

## *Essential Partners and Code of Conduct*

Students, Families/Parents/Guardians, Faculty and Staff, Mental Health Team members, Administrators, and the Superintendent are all essential partners within RSD. It is understood that it takes the hard work, cooperation, participation, and support of all parties involved with RSD to reach academic excellence and our students to reach success.

### **Student Rights**

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

- Pursue a free and appropriate education in an environment, which is safe and conducive to learning.
- Due process under federal and state law and the opportunity in matters of discipline, to present the facts and circumstances relevant to the issue, which may lead to disciplinary action.
- Freedom of speech and expression; however, this does not give anyone the license to interfere with the orderly educational process of others and/or to infringe on the rights of others.
- Participate in school activities within the scope of the law (including, but not limited to courses of study, curricular offerings, athletics, extracurricular activities, etc.) on an equal basis regardless of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, ancestry, genetic predisposition, or any other protected criteria.
- Participate in student government activities unless suspended from participation according to RSD's discipline policy.
- Expect respect and courtesy from peers, staff, and other participants in the school community.
- Receive a copy of school rules and, when necessary, an explanation of those rules from staff.
- Be free from intimidation, discrimination, bullying, and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to: threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, religion, religious practices, disability, sex, sexual orientation, gender identity or expression, or any other legally protected category.

### **Student Responsibilities**

Rules and policies are not intended to place undue restrictions on a student, but rather to encourage all students to behave in a manner that will reflect pride in themselves and to become a credit to their parents/guardians and the school. At the same time, RSD staff are committed to helping students learn constructive and adaptive ways to deal with conflict or problems. Ultimately, students must learn to accept responsibility for their own behavior, as well as the consequences associated with misbehavior.

**The responsibilities include, but are not limited to:**

- Attend school every day unless they are legally excused and be in class, on time, and be prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- Conduct themselves with respect toward self, other persons, and property. They will contribute to maintaining a safe and orderly school environment that is conducive to learning.
  - When participating in or attending school-sponsored extracurricular events, understand that they are representatives of the school and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Follow the directions of the faculty, staff, and administration at all times.
- Fulfill all classroom obligations to teachers.
- Dress appropriately for school and school functions in accordance with the guidelines outlined in the full Student/Family Handbook.
- Be familiar with and abide by all school policies, rules, and regulations regarding conduct.
- Ask questions when they do not understand.
- Seek help in solving problems.

- Accept responsibility for their actions.
- Maintain academic honesty.
- Use school and personal technology appropriately.

## **Parent/Guardian Rights**

- Participation in all school activities on an equal basis regardless of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender identity or expression, or any other categories of individuals protected against discrimination by federal, state or local law.
- Presentation to school personnel on behalf of their child, individual accounts, and details of events in connection with the imposition of a consequence.
- Ongoing communication directly to them or through their child from administrators, teachers, and support staff regarding school rules, course objectives, grade-level expectations, requirements, and assignments.
- Excusing (in writing) their child, as they deem necessary from attending classes due to illness, family emergency, or obligations.

## **Parent/Guardian Responsibilities**

All parents/guardians are expected to recognize that the education of their child is a joint responsibility between them and the school community. School is a place where parental involvement and support are essential for affecting change and achieving success for students. These responsibilities include but are not limited to:

- Communicating in their child's language.
- Sending their child to school regularly and on time according to the school calendar, ready to participate and learn (necessary supplies, rested, well-nourished).
- Providing a place of study for their child and making certain homework assignments are completed to the best of the child's ability.
- Informing school officials of changes in the home situation that may affect their child's conduct or performance.
- Knowing the school rules and helping their child understand their meaning and purpose.
- Modeling for their child a positive behavior and a supportive attitude toward education and the school community as a whole.
- Teach their children respect and dignity for themselves and others regardless of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender identity or expression, or any other categories of individuals protected against discrimination by federal, state or local law.
- Teach and model for their children how to constructively manage and respond to incidents of harassment, bullying, and/or discrimination including reporting such incidents, either experienced or witnessed, to school officials.
- Treat students and school staff with respect and understanding. Further understanding that if harassing language or bullying occurs on campus, during a virtual meeting, or phone call the parent may be asked to leave campus or have the meeting/call ended.

