

5300 CODE OF CONDUCT

IV. Essential Partners

A. Parents/Guardians

All Hastings Public Schools parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment and assist students in developing effective decision making practices.
7. Know and support the implementation of school rules for their children.
8. Convey to their child(ren) a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents/guardians and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Discuss with their child(ren) the importance of mutual respect and dignity for their peers regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

B. Teachers / Support Staff

All Hastings Public Schools teachers/support staff are expected to:

1. All personnel employed by the District are responsible for maintaining student discipline and appropriate conduct during school hours or at extracurricular events as outlined in the District's Code of Conduct.
- 2. Maintain a climate of mutual respect and dignity, for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents/guardians:
 - a) Course objectives and requirements
 - b) Marking/grading procedures
 - c) Assignment deadlines
 - d) Expectations for students
 - e) Classroom discipline plan.
7. Communicate regularly with students, parents/guardians and other teachers concerning growth and achievement and assist students in developing effective decision making practices.
8. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, District staff or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
10. Report incidents of discrimination and harassment that are witnessed by the teacher, or otherwise brought to the teacher's attention, in a timely manner to the Complaint Officer or the Building Principal.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to prevent and resolve problems and assist students in developing effective decision making practices.
3. Regularly review with students their educational progress and future career goals.
4. Provide information to assist students with high school course selections.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, District staff or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report incidents of discrimination and harassment that are witnessed by the guidance counselor, or otherwise brought to the guidance counselor's attention, in a timely manner to the Complaint Officer or the Building Principal.

D. Principals /Assistant Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs and assessments.
4. Support the development of and student participation in appropriate activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

6. Encourage and support the implementation of on-going Professional Development of all staff.
7. Assist students in developing effective decision making practices.
8. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
9. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, District staff or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
11. Report incidents of discrimination and harassment that are witnessed by the Principal, or otherwise brought to the Principal's attention, in a timely manner to the Complaint Officer.
12. Along with the Complaint Officer, investigate incidents of discrimination and harassment that are witnessed by the principal, or otherwise brought to the principal's attention, in a timely manner.

E. The Dignity Act Coordinator(s)

NEW NOTE: A Dignity Act Coordinator must be identified by the board annually for each school in the district. It is important this is someone accessible to students Monday through Friday. The name and contact information for the Dignity Act Coordinator(s) must be included in the Code of Conduct. The board is not required to hold a public hearing to change this information.

The Dignity Act Coordinator(s) are as follows:

Jeanette Kocur	Director of Guidance, kocurj@hohschools.org 914-478-6260
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Name

Contact Information

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.

3. 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.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. 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.
7. Address personal biases that may prevent equal treatment of all students and staff.

F. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board of education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, District staff or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

G. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
4. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
5. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

Hastings-on-Hudson Union Free School District

HASTINGS-ON-HUDSON-UNION FREE SCHOOL DISTRICT \ Section 5000 - STUDENT POLICIES \ DISTRICT CODE OF CONDUCT \

Revised: May 7, 2019