



Together We R.O.A.R.

Student Code of Conduct

Respectful

Organized

Accountable

Responsible

Maintaining a positive and safe environment requires “everyone’s help.” Students and staff must work together to make the school a safe place to learn and grow. ROAR are fundamental expectations designed to facilitate an encouraging and safe learning environment.

TO BE *RESPECTFUL* MEANS:

I greet others respectfully and use appropriate language.
I show good sportsmanship and take turns.
I respect personal space and follow the rules of the school.

TO BE *ORGANIZED* MEANS:

I arrive to class on time, follow class rules and address others by name.
I stay focused on my goals and practice self-control.
I am on time for my next class and encourage others to follow my lead.
I follow my program schedule

TO BE *ACCOUNTABLE* MEANS:

I put forth my best effort, remain in class and ask questions.
I remain seated in the cafeteria with my class and clean up my table.
I walk and talk quietly in the halls and pay attention.
I show pride in my appearance and do what I am asked.
I use gym equipment properly, get involved in activities and help clean up.

TO BE *RESPONSIBLE* MEANS:

I follow guidelines and lead by example.
I complete assignments, stay on task and ask for help when needed.
I actively work on learning new ways to resolve conflicts peacefully.
I try new activities and build positive friendships.

INTRODUCTION

The New LIFE School (TNLS) is committed to providing a safe and supportive school environment where students may receive and staff may deliver quality education services. Responsible behavior by student, teachers, and other personnel, parents and other visitors is essential to achieving these goals. At TNLS we strive to meet each student's individual needs by making the "school fit the student, not the student to the school." In doing so, we require the entire school community to work together to support each other as we work to educate students in time to make a difference.

TNLS's expectations for the conduct on school property and at school functions are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. This Code also includes language regarding policy and practice in accordance with the Dignity for All Students Act. This Act ensures that no student is subject to bullying, cyber bullying, harassment, and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, transgender and gender nonconforming (GNC), or gender by school employees, visitors, or students when on school property, on a school bus, or at a school function. Additionally, these Code requirements apply to off-campus behavior that creates or could create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threat, intimidation or abuse might reach school property.

TNLS recognizes the need to:

- Clearly define acceptable conduct
- Provide proper training in the areas of civility, citizenship, and character education
- Identify the possible consequences of unacceptable conduct
- Ensure that discipline is administered promptly and fairly

To this end, TNLS adopts this Code of Conduct. Unless otherwise indicated, this Code applies to all student, school personnel, parents and visitors when on school property or attending school functions.

DEFINITIONS

For purposes of this Code, the following definitions apply:

Disruptive student means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Parent means the biological, adoptive or foster parent, guardian or person in parental relation to the student.

School property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of TNLS.

School function means any school-sponsored event or activity, on and/or offsite.

Violent student means a student under the age of 21 who:

- Commits an act of violence upon a school employee
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function
- Possesses or facilitates transport, storage or use of a weapon while on school property or at a school function
- Displays, while on school property or at a school function what appears to be a weapon
- Threatens, while on school property or at a school function, to use a weapon
- Knowingly or intentionally damages or destroys a TNLS-lease or owned property

In-School Suspension means a full day or partial day assignment for a student in a designated in-school area to continue educational programming.

Superintendent Suspension means a suspension out of school for more than 5 consecutive days.

Principal Suspension means a suspension out of school for 5 consecutive days or less

Student means someone who has not yet attained the age of 21 prior to September 1st and who is entitled to attend TNLS as designated by the New York City Department of Education and/or their designated district to receive non-public special education services

Employee means any person receiving compensation from TNLS or employee of a contracted serviced provider.

ESSENTIAL PARTNERS AND ROLES

ALL PARTNERS ARE EXPECTED TO:

- Recognize that the education of children is a joint responsibility of the parents/guardians and the school community.
- Know the school rules and help all parties to be clear on the meaning of these rules.
- Convey to students a supportive attitude towards education and TNLS.
- Constantly work at communication to and from schools and home.
- Help students deal effectively with peer pressure, emerging personal social and emotional problems.
- Teach and model for student's respect for oneself, others, the school system and respect for authority.
- Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- Set a good example for others by demonstrating dependability, integrity and other standards of ethical conduct.

