Policy 5300.35
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.

Upon receipt of the report of violations and a determination that such conduct substantially affects the order or security of the school or constitutes a crime, District staff authorized to impose disciplinary sanctions shall do so in a prompt manner. District staff who are not authorized to impose disciplinary sanctions shall report violations of the code of conduct to their supervisor as soon as possible. The supervisor shall impose appropriate disciplinary sanctions, if so authorized, or refer the matter to a staff member who is authorized to impose a disciplinary sanction.

When acting in accordance with this policy, the identification of students or District staff making such reports shall not be disclosed unless required to do so by applicable law.

Any weapon, alcohol or illegal substance found in the possession of students shall be confiscated by the District staff, followed by notification to the parent of the student involved. The parent(s) shall be advised of appropriate disciplinary sanctions, which may include permanent suspension from instruction and referral for prosecution.

The Principal or his/her designee shall notify the appropriate local law enforcement agency of code violations that constitute a crime and which substantially affect the order or security of a school. Such notification shall occur as soon as practicable, but in no event later than the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification shall identify the student name and address and a description of the conduct that violated the District code of conduct and which is believed to be a crime.

DIGNITY ACT COORDINATORS

The Dignity Act Coordinators are as follows:

Tim Brunson, High School Principal
(518) 399-9141, ext. 83300 | tbrunson@bhbl.org

Colleen Wolff, Middle School Principal
(518) 399-9141, ext. 84001 | cwolff@bhbl.org

Jill Bonacio, Pashley Elementary School Principal
(518) 399-9141, ext. 84500 | jbonacio@bhbl.org

Richard Evans, Stevens Elementary School Principal
(518) 399-9141, ext. 83500 | revans@bhbl.org

Abbey North, Charlton Heights Principal
(518) 399-9141, ext. 85500 | abnorth@bhbl.org

The Dignity Act Coordinators' duties are as follows:

a. Promote a safe, orderly and stimulating environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex or any differences among students.
b. Oversee and coordinate the work of the districtwide and building-level bullying prevention committees.
c. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
d. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
e. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
f. Address and investigate issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
g. Address personal biases that may prevent equal treatment of all students and staff

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Adopted August 2016 | Revised September 2019