

Kenmore-Town of Tonawanda Union Free School District

STUDENT CODE OF CONDUCT INFORMATION

(abbreviated version)

2024-2025



The Kenmore-Town of Tonawanda Union Free School District is committed to providing a safe environment for students, staff, and visitors. Responsible behavior by students, teachers, support staff, other district personnel, parents, guardians and visitors is essential to achieving this goal. The District has a long-standing 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 Code of Conduct defines these expectations for acceptable conduct on school property, and identifies the possible consequences of unacceptable behavior to be administered promptly and fairly.

This document provides a general outline for students of The District's Code of Conduct. The complete text is available for review on The District's website or can be accessed directly by scanning the QR code above.

Some other areas addressed in the Code of Conduct but not highlighted in this document are the following: Alternative Instruction/Programs, Disciplinary Procedures, Penalties and Referrals, Discipline of Students with Disabilities.



Our District is Committed to Using a Restorative Approach to Discipline

Restorative Practices encompass an approach based on fostering relationships, strengthening understanding, repairing harm, and building strong communities. This is accomplished by identifying and addressing the needs and harms that occur when there is conflict in the school community through the process of cultivating empathy and modeling conflict resolution skills. The purpose is to create meaningful relationships, which are central to building thriving communities. The goal of the Restorative Practices approach is to shift the focus to repairing harm and restoring the relationship hurt by the action, rather than attending to a predetermined consequence assigned to the rule that was broken. The principles of Restorative Practices are:

- Voluntary participation
- Respect for all involved
- Inclusion and equal voice of all involved
- A focus on harms, needs, and causes
- Consensus-based decision making to repair harm and prevent future harm
- Expanding the capacity of the community to create a just, fair, and meaningful response



Approaches to Discipline	
Traditional Justice	Restorative Justice
<ul style="list-style-type: none"> • School rules are broken • Justice focuses on establishing guilt • Accountability=punishment 	<ul style="list-style-type: none"> • People and relationships are harmed • Justice focuses on needs and responsibility • Accountability=understanding impact and repairing harmed
<ul style="list-style-type: none"> • Justice directed at the offender; focus is not on the victim 	<ul style="list-style-type: none"> • Offender, victim and school have direct roles in the process
<ul style="list-style-type: none"> • Rules and intent outweigh whether the outcome is positive or negative 	<ul style="list-style-type: none"> • Offender is responsible for harmful behavior, repairing harm and working towards a positive outcome
<ul style="list-style-type: none"> • Limited opportunity for expressing remorse or repairing harm 	<ul style="list-style-type: none"> • Opportunity given to express remorse and repair harm

Dignity for All Students Act

Each school building has a designated Dignity Act Coordinator whose responsibility will be to coordinate and enforce the Commissioner of Education's regulations set forth as a result of the Dignity for All Students Act. In order to implement this program, selected school personnel will assist the administration in developing and implementing specific prevention activities, including early identification of bullying and other strategies. In addition, the program will include reporting, investigating, remedying and tracking allegations of bullying. Please stop in the main office for the name and contact information your school's Dignity Act Coordinator.



Students Rights and Responsibilities

Student Rights

1. To attend school in the district in which one's parent or legal guardian resides.
2. To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
3. To be respected as an individual.
4. To express one's opinions verbally or in writing.
5. To dress in such a way as to express one's personality.
6. To be afforded equal and appropriate educational opportunities.
7. To take part in all school activities, including extracurricular events, on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender/gender identity, national origin, ethnic group, political affiliation, age, marital status, or disability.
8. To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
9. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender, gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

Student Responsibilities

1. To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
2. To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3. To respect one another and to treat others in the manner that one would want to be treated.
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5. To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6. To seek support and information about the available educational programs in order to use and develop one's capabilities to their maximum.
7. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8. To seek support and information about the services available and to seek assistance in dealing with personal problems, when appropriate.
9. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others to report, any incidents of intimidation, harassment or discrimination.

Student rights are protected by the United States Constitution, the Constitution of New York State, laws promulgated by the federal and state governments, the regulations of the Board of Regents and the regulations and policies of the BOE of the Kenmore-Town of Tonawanda Union Free School District, as well as decisions of federal and state courts. In addition, there are rights that have to do with an orderly educational process.

Student Dress Code

(revised this year)

Students, parents and guardians have the primary responsibility for understanding and upholding acceptable standards for student dress and appearance, and therefore, will give proper attention and appropriate dress for school and all school related activities. Teachers, administrators, and other District personnel will exemplify and reinforce acceptable dress standards and assist students in developing an understanding of the standards for appropriate appearance as stated in the Student Dress Code.

The following standards support a safe and positive learning environment in classes. Established by a representative committee of students, parents, guardians, teachers, support staff, and administrators they apply to all Kenmore-Tonawanda UFSD students independent of age, grade level, or location.

