

# Welcome to Chittenango High School

Dear Students, Parents, and Guardians:

The faculty, staff, and administration welcome you to Chittenango High School for the upcoming school year.

Our handbook is designed to communicate the rules, regulations, expectations and procedures of Chittenango High School to both students and parents. The Student/Parent Handbook includes important information, guidelines, procedures and policies that every student should know and understand. I would ask every student and their parents to review the contents of this handbook carefully and become familiar with student rights, privileges, and responsibilities.

We look forward to working with students, so that the upcoming year will be an exciting, rewarding, and successful experience for everyone. As always, we want to continue the proud tradition of a quality education at Chittenango High School and welcome the interest, support, and active involvement of parents and guardians.

Together, we can make this your best year ever!

**WE ARE CHITTENANGO**

Nicholas Fersch  
High School Principal

Jay Altobello  
Associate Principal

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# DIRECTORY

Chittenango High School  
150 Genesee Street  
Chittenango, New York 13037  
Phone: (315) 687-2900  
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Principal:	Mr. Nicholas Fersch	687-2900
Associate Principal:	Mr. Jay Altobello	687-2904
Assistant Principal/Athletic Director:	Mr. Dave Gryczka	687-2905
Counseling Center:	Mrs. Jackie Popkess	687-2911
	Mr. Sean Hayden	687-2911
	Ms. Colleen Davis	687-2911
Main Office:	Mrs. Joan Gibbons	687-2917
Student Management:	Mr. Altobello/Mr. Gryczka	687-2931
Attendance:	Mrs. Nancy Smith	687-2906
Counseling Center:	Ms. Brenda VanDusen	687-2903
	Ms. Belinda Merithew	687-2911
Nurse:	Mrs. Sabrina Tucker	687-2916
Ada-Pep Counselor:	Mrs. Lisa Murray	687-2900
Library Media Specialist:	Jaqueline Alex	687-2913
Psychologist:	Mr. Christian Rohrer	687-2900

## District

Superintendent of Schools:	Mr. Michael Eiffe
Assistant Superintendent for Instruction:	Mr. Jason Clark
Director of Special Education:	Mr. Benjamin New
Assistant Superintendent for Business:	Mr. Scott Mahardy
Bridgeport Elem. Principal:	Ms. Melissa Stanek
Bolivar Rd. Elem. Principal:	Ms. Kara May
Bolivar Rd. Elem. Assoc. Principal	Ms. Amy Sumner
Chittenango M.S. Principal:	Mr. Brendon Willey
Chittenango M.S. Assoc. Principal:	Mr. Adrianna Kam
Superintendent. of Buildings:	Mr. Kevin Lothridge
Transportation:	Mr. Connie Thorp
Technology:	Mr. Nick LeFort

## Board of Education

Geoffrey Zimmer (President)	Daniel Mayer (Vise President)	Dana Kent
Russell Wehner	Daniel Gibbons	Louis Cianfrocco
Jason Thomas	Edward Gratien	Siubhan Bongiovanni

## COUNSELING CENTER SERVICES AND INFORMATION

Counseling Services - The School Counselor plays a myriad of roles at the High School Level. Students are assigned to counselors based on the first letter of their last name, but each counselor is available for any student's questions and/or immediate concerns. Pupils should schedule appointments during study halls, so as not to miss classes. The counselors' chief roles are in the areas of personal, academic and career counseling. In order to accomplish this, they perform functions such as scheduling, career information, post-secondary education, student and parent orientation programs, referrals for outside services, pupil testing, and maintaining pupil records. In addition, the counseling department has several announcements on the public address system, including the district's web site. Students should also review the counseling center bulletin boards in front of the office area. In addition, students may pick up SAT, ACT registration materials and college applications for various colleges and or universities. Finally, students and parents should continuously monitor [www.chittenangoschools.org](http://www.chittenangoschools.org) and view important announcements on the High School Counseling link.

## GRADES AND REPORT CARDS

### A. Purpose of Grades

1. Evaluate and motivate the individual pupil
2. Inform the pupil and parents of school progress
3. Collect information for later use as the record may be used for future education or occupational plans

### B. Main Features of the Report Card

1. Achievement grades
2. Written comments
3. Parent conference upon request

### C. Report Card Procedure

1. Report cards are issued four times per year. Check the school calendar for dates which occur approximately every ten weeks. Report cards are given to students for the first three marking periods and mailed home at the end of the school year.
2. If a pupil is failing or doing less than is expected at the midpoint (about 5 weeks) of a marking period, he or she should receive an "Unsatisfactory 5-Week Report". All students who receive an Unsatisfactory 5-Week Report are encouraged to schedule at least one 10th period per week with the teacher of the subject in question until the work has improved.