- Assist in promoting a safe, orderly and stimulating school environment.
- Maintain and encourage 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/gender identity with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen student's self-image and promote confidence to learn.
- Report incidents of bullying, cyber bullying, harassment, and/or discrimination that are witnessed or brought to the individual's attention to a teacher, a building administrator or Compliance Officer in a timely manner.

ALL PARENTS ARE EXPECTED TO:

- Send their children to school ready to participate and learn.
- Ensure that children attend school regularly and on time.
- Ensure absences are excused.
- Insist their child be dressed and groomed in a manner consistent with the student dress code.
- Build good relationships with teachers, other parents and their children's friends.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' confidence and promote learning.
- Report incidents of bullying, cyber bullying harassment, and/or discrimination to a building administrator or the Compliance Officer in a timely manner.

ALL TEACHER ARE EXPECTED TO:

- Maintain a climate of mutual respect and dignity which will strengthen, students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules and enforce them in a fair and consistent manner.
- Communicate to students and parents:
 1. Course objectives and requirements
 2. Marking/grading procedures
 3. Assignment deadlines
 4. Expectations for students
 5. Classroom discipline plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.

- Build good relationships with students and parents.
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy. Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups.

STUDENT SUPPORT SERVICE PERSONNEL provide educational-related services to students and includes social workers, psychologists, guidance counselors, speech therapists, occupational therapists, school nurse, behavior support team, and classroom aides and assistants. Their responsibility to:

- Support educational and academic goals.
- Regularly review with students their educational progress and career plan.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extra-curricular programs.
- Act as role models for students, maintain appropriate personal boundaries with students and refrain from engaging in any behavior that could reasonably lead to the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy. Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups.

TNLS ADMINISTRATORS ARE EXPECTED TO:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of student grievances.
- Evaluate on a regular basis the effective safety, behavioral and school management issues related to all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Enforce the Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
- Inform all students, staff and parents/guardians of the Code of Conduct at the beginning of the school year and any revisions to the Code made during the school year.
- Explore and implement positive behavior plans appropriate at each age level.
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy. Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups.

TNLS EXECUTIVE DIRECTOR FOR EDUCATION SERVICES IS EXPECTED TO:

- Promotes a safe, orderly, respectful and stimulating school environment, free from intimidation, bullying, harassment and/or discrimination by supportive active teaching and learning.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Develop and implement an effective Code of Conduct supportable by students, parents, and staff.
- Address all areas of school-related safety concerns.
- Communicate with students/parents/guardians for complicated school matters.
- Recommend to the agency appropriate policy, regulations and actions to achieve optimum conditions for positive learning.
- Act as role models for students maintaining appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy. Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups.
- Ensure that the TNLS Board of Directors reviews the Code of Conduct annually.

STUDENT RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

It is the student's right:

To attend school in the least restrictive environment as decided by the school district in which the student's parent or legal guardian resides.

To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.

To be respected as an individual.

To express one's opinions verbally or in writing.

To dress in such a way as to express one's personality.

To be afforded equal and appropriate educational opportunities.

To have access to school activities on an equal basis regardless of race, color creed, religion, religious practice, sexual orientation, gender, national origin, ethnic group, political affiliation, age or disability.

To have access to objective information concerning drug and alcohol abuse, as well as access to individuals capable of providing direct assistance with serious personal problems.

To be protected from bullying, cyber bullying, intimidation, harassment, and/or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

It is the student's responsibility:

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.

To be aware of all rules and expectations for student behavior and conduct oneself in accordance with these guidelines.

To respect one another and to treat others in the manner that one would want to be treated.

To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.

To dress appropriately in accordance with the dress code, so as not to endanger health, safety, limit participation in school activities or be unduly distracting.

To be aware of available educational programs in order to use and develop one's capabilities to their maximum.

To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.

To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

To respect one another and treat others fairly. To conduct themselves in a manner that is free from intimidation, harassment, or discrimination. To report, and encourage others to report, any incidents of bullying, cyber bullying, intimidation, harassment and/or discrimination.

