in any conduct that constitutes misuse or unauthorized possession and/or use of electronic equipment, including but not limited to cell phones, and/or conduct that otherwise violates school policies and regulations pertaining to the use of computers and/or other electronic equipment and/or devices.

## Cell Phones

Refer to the “Student Use of Electronic Devices Regulation” regarding use of cell phones on school property.

## Rules and Guidelines for Student Conduct

### A. Engage in conduct that is disorderly.

1. running in hallways.
2. making unreasonable noise.
3. using language or gestures that are profane, lewd, vulgar, or abusive.
4. engaging in any willful act that disrupts the normal operation of the school community.
5. 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.
6. loitering on school or private property.
7. parking in unauthorized areas.
8. obstructing vehicular traffic.
9. obstructing pedestrian traffic.

### B. Engage in conduct that is insubordinate.

1. lateness to class.
2. lateness for school.
3. class cutting.
4. skipping detention.
5. presence in unauthorized area.
6. leaving school without permission.
7. truancy.
8. possession and/or use of contraband.
9. failure to comply with the dress code or any other school policy
10. failure to comply with the lawful and reasonable directions of any staff member.
11. defiance of a staff member’s lawful and reasonable directive.
12. demonstrating disrespect towards any staff member.

13. interfering with classroom instruction in any way.

### C. Engage in conduct that is violent.

1. willfully damaging, defacing, or destroying the personal property of any individual lawfully on school property.
2. willfully damaging, defacing, or destroying school property.
3. committing an act of violence (such as but not limited to hitting, kicking,
4. spitting, punching, scratching, and/or threatening) upon any person lawfully on school property.
5. possessing a weapon on school property or at a school sponsored event (see code definitions).
6. displaying what appears to be a weapon.
7. threatening to use violence, a weapon or any other instrument for a violent purpose.
8. complicity to commit arson.
9. sexual assault.
10. use of a weapon or any other instrument for a violent purpose.

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

1. misleading and/or lying to school personnel.
2. stealing school property and/or the property of others.
3. defamation.
4. discrimination.
5. harassment.
6. bullying, intimidation, or coercion.
7. hazing
8. act of sexual harassment.
9. use of vulgar or abusive language directed at any person lawfully on school property or at a school function.
10. possession, exchanging, distribution, selling or use of lewd and/or obscene material.
11. using any device containing tobacco such as a cigarette, e-cigarette, cigar, pipe, or using chewing or smokeless tobacco.
12. using a vaporizer for any other purpose than medically specified in a prescription under the supervision of a school nurse.
13. possessing, consuming, selling, distributing or exchanging alcoholic beverages, controlled substances, or illegal substances, or being under the influence.
14. inappropriately using, sharing, or selling over-the-counter or prescription drugs.
15. possession of drug-related paraphernalia, including hash pipes, water pipes, clips, rolling papers, or any other items related to drug use.
16. gambling and/or the use of gambling for money, services, or other materials as a means of exploitation.
17. indecent exposure.
18. inciting a riot.
19. open flame – unauthorized use of a lighter, match, etc.

20. initiating a report warning of fire (i.e. pulling alarm) or other catastrophe without valid cause; misuse of 911; discharging a fire extinguisher; sabotaging, disabling, or destroying security devices.
21. creating an unsafe situation.
22. open flame—unauthorized use of a lighter, match, etc.
23. possession, exchanging, distribution, selling, or use of fireworks or other incendiary items on school property or at school functions.
24. use or possession of counterfeit items.
25. inappropriate/unsupervised use of laser pointers or similar devices.

#### E. Engage in misconduct while on a school bus.

1. excessive noise, rude, annoying conduct.
2. improper boarding or departure procedures.
3. foul language or gesture.
4. spitting, littering.
5. eating, drinking.
6. hanging out of window.
7. failure to remain seated.
8. pushing, tripping, kicking, fighting.
9. any action deemed to interfere with the orderly operation and safety of the bus by the driver or other supervisor.
10. misbehavior while waiting for or after exiting a bus when not on school property.
11. any action that distracts the driver.
12. all other applicable offenses identified in this Code.
13. throwing objects inside or outside of a bus.
14. insubordination/refusing to obey the driver.
15. lighting matches/smoking on the bus.
16. destruction of property.
17. tampering with bus equipment.

#### F. Engage in any form of academic misconduct.

1. Plagiarism
2. Cheating
3. Body language or gestures to communicate responses
4. Wrongful possession or use of academic material
5. Forgery or alteration of academic material
6. Theft and/or destruction of academic material or records

#### G. Engage in any conduct that violates the use of electronic equipment or use of computer information resources.

1. Student Use of Electronic Resources Information Regulation.
2. Student Use of Electronic Devices Regulation.

**Students who are found to have violated the school's Code of Conduct may be subject to the following penalties, either alone or in combination with one another:**

1. Referral to support personnel.
2. Loss of privilege(s).
3. Loss of parking privilege.
4. Detention.
5. Parental notification, written or verbal, and/or conference.
6. Suspension from extra-curricular activities.
7. Suspension from transportation services.
8. In-school suspension.
9. Out-of-School Suspension.
10. Dismissal.
11. Expulsion.