## **Faculty and Staff Responsibilities**

All school faculty and staff are expected to:

- Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender sex, or any other legally protected category, which will strengthen students' self-concept and promote confidence to learn.
- Promote a bilingual environment.

- Be prepared to teach and demonstrate an interest in teaching, learning, and concern for student achievement.
  - Ensures that instruction is in line with both NYS standards and the student's IEPs.
- Know school policies and rules, and enforce them fairly and consistently.
- Report violations of the code of conduct or any other school policy to the administrators in a timely manner.
- Communicate to students and parents/guardians:
  - Course objectives and requirements
  - Expectations for students
  - Marking/grading procedures
  - Assignment deadlines
  - Classroom discipline plan
- Communicate regularly with students, parents/guardians, and other teachers concerning growth and achievement.
- Understand that each member of the community, e.g., student, staff, parent/guardian, or visitor, is worthy of respect and consideration.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

### **Mental Health Team Staff Responsibilities**

In addition to the Faculty and Staff responsibilities, all individuals serving in these titles are also expected to:

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- Initiate conferences, as necessary, as a way to resolve problems and support individual students in overcoming unique challenges.
- Regularly review with students their educational progress as well as their post-secondary education and career planning.
- Encourage students to benefit from the curriculum and extracurricular programs.

### **Building Administrators Responsibilities**

The building administrators are expected to:

- Promote a safe, orderly, stimulating, and bilingual school environment, supporting active teaching and learning.
- Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected category that will strengthen students' self-concept and promote confidence to learn.
- Ensure that students and staff have the opportunity to communicate regularly with the building administrators and approach the building administrators for conflict resolution.
- Evaluate on a regular basis all instructional programs.
- Support the development of, and student participation in, appropriate extracurricular activities.
- Be responsible for enforcing the code of conduct and all other school policies, and ensuring that all cases are resolved promptly and fairly.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

### **Superintendent/CEO**

The Superintendent/CEO is expected to:

- Promote a safe, orderly, stimulating, and bilingual school environment, supporting active teaching and learning.
- Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or

any other legally protected category that will strengthen students' self-concept and promote confidence to learn.

- Review with school administrators the policies of the board of directors and state and federal laws relating to school operations and management.
- Inform the board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with and support school administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

## **Staff-Student Fraternization**

Please note that RSD has a staff-student fraternization policy. While extensive, it clearly states that staff members are prohibited, under any circumstances, from dating or engaging in any improper fraternization or undue familiarity with students, regardless of the student's age and regardless of whether the student may have "consented" to such conduct. Further, staff shall not entertain students or socialize with students in such a manner as to create the perception that anything other than a professional relationship exists. Similarly, any action or comment by a staff member that invites romantic or sexual involvement with a student is considered highly unethical and is in violation of RSD policy, and may result in disciplinary action by RSD up to and including termination of employment and notification of law enforcement officials.

Examples of improper fraternization include things such as sharing personal notes/messages through paper, email, or text, "friending"/"following" staff/students on social media platforms, and using direct message capabilities.

Any student who believes that he or she has been subjected to inappropriate staff behavior shall report the incident to any other staff member, who has the responsibility to report the claim to the administration and the Justice Center.

## SUPER SUMMARIZED COC

- Promote and enjoy a safe, orderly, stimulating, and bilingual school environment, supporting active teaching and learning.
- Maintain and enjoy a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected category which will strengthen students' self-concept and promote confidence to learn.
  - Know and understand that any and all violations of the code of conduct will be investigated in a fair and timely manner with potential consequences handled in the same way.
- Promote and enjoy two-way communication between all members of the school community.
- Understand that each member of the community (student, staff, parent/guardian, or visitor) is worthy of respect and consideration.
- Dress appropriately for school and school functions in accordance with the guidelines outlined in this handbook.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

## ASL VERSION