### D. Grading System

1. All report card grades are based on a numerical scale of 0-100. The passing grade for all subjects is 65.
2. During the first two marking periods of a full year course and the first marking period of a semester course, the minimum grade is 50. No quarterly grade lower than 50% should be given during the first half of any course. **The exception will be if a student accrues more than 18 illegal absences during the first two marking periods or semester of a full year course or the first marking period of a semester course.** (7 absences for a class which meets on alternate days). **The student will then receive the actual grade calculated.**

3. **Final Average** - A student passes a course when his/her final average equals 65 or more. For some classes, it is derived as follows:
  - a. Full year course - Marking periods 1 + 2 + 3 + 4 divided by 4 = final average.
  - b. Semester course - Marking periods 1 + 2 divided by 2 = final average.
4. **Honor Roll** - After the end of each marking period, an Honor Roll (average of 85-92) and a High Honor Roll (average 93-100) will be published. Students must be taking a minimum of four units of study to qualify for honor roll status. Note: Grades are not rounded up.

E. **Weighted Grades – AP, college, and Honors classes will all be weighted at 5%.**

Example: Course grade = 90 (weighted at .05) = final grade of 94.5

**\*\* Transcripts will include both weighted and unweighted GPA's.**

- F. **Repeating Courses** - Pupils who fail a required course and do not attend summer school will be placed in that course the following year. Students are required to repeat the course for a **full year** (September-June).

Those students who fail an English and/or Social Studies course and do not attend summer school cannot elect to enroll in two levels of an English and/or Social Studies course (Double Up) during an academic year. Students must attain a passing grade and corresponding course credit before they enroll in the next level.

Seniors (14 units of credit) may be allowed to enroll in two levels of a required English and/or Social Studies course only during a student's senior year. **Students must be enrolled in a course for the full year and take the final exam to be eligible for summer school.**

- G. **Final Examinations** - All pupils must take a final exam unless excused by the Principal. If a student does not take a final exam and is not excused by the Principal, the final average for the course may be no more than 60.

Pupils cannot be admitted to a science regents exam unless the NYS required laboratory hours and/or experiments are completed (1200 minutes). In that case, the course cannot be completed and the student will not be allowed to take the regents exam.

Pupils may repeat a regents exam to raise the grade without retaking the whole course as long as school credit has been previously earned.

- H. **Grade Level Placement** - The following guidelines will be followed for grade level (homeroom) placement.

<u>Grade Level Placement</u>	<u>Units Required</u>
9th	Must pass 3 of 5 major 8th grade subjects or successfully complete extended year program.
10th	4 units
11th	9 units
12th	14 units

## GRADUATION REQUIREMENTS

A. Required ("Core") Subjects

	<u>Chittenango High School Diploma or Regents Diploma</u>	<u>Advanced Regents Diploma</u>
English	4 Units	4 Units
Social Studies	4 Units	4 Units
Mathematics	3 Units	3 Units
Science	3 Units	3 Units
Foreign Language	1 Unit	3 Units
Health	1/2 Unit	1/2 Unit
Music/ Art	1 Unit	1 Unit
Sequence Requirements and/or Electives	3 1/2 Units	1-1/2 Units
Physical Education	<u>2 Units</u>	<u>2 Units</u>
<b>TOTAL</b>	<b>22 Units</b>	<b>22 Units</b>

B. Regents Exams:

1. English Language Arts (65 required)
2. Math (65 required)
3. Science (65 required)
4. US History (65 required) \*
5. Global Studies (65 required) \*

Note: For students with disabilities, a 55 may be used as passing towards a local diploma. There is also a Compensatory Safety Net Option. Please see your Counselor for further information.

\* A Multiple Pathway Assessment may be used in lieu of one Social Studies Regents Exam. Please see your Counselor to discuss the following Pathway Options:

- a. Humanities
- b. Science, Technology, Engineering or Math
- c. Languages other than English
- d. Arts
- e. Career Technical Education

Students with disabilities may be eligible for the local diploma. Please see your counselor for further information regarding local diploma options and requirements.

Students seeking an Advanced Regents Diploma who pursue a five-unit sequence in Art, Music, or Occupational Education may be exempt from the Foreign Language requirement.