STUDENT DRESS CODE

The responsibility for student dress and general appearance rests with individual students and parents. Therefore, TNLS will not prescribe student dress while at school-sponsored events based on either fashion or taste as the sole criterion. However, TNLS will regulate a student's dress to insure that students attend school or school-sponsored events in appropriate attire that meets health and safety standards and does not interfere with the learning process. For example, the following will not be permitted:

- Clothing and jewelry worn to make a political or religious statement that is disruptive of the educational process, lewd or offensive.
- Clothing, footwear and jewelry that presents a threat to the student's, or another student's health or safety.
- Clothing or materials on school grounds, at school functions, or school-sponsored events that are obscene; advocate illegal action; promote and/or endorse the use of alcohol, tobacco, tobacco products, smoking paraphernalia, or illegal drugs or encourage other illegal or violent activities appear libelous, or denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; obstruct the rights of others, or are disruptive to the school program.

Specific dress requirements may be required for students participating in activities in which clothing and jewelry may be a safety or health concern, e.g. science laboratories, physical education, technology classes, and athletics. The building Principal shall be responsible for informing students and their parents of the student dress code at the beginning of the school year and revisions to the dress code made during the school year.

Students who violate the student dress code may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Any student who refuses to do so may be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension. The Principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines. Administrators, teachers and all other school personnel should model and reinforce acceptable student dress.

DISCIPLINE CODE FOR ALL STUDENTS

Students are responsible for conducting themselves in an orderly manner in accordance with school policy and within the legal limits of the law. The best discipline is self-imposed, and student must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. TNLS staff 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.

TNLS recognizes the need to make its expectations for students conduct while on school property or engaged in school function specific and clear. The rules of conduct listed below are intended to set standards and focus upon 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 may be required to accept the penalties for their conduct.

DISCIPLINARY ACTIONS

Students may **be** subject to disciplinary action, up to and including suspension from school, when they engage in or promote:

Conduct that is disorderly – including, but not limited to:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic, stopping or delaying bus procedure.
- Engaging in any willful act which disrupts the normal operation of the school community, regardless of where the act occurs.
- Trespassing. (Students are not permitted in the school building outside of school hours, without permission from the administrator in charge of the building. Students are further not permitted in any classroom or area that is not listed on their schedule).
- Pulling a fire alarm, discharging a fire extinguisher, pulling an AED alarm and/or calling 911 without cause.
- Defaming, vandalizing, disrespecting and/or destroying school property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
- Misusing computer/electronic communication devices.

Conduct that is insubordinate or disruptive – including but not limited to:

- Failing to comply with the lawful directions and/or responding to reasonable inquiries of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- Lateness for, missing or leaving school without permission.
- Lying to school personnel.

Conduct that is violent or physically aggressive – including but not limited to;

- Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a teacher, administrator or other school employee, another student or any other person lawfully on school property.
- Possessing a weapon or displaying what appears to be a weapon. “*Weapon*” means, but is not limited to, a gun, pistol, revolver, shotgun, rifle, disguised gun, bullets, dagger, razor, stiletto, switchblade or Swiss Army knife, pocket knife, gravity knife, multi-tool, metal knuckle knife, box cutter, electronic dart gun, Kung Fu star, stun gun, pepper spray or other noxious spray, explosive or incendiary device and/or bomb, or other dangerous instrument that can cause physical injury or death.
- Threatening to use any weapon.
- Intentionally defacing, vandalizing, damaging or destroying school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, or at a school function, including graffiti or arson.