1. **Basic Principle:** Certain body parts must be covered for *all* students at *all* times. Clothes must be worn in a way such that genitals, buttocks, breasts, and undergarments are fully covered (non-see through).
2. **Students MUST wear the following:**
 - a. Shirt (Non-See Through)
 - b. Bottom: pants/sweatpants/shorts/skirt/dress/leggings
 - c. Shoes; activity-specific shoe requirements are permitted (for example for sports)
3. **Students are NOT PERMITTED to wear the following:**
 - a. Bathing suits unless activity specific permitted
 - b. Clothing that visibly shows undergarments
 - c. Helmets or headgear that obscures the face (except as a religious observance)
 - d. Hoods overhead while wearing a hoodie sweatshirt (the hoodie sweatshirt is allowed)
 - e. Backpacks and gym bags in the hallways and classrooms for students in grades K-7, exception made for use of cubbies.
 - f. Any article depicting language, images, or themes that denigrate others on account of race, color, weight, religion, religious practice, ethnic group, national origin, gender/gender identity, sex, sexual orientation, or disability.
 - g. Any article with controversial symbols or messages that can be reasonably forecast to cause disruption in the school environment and/or to the school's operation or that are lewd, vulgar or indecent
 - h. Any article that poses (or may pose) a threat to the health, safety, and wellbeing of others
 - i. Any article that advertises, displays, or represents themes/symbols related to violence; alcohol or drugs; illegal activities; or drug and alcohol use or abuse, gang related activities, or that are suggestive (of a sexual nature)
 - j. Any article of clothing or device that interferes with the integrity of an exam or test

Nothing in this policy will be construed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so. The determination as to whether or not a student is in violation of any portion of this Code will be at the sole discretion of building administration.

Student Prohibited Conduct

(revisions are highlighted)

The BOE expects all students to conduct themselves in an appropriate and civil manner, per the District's Code of Conduct, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students are expected to learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

The BOE recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
2. Obstructing vehicular or pedestrian traffic.
3. Violating traffic laws and regulations.
4. Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
5. Loitering.
6. **Misusing and or abusing** computer/electronic communications devices, including any unauthorized, **destructive**, or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filters; or any other violation of the District Acceptable Use Policy.
7. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
8. Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Missing or leaving school or class without permission.

Student Prohibited Conduct (continued)

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
2. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.
3. Repeatedly violates school rules.

D. Engage in conduct that is violent or threatening. Examples of violent or threatening conduct include, but are not limited to:

1. Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
2. Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
3. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause an individual to fear for his or her physical well-being.
4. Subjecting individuals to danger by throwing objects, intentionally or recklessly, that could result in a grave risk of death or serious physical injury.
5. Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
6. Displaying a weapon or what appears to be a weapon.
7. Threatening to use or attempting to use any weapon(s).
8. Using any weapon(s).
9. Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
10. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Lying, deceiving or giving false information to school personnel.
2. Stealing, or attempting to steal, District property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, **materials digitally manipulated or created**).
4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender/gender identity or sex.

Student Prohibited Conduct (continued)

6. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc

7. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

8. Using digital tools to manipulate media to impersonate others for bullying, harassment, or any other form of intimidation is strictly prohibited.

9. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, forwarding or receiving sexually explicit videos, pictures, text messages or auditory recordings and other verbal or physical conduct or direct or indirect communication of a sexual nature.

10. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.

11. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.

12. Selling, using, creating, possessing or distributing pornographic or obscene material.

13. Using vulgar, obscene or abusive language, cursing or swearing.

14. Possessing and/or using tobacco, tobacco/nicotine products, e-cigarettes and/or associated paraphernalia including, but not limited to lighters and matches. Tobacco/nicotine/e-cigarette use shall not be permitted within one hundred (100) feet of the entrances, exits, or outdoor areas of any public or private elementary or secondary schools.

15. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids (also known as synthetic marijuana), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."

16. Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.

17. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.

18. Gambling and illegal gaming.

19. Inappropriate touching and/or indecent exposure (exposure to sight of the private parts of the body in a lewd or indecent manner).

20. Initiating or reporting warning of fire (i.e. pulling a fire alarm) or other catastrophe (including but not limited to a bomb threat or a threat of harm from chemical or biological substance) without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.

Student Prohibited Conduct (continued)

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment and discrimination will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism: The representation of ideas or work of another person as the student's own.
2. Cheating.
3. Copying.
4. Collusion: Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.*.
5. Altering records.
6. Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
7. Violation of the District Acceptable Use Policy for technology.
8. Assisting another student in any of the above actions.
- 9.

*Collaboration is "working together on a common aim with shared information." Teachers will make clear when and to what extent collaboration is acceptable on a given assignment

Instigating or encouraging another person to violate this Code of Conduct, or facilitating and/or assisting the same.