A unit is the credit given to a course that is taken for 5 or more periods a week for a minimum of 40 minutes each period for a school year of 180 days. One-half unit (1/2) credit is given for a course that meets five days per week for a semester OR for a course that meets fewer than 5 days per week for a school year (Ex. Chorus, Physical Education, etc.).

Physical Education - Each pupil must successfully complete 1/2 unit of Physical Education for each year of high school.

1. Grading - Grading will be done in much the same manner as in other subjects. Unit tests, mid-term and final exams will be given. All pupils who attend regularly will receive at least a minimum passing grade.
2. Medically Excused Students - Pupils who are excused by a physician will be given alternative assignments that will be graded. All excuses must be on file with the school nurse.
3. Pupils who fail one of the required physical education courses must make up the course the following year like any other required subject in the school's curriculum.

## **Career and Technical Education (BOCES)**

Pupils may see their counselor regarding occupational education courses offered through Onondaga-Cortland-Madison Board of Cooperative Education Services. Courses may include auto mechanics, auto collision, computer technology, lab technician, cosmetology, carpentry, culinary arts, radio/TV broadcasting, childcare, health occupations, construction, welding and physical therapy. Students will attend the center for a half a day (4 units) and remain at CHS the other half-day. Transportation is provided. Students may attend BOCES in grades 11 and 12 provided the student is on track with credits and maintains a minimum of 80% attendance. More information may be obtained from the school counselors.

## **Course Offerings**

All courses outlined in the course description booklet are offered if there is sufficient student enrollment. Some courses may not be offered every year or a student may have to wait a year to take a course depending on class space and teacher availability. Course descriptions of all course offerings can be found on the Counseling Center's webpage at [www.chittenangoschools.org](http://www.chittenangoschools.org)

## **Student COURSE Load**

Students in grades 9-11 will be scheduled for a minimum of 6-1/2 units each year. Students in grade 12 may be scheduled for fewer units provided they meet graduation requirements and BOE Policy (Section JDcd). All curricula are similar in content, but the degree of difficulty and types of instructional materials may vary. In most cases a pupil's request for a grouping change will be agreed to after a pupil-parent-teacher-counselor conference. However, the school staff has the final say in the assignment to an advanced section of English 10-11 or Social Studies 10-11. A pupil may withdraw voluntarily from such an advanced section.

## **ADVANCED PLACEMENT**

Advanced placement courses offer students the opportunity to participate in challenging, college-level course work while in high school. All students enrolled in an AP Course must take the corresponding Advanced Placement Examination to receive credit for that particular course. AP offerings are in Biology, Physics, Calculus, U. S. History, English, Computer Science and Economics. The College Board requires a mandatory fee that must be paid in full by the deadline.

## **SCHEDULE CHANGES**

Scheduling changes may only occur during the **first ten weeks of a full year course or five weeks of a semester course**. In order to begin the process, a "Program Change Request" form must be obtained from the Counseling Center. This form requires approval by the existing course teacher, as well as the teacher of the new course, counselor, parent and principal. If the requested change is appropriate and is approved, the counselor will make the change at the earliest convenient time. Because of conflicts in the student's schedule and constraints on class size, it is not always possible to change a student's program. **The change process is not completed until all the signatures of approval are returned to the student's counselor. The student is required to attend the class until notified by the counselor that the drop is official.**

## CLASS AUDITS

High school pupils may audit classes if they have previously passed the course or are reviewing for the purpose of raising their regent's grade. No report card grades will be issued, but regular attendance and completion of class work and homework is required.

## TRANSFER CREDIT

Students who transfer to Chittenango Central School District will have their existing transcripts reviewed by both counselor and principal for the purpose of determining credits. The principal has the final say in approval of credit.

## 10th PERIOD - EXTRA HELP

Teachers strive to make themselves available for extra help. During the activity period teachers will be available unless they are responsible for directing an extracurricular activity or attending a meeting. Special appointments can also be made. Prior to the end of the school year, final exam review sessions (especially regents) classes are held on a scheduled basis.

## NATIONAL HONOR SOCIETY

The National Honor Society is a nationally recognized select honor group for students. Chittenango High School has its own local chapter, the John B. Yates Chapter. Before a student is considered for membership, she/he must demonstrate service, leadership, character, and academic excellence. Students must obtain a cumulative average of 90% or above at the end of MP1 of their junior year and be able to document 15 hours of volunteer service to be eligible to apply. A faculty committee based on the criteria listed below will then evaluate potential members:

### Criteria and Guidelines for Membership

**Scholarship:** Students must have a cumulative scholastic average of 90% or higher in order to be considered for membership in John B. Yates Chapter of the National Honor Society at Chittenango High School.