- Bullying, which encompasses an imbalance of power and a variety of negative acts (such as hitting, kicking, spitting, taking personal belongings, taunting, name calling, intimidation) carried out repeatedly over time by a student or group of students towards a less powerful student(s).
- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Conduct that endangers the safety, morals, health or welfare of others – including, but are not limited to:

- Stealing or assisting in the theft of school property or the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Acts of sexual harassment and/or engaging in sexual acts while on school property or attending school functions.
- Buying, selling, using, possessing or distributing obscene material.
- Possessing, distributing or smoking cigarettes, including vapor cigarettes (and associated liquid substances), cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, buying, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs (substances that resemble “illegal” substances, including those used to simulate drug-use behaviors), synthetic marijuana, K2/Spice and Bath Salts.
- Inappropriately using or sharing prescription and over-the-counter drugs.
- Possessing paraphernalia used in connection with cigarettes, including vapor cigarettes (and associated liquid substances) alcoholic beverages, illegal substances, prescription drugs and over-the-counter medications.
- Making false statements about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This includes, but is not limited to, posting or publishing pictures (hard copy, cell phones, Internet, YouTube, etc.).
- Behaving in a manner, either on school property or at a school-sponsored function that discriminates against a student based upon that person’s perceived or actual race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender.
- Engaging in cyber bullying, including the use of email, websites, chat rooms, and text messaging, when such use interferes with the operation of the school or infringes upon the general health, safety and welfare of students or employees.
- Sending, and/or forwarding sexually explicit videos, pictures or auditory recordings and other communications of a sexual nature.
- “Cyber” Violations including the inappropriate and/or unauthorized use of technology (including personal electronic devices such as MP3 devices or cell phones; computers; cameras; video and/or audio taping equipment; software) and/or the Internet to engage

in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning and/or defaming others, accessing websites for non-approved purposes.

- Engaging in harassment and/or intimidation including communication (verbal, written, or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sexual orientation, age, marital status, military status, veteran status or disability that has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, academic performance, or participation in an educational or extracurricular activity.

Academic Misconduct – including, but not limited to:

- Plagiarism.
- Cheating or copying.
- Altering records.
- Violation of field trip procedure and behavioral expectations.
- Violation of copyright laws.
- Assisting another student in any of the above actions.

REPORTING WEAPONS OR SUBSTANCE ABUSE VIOLATIONS

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to the building Principal and/or designee. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including a superintendent suspension and referral for prosecution.

When a student violates the Code of Conduct and such misconduct is also a crime as defined by the New York State Penal Law, TNLS officials shall notify the appropriate law enforcement agency. Additionally, if such misconduct is committed by a student with a disability, such action shall not constitute a change in the student's placement. The notification must identify the student(s) and explain the conduct that violated the Code of Conduct and constituted a crime.

STUDENT CONDUCT ON SCHOOL BUS

TNLS believes it is crucial for students to behave appropriately while riding on district buses, to insure their safety, that of other passengers, and the fewest possible distractions for bus drivers. Most students are eligible for district transportation. While the law requires the district to furnish transportation for such students, it does not relieve parent(s) or guardian(s) of responsibility for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Only after a child boards the bus does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

Students are required to conduct themselves on the bus in a manner consistent with the expectations established under the Code of Conduct. Excessive noise, pushing, shoving and

fighting, harassment and discrimination will not be tolerated. It is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

If a student does not conduct himself/herself properly on a bus, the bus driver shall notify the building Principal and/or designee. Only the building Principal, transportation supervisor, or the District Superintendent have the authority to suspend the riding privileges of district students who are disorderly or insubordinate on a school bus. In such cases, the parent(s) or guardian(s) of those students become responsible for seeing that their children get to and from school safely. Should the suspension from transportation amount to a suspension from attendance at school, the school district will make appropriate arrangements to provide for the student's education. Any such suspension shall be in accordance with the provisions of Education Law.

MINIMUM SUSPENSION PERIODS

Any student, including a student with a disability having been afforded statutory protections under the IDEA, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, may be subject to a minimum suspension period of 5 school days. This minimum suspension period may be reduced on a case-by-case basis consistent with any other state or federal law.

Any student, including a student with a disability having been afforded statutory protections under the IDEA, who acts in a way that would qualify him/her as a violent pupil under New York State Education Law, shall be subject to a minimum suspension period of 5 school days. This minimum suspension period may be reduced on a case-by-case basis consistent with any other state or federal law.