Reporting Violations/Suspicious of Violations

All students are expected to promptly report a violation of the Code of Conduct, or a reasonable suspicion of a violation of this Code of Conduct, to a teacher, 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 or observed to be under the influence of alcohol or an illegal substance shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

Student Searches by School Officials

The Board of Education authorizes the superintendent, building principals, assistant principals, program supervisors, and the school nurse 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 district Code of conduct. SROs may be present during a search conducted by one of the above authorized school officials. SROs may also assist in the conduct of the search, if acting in conjunction with and at the direction of an authorized school official who has formed the reasonable suspicion. In contrast, SROs acting on their own and without direction of school officials must have probable cause to search students and their belongings.

Learning and Citizenship

The Code of Conduct applies to **digital learning**. The following provides expectations on citizenship that students are expected to follow while learning and interacting digitally both remotely and on campus.

A. Students have a responsibility to:

1. Attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and understand the students have a right to an education, **whether remote or in-person**.
2. Be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines, **including while learning and interacting online**.
3. Treat others fairly and in a manner that fosters an environment that is free from intimidation, harassment, or discrimination, in accordance with the District Code of Conduct and the provisions of the Dignity Act.
4. Express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
5. Report, and encourage others to report, any incidents of intimidation, harassment or discrimination.
6. Be open to hearing and respectfully recognizing multiple viewpoints, and will engage with **others online** with respect and empathy.
7. Give full attention to instructional activities and minimize distractions, such as messaging, social networking, or video conferencing with others.
8. Be conscious of their digital footprint; think and edit before hitting the "send" or "post" button.
9. Dress appropriately in accordance with the Student Appearance Code (Code of Conduct, p.14), so as not to endanger physical health and safety, limit participation in school activities or be unduly distracting. Acceptable student appearance supports a safe and positive learning environment, while minimizing distractions throughout remote learning.
10. Establish an appropriate setting when **participating in video-conferencing sessions**. Such a setting will include a background free from distractions and inappropriate conduct that would otherwise be subject to the contents of the code of conduct.
11. Protect the online safety and privacy of your classmates; keeping meeting and classroom links private and only joining classes and meetings they you are invited to.
12. Turn on their device camera as requested for attendance and participation purposes. Teachers will provide specific instructions for when cameras are not required during a lesson. Some students may be eligible for an exemption or flexibility to this responsibility; however they will be required to participate using the chat feature or discussion boards in order to verify their continued attendance in the class.

B. Acceptable Use of Information Technology:

Ken-Ton provides devices and networks for academic use. Ken-Ton will continue to be committed to keeping our student and staff data private and secure with our own protocols as well as following the guidelines set forth in [Federal Laws, NYS Education Law § 2-d, and Part 121 of the Commissioner's Regulations](#). **Ken-Ton monitors its devices and networks**, in accordance with the Children's Internet Protection Act (CIPA), and has safeguards to protect information as it is stored, transmitted, and displayed. Students should have no expectation of privacy when using district devices and networks.

C. Remote Learning Expectations

Remote learning and online learning platforms are an extension of the classroom. Students are expected to follow all established school and classroom rules and expectations. Ken-Ton reserves the right to suspend account access for students demonstrating inappropriate online behavior and investigate student content on District accounts, devices, and media platforms.

Learning and Citizenship (continued)

D. While using a District device or platform, students have the responsibility to:

1. Respect district physical technological equipment (including devices, network and peripherals) ensuring that they remain unmodified, free from damage, and are available for inspection upon request.
2. Protect their digital identity; only use their assigned ID and password and not share it with others.
3. Have an understanding of and respect for the rights and obligations of using and sharing intellectual property; abide by copyright restrictions and Fair Use, cite resources, gaining or giving permission to use (content), avoid plagiarism, understand and use Creative Commons resources.
4. Understand that only district-approved, vetted educational software may be installed with permission from district staff. All copyright, licensing and national, state, and local regulations must be adhered to with regards to downloading and distributing software.
5. Respect the security systems and abide by the features in place to protect, monitor, or restrict access to information.
6. Report any loss, theft, damage, or unauthorized use of a device or network immediately.
7. Save all personally created content from their Google Drive to a personal account within one month of leaving the district or graduating.

Suspension from Transportation

If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem **may have their riding privileges suspended by the building principal or the superintendent or their designees.** In such cases, **the student's parent will become responsible for seeing that his or her child gets to and from school safely.** When the suspension from transportation amounts to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. The student and the student's parent or guardian will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the consequences involved. However, a student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214.



The Code of Conduct is designed to promote a safe and inclusive learning environment. It outlines the consequences for inappropriate behavior and provides guidance on how to resolve conflicts in a respectful manner. By complying with the code of conduct, you are actively contributing to the success of our school community.