**Leadership:** The ability to lead. Lead is defined as: to guide... to direct... to conduct... to influence... or to take the initiative.

1. To what extent does the student take the initiative in striving to meet course requirements?
2. To what extent does the student act as a catalyst for developing or promoting positive new ideas in or out of the classroom?
3. Has the student held a responsible position in an organization?
4. To what extent do fellow pupils recognize the candidate's initiative and seek his or her assistance both in and out of the classroom?

**Service:** An act or helpful activity. The performance of any duties or work for another. The student must be able to document 15 hours of volunteer service in this area.

1. To what extent does the pupil participate in extracurricular activities?
2. Is there a reason why the student cannot participate in extracurricular activities?
3. Does the student participate in community activities?
4. Does the student help with the "busy" work in activities?
5. Is the student willing to help school staff members in everyday activities?

**Character:** Moral or ethical structure of a person (Integrity) Moral is defined as being or acting in accordance with established standards and precepts of good behavior.

1. To what extent does the student follow rules and regulations governing student conduct in school and at school-related activities?
2. To what extent is the student considerate of the rights and feelings of fellow students?

3. In general, to what extent does the student follow the rules and regulations of society?
4. To what extent is the student reliable, trustworthy, and mature?

### **Procedures for Membership**

Students who are academically eligible for membership will be notified and directed to pick up a formal application. This application, with all supporting materials, must be returned by a specific deadline to the National Honor Society Advisers. The faculty committee will then screen all applicants and make selections based on procedures and criteria specifically outlined in the National Honor Society Handbook and local chapter guidelines. Students will be notified of their acceptance in writing.

### **Induction**

There is an induction ceremony that is held each year in recognition of the students' accomplishments.

### **SPECIAL SERVICES**

The following are several services available to better help students accomplish their educational program. If students cannot contact any service directly, see your counselor for assistance.

#### **A. Health Services -**

1. **PHYSICAL EXAMS** - Education Law Article 19 and Regulations of the Commissioner of Education require physical examinations of public-school students:
  - \* Entering the school district for the first time, and in grades pre-K, 1, 3, 5, 7, 9 and 11; and at any grade level by school administration, in their discretion to promote the educational interests of the student.
  - \* In order to participate in a strenuous physical activity, such as interscholastic athletics.
  - \* In order to obtain an employment certificate.
  - \* When conducting an individual evaluation or re-evaluation of a student suspected of having a disability or a student with a disability

Chittenango Central School District will provide physical examinations done by the district physician during the school year at no cost to the parent/guardian.

2. **MEDICATION FOR STUDENTS** - The following regulations from New York State Educational Law and Public Health Law pertain to prescription and nonprescription medication that is necessary to be taken by students at school:
  - \* A signed written request is required from the family physician indicating the name of the child and the reason for giving the medicine. This request must include the name of the medication, the frequency dosage and the time of day to be given.
  - \* A signed written request from the parent to administer the medication as specified by the family physician.
  - \* Medication must be delivered in the original container by the parent/guardian to the school nurse or to the school office. No medication is to be brought to school by the child except if permission to do so is given by the physician.  
No medications are permitted in the classroom or kept in the locker or on a student's person unless a physician gives permission. Physicians orders are requested to be renewed at the start of each school year.
3. **IMMUNIZATIONS** - Public Health Law Section 2164 (7) (a) requires a series of immunizations for school entry. The school nurse will advise on which immunizations are needed for which grade level. No student shall be admitted to school or attend school in excess of fourteen days, without the acceptable evidence of the required immunization(s).

