

Woodward Children's Center
Code of Conduct
2026-2027

Woodward Children's Center

Student Code of Conduct

Statement of Purpose

Woodward Children's Center is committed to providing a safe, orderly, and supportive learning environment in which all students are treated with dignity and respect and are afforded the opportunity to achieve academic and social success. This Code of Conduct is adopted pursuant to New York State Education Law §2801 and is consistent with the guidance and regulations of the New York State Education Department (NYSED).

The purpose of this Code is to: Promote positive student behavior and self-discipline; - Clearly define expectations for student conduct; - Identify disciplinary responses for violations of school rules; and - Ensure that discipline is fair, progressive, and consistent with due process requirements.

This Code applies to all students while on school property, on school buses, and at school-sponsored functions, and to off-campus (work study) conduct that may reasonably be expected to disrupt the educational environment.

STUDENT RIGHTS

In accordance with New York State law and regulation, all students at Woodward Children's Center have the right to:

- A safe, orderly, and respectful school environment free from discrimination and harassment based on actual or perceived race, color, national origin, religion, gender, gender identity or expression, sexual orientation, disability, or other protected characteristics.
 - Due process in connection with disciplinary proceedings, including the right to be informed of the alleged misconduct and to present their version of events.
 - Access to school rules, policies, and procedures, and to receive explanations of such policies from school personnel.
-

Definitions of Behaviors

Academic Dishonesty – Cheating, plagiarism, or misrepresentation in academic work.

Barricading – Blocking a doorway, hallway, or area with furniture, objects, or one's body, preventing entry or exit. Considered a serious safety concern.

Cyberbullying – Using technology (texts, social media, apps, emails, etc.) to harass, threaten, or humiliate someone.

Cutting – Skipping or leaving class or school without permission (5 minutes or more)

Dress Code – Guidelines for student attire ensuring clothing is safe, appropriate, and not disruptive. Clothing promoting violence, drugs, alcohol, hate, or sexually explicit content is prohibited.

Electronics – Refers to devices such as cell phones, tablets, smartwatches, and other personal electronic equipment. Use of these devices is **not permitted during school hours**, except when explicitly allowed as part of a student's Individualized Education Program (IEP) in accordance with **New York State regulations**.

Electronics Refusal – Refusing to hand over an electronic device when requested by school staff.

Elopement - A student leaving a supervised area, classroom, or school grounds without permission or staff awareness, resulting in a potential safety risk.

Hate-Related Incident – Any action, statement, or behavior motivated by bias, discrimination, or prejudice based on race, ethnicity, religion, sexual orientation, or other protected characteristics.

Instigating (w/proof) – Encouraging or provoking another student to engage in misconduct, verified with evidence.

“Intimidation”, “Harassment”, “Menacing”, and “Bullying” (IHMB) - mean threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age or disability that substantially disrupts the educational process

Instigating a Fight – Encouraging, provoking, or starting a conflict or physical altercation.

Instigating a Fight that Occurs – Encouraging or provoking a fight that actually takes place.

Insubordination: A student's intentional refusal to follow reasonable directions or instructions given by a teacher, administrator, staff member, or other authorized adult. This may include openly refusing to comply with directions, repeatedly disregarding staff instructions, or engaging in defiant or disrespectful behavior toward staff. Students are expected to follow reasonable directions and respond to staff in a respectful and appropriate manner.

Personal Space – The area immediately surrounding a person. Respecting personal space means not touching, crowding, or intimidating others.

Physical Aggression – Actions intended to cause discomfort, fear, or minor harm, such as pushing, shoving, or tripping.

Physical Assault – Intentionally causing physical harm to another person.

Play Fighting – Pretending to fight or wrestling without intent to cause harm; may still result in consequences if unsafe.

Possession of a Vape – Having an electronic cigarette or vaping device on school property or during school events.

Possession of a Weapon or Dangerous Object – Having items that could harm oneself or others, including knives, firearms, or other dangerous objects.

Property Damage – Deliberate or careless destruction or defacement of school property

Safety Policy Violation – Any action that breaches school safety rules, putting oneself or others at risk.

Sleeping – Being asleep or pretending to sleep during class or school activities without permission.

Stealing – Taking someone else's property without permission.

Technology Misuse – Using school computers, networks, or devices inappropriately, including accessing prohibited content, hacking, or cyberbullying.

Use of a Controlled Substance – Using, possessing, or distributing illegal drugs or substances regulated by law.

Use of Alcohol or Tobacco – Consuming alcohol, cigarettes, or tobacco products on school property or at school events.

Use of a Vape – Using electronic cigarettes or vaping devices on school property or during school activities.