PENALTIES

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. 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.
- Input from parents, teachers, mental health staff (e.g. school counselors, social workers and psychologists) and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that both the number of violations and severity of the behavior will be considered when determining consequence. For example, a student's first violation will usually merit a lighter penalty than subsequent violations. Students

who are found to have violated the student Code of Conduct may be subject to the following penalties, either alone or in combination with one another, imposed only by authorized school personnel consistent with the student's right to due process:

- Verbal warning
- Written notification to parent
- Written warning
- Temporary removal from classroom
- Monetary restitution for costs or damages incurred as a result of the misconduct
- In-school suspension
- Suspension from social or extracurricular activities or other privileges
- Short-term (five days or less) suspension from school
- Superintendent Suspension (more than five days) suspension from school
- Request for alternate placement

DISCIPLINE OF STUDENTS WITH DISABILITIES

If the conduct of a student is related to a disability or suspected disability, discipline, if warranted, shall be administered consistent with the separate requirements for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above.

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 employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable therapeutic interventions may be used to:

- Protect oneself, another student, teacher or any person from physical injury.
- Protect the property of the school or others.
- Therapeutically hold or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive and/or physical acts.

The above exceptions are permissible, provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the same purposes. Whenever a school employee uses a therapeutic physical intervention against a student, that person shall, within the same school day, make a written report describing in detail the circumstances and the nature of the action taken.

STUDENT SEARCHES AND QUESTIONING OF STUDENTS

TNLS 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 of the 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(s) before questioning the student.

In recognition of certain societal problems which may present themselves in our schools, TNLS authorizes the Executive Director for Educational Services and any other Certified School Administrator to conduct searches of students and their possessions for an illegal matter or a matter which otherwise constitutes a threat to the health, safety, welfare or morals of the students attending our school. In authorizing such searches, TNLS acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions (e.g. pocket contents, book-bags, handbags, lockers, etc.). Such searches shall not be conducted unless founded upon reasonable individualized suspicion.

In addition, TNLS authorizes the Executive Director for Education Services and any other licensed administrator 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 that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individual(s), other than the TNLS employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, or they provide the same information that is received independently from other sources. TNLS employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he/she possesses physical evidence that they violated the law or the school Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places

Students shall be informed by the administration that school lockers are not their private property but the property of the school and that, as such, they may be opened and inspected from time to time by school officials. While recognizing the right to inspect student's school lockers without the necessity of obtaining students' consent is inherent in the authority granted to administrators, school officials will exercise every safeguard to:

- protect each student's constitutional rights to privacy and protection from coercion.
- emphasize that schools are educational rather than penal institutions and resolve any doubts in the student's favor.

ARRIVAL AND DISMISSAL PROCEDURES

Entrance Policy

All students must pass through the metal detector to enter the school building.

All students must subject their bags and personal belongings to be searched upon arrival to the building.

Protocol

Students will remove their jackets, all contents of pants and pockets and backpacks to pass through the metal detector. Students will place these items on the table. Students will pass through the metal detector. If the detector makes a sound (indication of metal) student (s) will be asked to remove anything else from their pockets, a belt, and/or shoes. They will pass through the detector again. If the detector continues to sound, student (s) will be searched using a hand-held metal detector. The signal from the metal detector gives reasonable suspicion to assume the student (s) may have items contrary to school policy or a weapon warranting further search. If the hand-held metal detector indicates the student may be hiding something on their person they will be further searched by a member of the school administration. Please see Special Accommodations below.

NO STUDENT IS ALLOWED ENTRY INTO THE BUILDING IF THEY SIGNAL THE METAL DETECTOR AND REFUSE TO BE SEARCHED

As part of the school policy all backpacks are to be searched as student (s) pass through the metal detector. Staff members are permitted to look in back packs for electronics, contraband, and weapons. Any other items that are in plain sight during this search that are illegal or against school policy will be confiscated and students involved will be disciplined accordingly.

- **Special Accommodations:** If a student requires a more extensive search a member of both genders will be available to ensure proper search of student(s). Great care should be taken to maintain the privacy and comfort of the student (s).
- **Searches:** ONLY a certified school administrator is permitted to carry out a search of a student at TNLS. No other staff is permitted to search a student without direct oversight from a school administrator.