4. **SCREENINGS** - New York State Education Law requires that students receive screening (vision, hearing and scoliosis) provided by each public school district. The purpose of this requirement is to detect the presence of problems likely to impede a student's learning. The school nurses will be conducting these screenings for your child throughout the school year. If the results of the screenings indicate that your child requires further follow-up, you will receive written notification. You may, at any time, request and receive any or all screenings done by the school nurse.
  5. **INFLUENZA-LIKE ILLNESS (ILI)** - The New York State Health Department defines ILI as a fever greater than or equal to 100 degrees AND a cough and/or sore throat. Please notify attendance when calling in your child absent if he/she has ILI symptoms. In keeping with New York State Health Department recommendations, your child is not permitted in school or is to be sent home from school if he/she has a temperature of 100 degrees or more. It is further recommended that he/she not be permitted to return to school until he/she is fever free without the use of medication for 24 hours.
  6. **IN CASE OF NURSE ABSENCE** - New York State Educational Law states that the unauthorized practice of nursing is a Class E Felony. Based on this law, when a licensed (R.N.) school nurse is absent from the building, Chittenango Schools will do their best to have a licensed nurse substitute. If there is no licensed nurse substitute available, we will do our best to have another building nurse give medication/treatment within the hour guideline. Please note however, that it is ultimately the parent/guardian responsibility to provide medication/treatment for their child in the absence of a licensed nurse.
- B. **Library Services** - The Library-Media Center is open from 7:30 to 2:45 daily. There is one librarian and a library aide to assist you. Services to assist students are:
1. Computerized reference by use of CD Rom and internet system
  2. Computerized listing of our book collection
  3. Several computer stations for individual work and study
  4. Lending of books
  5. Overnight lending of reference materials
  6. Bibliographies
  7. Individual, as well as, class instruction
  8. Periodical collection
  9. Periodicals
  10. Microfilming
  11. Library Club
  12. Some audiovisual materials
- C. **Drug Education (including alcohol)** - The Chittenango Central School District has adopted a Drug Education & Prevention Policy. A drug counselor works regularly in the high school counseling students on various drug-related issues. Drug education is also a major unit in health courses. Information on this topic can also be found in the library, from the school nurse, and in the Counseling Center.
- D. **School Psychologist** - Through personal and group counseling, the school psychologist may better help one work out a particular problem. Also, the school psychologist works with pupils on particular learning situations and conducts testing. Your counselor can help you make this decision.
- E. **Community Resources** - Beyond the regular school program, there are other public and private services available to students and parents. Administrators or above personnel will be happy to help you seek additional help. Your counselor can also help you make these contacts.

## CO-CURRICULAR ACTIVITIES

The co curricular program is designed to supplement the regular educational program. There is something for everyone, so get involved and make school a more memorable opportunity for you.

### A. Clubs, Class, Student Government, Music, Drama:

Art Club	Bear Den News
Class Officers	FOR Club
Math League	Spring Musical
Student Council	Select Choir
Fall Play (Drama Club)	Jazz Band
Newspaper "Bear Facts"	Stage & Lighting Crew
Yearbook "Palladium"	Orchestra
Honor Society (11-12)	Dixieland Band
Junior Honor Society (9 -10)	Spanish Honor Society
Mock Trial	FBLA
Chorus	French Honor Society
Mentoring Group	SADD (Students Against Destructive Decisions)
Envirothon Club	Physics Club (Robotics, Science Olympiad)
Gamers Club	Leadership Group

### B. Interscholastic Athletics:

#### Fall

Cheerleading  
Football (V/JV)  
Boy's /Girl's Cross-Country  
Girl's/Boy's Soccer (V/JV)  
Girl's Tennis (V/JV)  
Boy's Golf

#### Winter

Wrestling (V/JV)  
Boy's/Girl's Bowling (V/JV)  
Cheerleading  
Boy's/Girl's Basketball (V/JV)  
Boy's /Girl's Volleyball (V/JV)  
Girls/Boy's Indoor Track

#### Spring

Baseball (V/JV)  
Boy's Lacrosse (V/JV)  
Girl's Lacrosse (V/JV)  
Softball (V/JV)  
Boy's Tennis  
Girl's Golf  
Girl's/Boy's Track (V/JV)  
Trap Shooting

## **ACADEMIC ELIGIBILITY POLICY FOR CO-CURRICULOR PARTICIPATION**

### **Concussion Management and Awareness:**

The safety of the student is the primary concern of Chittenango School District and its medical personnel. Parents/Participants understand there is an inherent risk of injury while participating in sports.

Chittenango Central School District extends the privilege of extracurricular activities to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence. It is the goal of this policy to help students successfully balance academics and extracurricular activities.

### **Academic Eligibility**

All students are eligible to try out, practice and play if he/she has achieved at least an overall 65 grade point average and has failed less than 3 courses in the prior 10 weeks of the first, second, or third marking periods of the current season. The final average will be used to determine fall eligibility. Eligible athletes must maintain less than 3 failing courses throughout the entire season of the activity.