Verbal Threat – Spoken statements intended to intimidate, harm, or frighten another person.

Vandalism – The intentional destruction or defacement of property.

STUDENT RESPONSIBILITIES

Students are expected to conduct themselves in a manner that promotes a positive school climate and supports the learning of all students. Each student is responsible to:

- Become familiar with and comply with the provisions of this Code of Conduct.
- Demonstrate respect for themselves, for others, and for school property.
- Refrain from conduct that disrupts the educational process or endangers the health, safety, or welfare of others.
- Attend school regularly, arrive on time, and be prepared for instruction.
- Follow the reasonable directions of teachers, administrators, and other school personnel.
- Accept responsibility for their actions and the consequences that result from misconduct.

ROLE OF PARENTS/GUARDIANS AND SCHOOL STAFF

Consistent with NYSED guidance, parents/guardians and school personnel share responsibility for promoting appropriate student behavior. School staff shall communicate with parents/guardians regarding student conduct and shall seek their cooperation in addressing behavioral concerns. Parents/guardians are encouraged to support the enforcement of this Code of Conduct and to work collaboratively with the school to improve student behavior.

STUDENT DRESS AND APPEARANCE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, short skirts, short dresses, short shorts, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items (e.g. shirts, pants, jacket, etc.) that are vulgar, obscene, discriminatory, inflammatory, violent, libelous or denigrate others based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent or gang activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline.

In extreme instances of student noncompliance, a social worker or administrator may contact a student's parent/guardian so that the parent/guardian may provide the student with change of clothing or place the student in a supervised separate location within the school building until the student changes into appropriate attire.

SMOKING POLICY

Smoking is strictly prohibited inside the building and anywhere on the grounds of Woodward Children's Center. This includes the use of e-cigarettes, vaping devices, and all electronic smoking products, in accordance with current regulations.

Smoking at any time on school property constitutes a violation of New York State Public Health Law. Any student found smoking or in possession of smoking or vaping devices on school property will be reported to Administration, and disciplinary action, up to and including suspension, may result.

STUDENT PROPERTY

Students are strongly discouraged from bringing items of value to school. Woodward is not responsible for lost, stolen, or damaged personal property.

Personal items that may cause a distraction, present a safety risk, be used as a weapon, or become a target for theft are not permitted on school property. Under no circumstances may students bring lighters, matches, or weapons to school. Weapons include, but are not limited to, knives, box cutters, razors, or similar items of any size or description.

Backpacks are subject to search and seizure in accordance with school policy.

Students who refuse to surrender prohibited items or who are non-compliant with staff directives will be immediately referred to an Administrator.

Woodward is not responsible for lost or stolen items.

USE OF SCHOOL COMPUTERS AND NETWORK RESOURCES

School computers and network access are provided to support learning and instruction. Use of these resources is a **privilege** and requires responsible, ethical, and lawful behavior. Users must respect the rights, privacy, and property of others.

Prohibited activities include, but are not limited to: sharing passwords; accessing suspicious links or emails; impersonation or anonymous accounts; leaving accounts unattended; damaging or misusing equipment or software; plagiarism or copyright violations; illegal or commercial use; accessing or sharing inappropriate content; bullying or cyberbullying; unauthorized access to files or systems; installing software without permission; and wasting technology resources.

Student use of personal email, instant messaging, chat platforms, and social media is not permitted on school property.

Violations may result in loss of technology privileges and disciplinary action.

PROHIBITED STUDENT CONDUCT

Students shall not engage in conduct that is:

- Disorderly, disruptive, or insubordinate;
- Violent or threatening;
- Academically dishonest;
- Discriminatory, harassing, intimidating, or bullying, including cyberbullying, in violation of the Dignity for All Students Act (DASA);
- Dangerous to the health, safety, morals, or welfare of others.

Examples of Prohibited Conduct

Disorderly or disruptive conduct includes, but is not limited to: - Interfering with instruction or school activities; - Using profane, abusive, or obscene language or gestures; - Leaving assigned areas without permission; - Misusing electronic devices in violation of school policy; - Making false reports of threats or emergencies.

Insubordinate conduct includes: - Refusing to comply with reasonable directions; - Demonstrating disrespect toward school personnel; - Violating established classroom or school rules.

Violent conduct includes: - Striking, injuring, or threatening to harm another person; - Possessing, displaying, or threatening to use a weapon; - Intentionally damaging or destroying property.

Academic misconduct includes: - Plagiarism, cheating, copying, or altering records; - Assisting another student in academic dishonesty.