Dismissal Procedure

Walkers will be called over the loud speaker to exit the building promptly at dismissal. All bus students are to report to the area designated within the school building. Each bus will be announced over the loud speaker. Students are required to go to their assigned area with staff monitoring. Students are prohibited from entering any area other than their assigned room during dismissal.

POLICE INVOLVEMENT IN QUESTIONING OF STUDENTS

It is the policy of TNLS that a cooperative effort shall be maintained between the administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school property, or during a school sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

School administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary. School administrators shall, at all times, act in a manner which protects and guarantees the rights of students and parents. If police are involved in the questioning of students on school property, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to Child Protection Service when they have reasonable cause to suspect that a student has been abused or maltreated, TNLS will cooperate with local Child Protection Service workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect. In circumstances where criminal activity is suspected, Child Protection Service workers may be accompanied by police officers who are assisting in the investigation.

VISITORS TO SCHOOL

TNLS encourages parents to visit school 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 building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following expectations apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a "visitor".
- All visitors to school must report to the building office upon arrival at the school. There they will be required to sign in and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if this situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

TNLS recognizes its purpose is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is a violation of school policy. TNLS also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. TNLS will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

Prohibited Conduct – including but not limited to the following:

- Intentionally injuring any person or threatening to do so.
- Engaging in behaviors that are harassing or discriminatory in nature.
- Intentionally damaging or removing school property.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Disrupting the orderly conduct of classes, school programs or other school activities.
- Entering any portion of the school premises without authorization or remaining in any building or facility after it is normally closed.
- Obstructing the free movement of any person in any place to which this code applies.
- Violating the traffic laws, parking regulations or other restrictions on vehicles.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal or controlled substances, or being under the influence of any on school property or at a school function.
- Possessing or using firearms or other weapons in or on school property or at a school function, except in the case of law enforcement officers.
- Loitering on or about school property.
- Gambling on school property or at school functions.
- Stealing school property and/or the property of another individual.
- Refusing to comply with any lawful order of identifiable school officials performing their duties.
- Willfully inciting others to commit any of the acts prohibited by this Code.
- Violating any federal or state statute or local ordinance while on school property or while at a school function.
- Smoking or use of e-cigarettes and other tobacco products on school property.

Penalties

Visitors shall be subject to immediate ejection and, as the facts may warrant, precluded from being allowed on the premises of all school buildings and grounds. The length of said suspension shall be determined by the severity of the violation and the violator will receive written notice of the determination.

Enforcement

The Executive Director for Education Services shall be responsible for enforcing the conduct required by this Code. The Executive Director for Education Services may designate other staff that are authorized to take action consistent with the Code.

When the Executive Director for Education Services or his/her designee sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the designated school official shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the designated school official shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities may be contacted to assist in removing the person.

DISSEMINATION OF CODE OF CONDUCT

The Administrative Team at TNLS will work to:

- Providing copies of a summary of the Code to all students at the beginning of each school year.
- Posting the Code of Conduct on the TNLS website for access by parents and community members.
- Providing all current teachers and other staff members with access to the Code and a copy of any amendments to the Code as soon as practicable after adoption.
- Providing all new employees with access to the current Code of Conduct when they are first hired.
- Making copies of the Code available for review by students, parents and other community members.

On an annual basis, the Code of Conduct will be explained to all students and a copy of this document will be distributed. A copy of the Code will be filed in the school building, where it will be available for review by any individual. TNLS will sponsor an in-service education program for all school staff to ensure the effective implementation of the Code of Conduct.

Notification of Rights under FERPA for Elementary and Secondary Schools

The federal Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School (The New LIFE School, 831Eagle Avenue Bronx, NY 10456) a written request that identifies the record(s) they wish to inspect. The school assistant principal, Dr. Matthew Tucker will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The School will make will make copies available to parents if requested.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Executive Director of Educational Services Mrs. Rachel Levine-Kornfeld, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



Please review this packet, sign below and return to school on the first day.
Thank you.

Student Name: _____

Date: _____

I have received the student PBIS guide to achieving success. I am aware of the school rules and regulations and will adhere to them.

Student Signature: _____

Parent Signature: _____