Conduct endangering others includes: - Theft or attempted theft; - Harassment, bullying, cyberbullying, intimidation, or threats; - Indecent exposure; - Possession, use, sale, or distribution of tobacco, vaping products, alcohol, controlled substances, or illegal drugs on school property.

USE OF PERSONAL ELECTRONIC DEVICES

The possession and use of personal electronic devices shall be governed by school policy. The school assumes no responsibility for lost, stolen, or damaged devices.

New York State has adopted a **statewide restriction on student use of “internet-enabled devices” during the school day** as part of its school code.

Under the statewide policy often referred to as “distraction-free schools,” **students may not use their personal internet-enabled devices “from bell to bell”** — i.e., from arrival until dismissal — during the school day.

While the statewide law generally prohibits students from using personal internet-enabled devices during the school day, most local policies following NYSED guidance allow for certain exceptions. These typically include medical needs, such as devices required to manage health conditions like glucose monitors; devices required for educational access under an Individualized Education Program (IEP); authorized educational use as directed by a school administrator; emergency situations where device access is necessary and permitted by school personnel; and translation services needed for educational access.

SEARCHES AND QUESTIONING OF STUDENTS

In accordance with New York State law, school officials are authorized to question students and conduct searches of student property when there is reasonable suspicion that a violation of this Code of Conduct or the law has occurred, or when necessary to ensure the safety and security of the school community.

Entry Searches: Upon entering the building, all students are required to pass through a metal detector, will be scanned with a handheld wand, and will have their belongings (backpack, pocketbook) searched in order to maintain the safety and security of other students, staff, and visitors.

School Property Searches: Students have no reasonable expectation of privacy in any school-owned storage areas. School officials may inspect these areas as necessary to uphold school rules and maintain a safe environment.

DETERMINING DISCIPLINARY RESPONSE

In determining an appropriate disciplinary response, authorized school personnel shall investigate the reported situation and consider:

1. The student's age and maturity.
2. The nature and seriousness of the offense and the circumstances surrounding it.
3. The student's prior disciplinary record.
4. The effectiveness of prior disciplinary and behavioral interventions.
5. Information provided by parents/guardians, teachers, and other staff.
6. Other extenuating circumstances.
7. The student's cognitive functioning.
8. The student's special education classification.

As a general rule, discipline shall be progressive, with increasing consequences for repeated or more serious violations.

Any disciplinary action shall be administered in accordance with the Individuals with Disabilities Education Act (IDEA), Article 89 of the Education Law, and applicable sections of this Code of Conduct.

CRISIS INTERVENTION

When a student is experiencing a behavioral or emotional crisis that requires immediate intervention, trained faculty, staff, and/or Behavior Support Team members will respond to ensure the safety of the student and others.

In rare and emergency situations, when a student's behavior presents an imminent risk of harm to themselves or others and less restrictive interventions have been ineffective, physical restraint may be used as a last resort, in accordance with all applicable laws, regulations, and district policies.

Crisis Prevention Intervention (CPI)

The school utilizes the principles of the Crisis Prevention Intervention (CPI) to guide staff responses during crisis situations. CPI is an evidence-based, nonviolent crisis intervention framework that emphasizes prevention, early intervention, verbal de-escalation, and the use of the least restrictive measures necessary to maintain safety.

All physical interventions, when required, are performed only by staff trained and certified in CPI techniques, and are used solely to prevent immediate danger to themselves and others. Physical restraint is never used as a form of discipline, punishment, or convenience, and is discontinued as soon as the risk of harm has subsided.

GUIDANCE INTERVENTIONS AND DISCIPLINARY MEASURES

Consistent with NYSED guidance, disciplinary responses shall emphasize prevention and positive behavioral change. Interventions and consequences may include, but are not limited to:

- Verbal or written warnings or behavior contracts;
- Loss of privileges;
- Peer mediation;
- Meeting with the Dean of Students;
- Level drop;
- Restitution;
- Parent/guardian notification and conferences;
- Counseling or behavioral interventions;
- Lunch detention or in-school suspension;
- Out of school suspension;
- Referral to the Committee on Special Education;
- Referral to law enforcement when required by law.

SUSPENSION AND DUE PROCESS PROCEDURES

Suspensions of Five (5) School Days or Less

For suspensions of five days or less, parents/guardians and the student's home school district shall be notified in writing within twenty-four (24) hours of the decision to suspend. The notice shall include the reason for the suspension, the length of the

suspension, and the right to request an informal conference with Administration pursuant to Education Law §3214.

When a student is suspended from school, the school will promptly provide verbal and written notice to the student and their parent or person in parental relation. This notice will include the reason for the suspension, the dates of the suspension, and information about the right to request an informal conference prior to or shortly after the suspension begins. The parent will receive a copy of the Procedural Safeguards. In cases where a student's presence poses a continuing danger, the notice and opportunity for conference will occur as soon as reasonably practicable.

During the period of suspension, students will be provided with alternative instruction for 3 hours per day of suspension that is substantially equivalent to the instruction they would have received in school. The school will take immediate steps to arrange such instruction and may offer it in a variety of formats through remote learning/google classroom, or in-person at the Freeport Memorial Library.

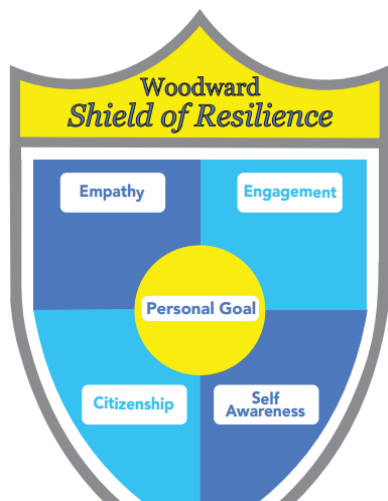
Students with Disabilities

When a student with a disability is suspended in excess of ten (10) school days in a school year, a manifestation determination review shall be conducted in accordance with federal and state law, and appropriate educational services shall be provided.

SCHOOL WIDE BEHAVIOR SYSTEM

WOODWARD SHIELD OF RESILIENCE Token System

The Shield of Resilience is designed to be utilized by all Woodward Children's Center staff to increase student understanding of behavioral expectations. Support for the use of this tool is based on research that indicates the more consistent staff expectations become, the fewer student behavioral issues occur. Staff and students were involved in creating and implementing the Shield of Resilience. An emphasis is placed on the values of empathy, citizenship, self awareness, and engagement. Each student's progress is closely monitored so that individual needs are addressed and goals are achieved.



Each time a student is observed demonstrating a positive behavior outlined on the **Shield Of Resilience**, they are provided with immediate verbal praise and tangible reinforcement through "Mustang Money." Providing this

immediate praise after a desired behavior has been shown to increase the probability of such behaviors re-occurring and also helps to build mastery and generalization. In addition, a token economy system is utilized to reinforce and promote expected goals for the day.

Students can “earn” 5 tokens per period for demonstrating the four values outlined by our Shield of Resilience: Engagement, Citizenship, Self-Awareness, and Empathy. A fifth token represents each student’s Personal Goal. This is a goal that is set by each student for themselves. Students “earn” these 5 tokens for each of the 9 periods of the day for a maximum of 45 tokens daily. Students who earn at least 42 tokens a day will increase their Streak (consecutive days of earning).

These students will also be provided with additional rewards and incentives as they continue to add earned days to their streak. These rewards and incentives include: desired activities, field trips, the opportunity to participate in work study, ability to go out to lunch, and a chance to attend the school Mustang Mart.

When inappropriate behaviors are observed, staff utilizes such opportunities to correct and teach alternative or desired behaviors reactively through the use of instructional responses (verbal redirection/prompting, verbal calming and encouragement of the Shield of Resilience). Students never “lose” or have their wildcat bucks or tokens “taken away.”

INSTRUCTION AND DISSEMINATION OF THE CODE

Woodward Children’s Center shall:

- Provide a copy of this Code of Conduct to all staff, students and parents/guardians annually.
- Provide age-appropriate instruction on student rights, responsibilities, and behavioral expectations.
- Require written acknowledgment of receipt and understanding of the Code of Conduct.
- Make this Code of Conduct available on the school website.

This Code of Conduct shall be reviewed periodically and revised as necessary to ensure continued compliance with New York State Education Law, NYSED regulations, and applicable federal law.

Code of Conduct Acknowledgement

2026-2027 School Year

Student and Parent/Guardian Acknowledgement

The **Student Code of Conduct** can be viewed on our school website: www.woodwardchildren.org.

By signing below, we acknowledge that:

- We have **received, read, and discussed** the Student Code of Conduct.
 - We understand the **expectations for student behavior** and the **consequences** for violations of the Code of Conduct.
 - We understand that adherence to the Code of Conduct is required **at all times**, including during school-sponsored activities and events.
 - We acknowledge that disciplinary actions will be applied in accordance with school policies and procedures.
 - We understand that failure to comply with the Code of Conduct may result in disciplinary consequences.
-

Student Agreement

I understand the expectations outlined in the Student Code of Conduct and agree to follow all school rules and policies to the best of my ability.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement

I have reviewed the Student Code of Conduct with my child and understand the expectations and consequences outlined. I agree to support the school in promoting positive behavior and accountability.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____