### **Academic Probation**

If a student has failed more than two (2) classes in the prior marking period or mid-marking period, the student is placed on academic probation and will be allowed to practice with a team or group but is not allowed to participate in any games or activities until the next five-week report is published. At that time if the student is failing less than three (3) classes, the student is immediately allowed to begin fully participating in activities. If the student is still failing three (3) or more classes, the student is to be removed for the entire season. (In the case of non-athletic extra-curricular or co-curricular activities, this will mean removal from the club or activity until the student is no longer failing three (3) or more classes at the subsequent five-week reporting period.) The student must carry and fill out a pink sheet and turn it into the athletic office each Friday.

# Attendance for Co-Curricular Participation

All School Policies regarding attendance will be followed. Any suspension, either in or out of school results in the student being ineligible for practice, athletic contest or related performance for at least the duration of that day. In order to be eligible, the student must be in school before 9:00 a.m. with a legal excuse turned in to the school's attendance personnel. A legal excuse such as a doctor's or dentist's appointment is acceptable; however, a signed doctor's note from a health professional is required as proof of visitation. In addition, if a student leaves school for a doctor's appointment during the school day a note is still required from the doctor's office to maintain eligibility. Extraordinary circumstances such as death in the family, serious illness in the family, court appearance, college visitation or religious observance will be considered with proper documentation.

## CHITTENANGO HIGH SCHOOL - CODE OF CONDUCT

### I. INTRODUCTION:

The Board of Education, in order to provide a safe and orderly learning environment, establishes a Code of Conduct for students, school personnel, parents and visitors when on school property or when attending a school function. This Code includes the District's efforts to implement an anti-bullying program and efforts to address discrimination and harassment.

### II. DEFINITIONS:

The following definitions apply to this Code:

- **"Alcohol and other Substance Use/Abuse"** means possession, distribution, consumption, being under the influence, or sale of Illegal Substances, look-a-likes, alcoholic beverages, drug paraphernalia, prescribed medication or non-prescription or over-the-counter medication (other than in accordance with school procedures through the nurse's office) on school property, on a school vehicle or at a school function.
- **"Bullying"** - See **Harassment/Bullying**.
- **"Color"** means the apparent pigmentation of the skin, especially as an indication or possible indication of race.
- **"Cyberbullying"** means "harassment or bullying", where such harassment or bullying occurs through any form of electronic communication. Cyberbullying may occur via electronic communication on the Internet, on cellular phones or via other electronic media. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve, but is not limited to: sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; and pretending to be someone else in order to make that person look bad. Cyberbullying involving District students may occur on or off school property. It may involve the use of the District internet system, or student use of personal digital devices including, but not limited to cell phones, digital cameras, personal computers and electronic tools. Cyberbullying could have the effect of: causing physical, social/relational, emotional or mental harm to a student; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to, or loss of, personal property; and/or interfering with a student's educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in an educational program.
- **"Dignity Act Coordinator"** means an individual designated by the District to perform the function set forth in Section IV pursuant to the Dignity for All Students Act.
- **"Disability"** means: (a) a physical, mental, or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment. See Education Law §11(4) and Executive Law §292(21).
- **"Discrimination"** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function, including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other protected class.

- A **“disruptive student”** is one who substantially disrupts the educational process or interferes with the teacher’s authority over the classroom.
- **“Emotional harm”** that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- An **“Employee”** is any person receiving compensation from the District or employee of a contracted service provider or worker placed within the District under a public assistance employment program, pursuant to title nine-B of article five of the New York State Social Services Law, and consistent with the provisions of such title, for the provision of services to the District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact. See Education Law §§11(4) and 1125(3).
- **“Ethnic Group”** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and/or ideology that stresses ancestry.
- **“Firearm”** as defined in 18 U.S.C. § 921 for the purposes of the Gun Free Schools Act means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm.
- **“Gender”** means actual or perceived sex and shall include a person’s gender identity or expression. See Education Law §11(6).
- **“Gender Identity and Expression”** means the way in which people self-identify and present their masculinity and femininity to the world. Gender identity is an individual’s sense of being a man, a woman, a boy, or a girl, or sometimes outside of these binaries. Gender identity is internal, and is not necessarily visible to others.
- **“Harassment”** and **“Bullying”** mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in this Code and under Education Law §11(8), that either (1) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or cause a student to fear for his or her physical safety. Such definition includes acts of harassment or bullying that occur:
  - (a) On school property;
  - (b) At a school function;
  - (c) Off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Such conduct shall include, but not be limited to, those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status. This is not an exhaustive list. For the purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

- **“Hazing”** is a form of harassment among students defined as any humiliating or dangerous activity expected of a student in order to join a group or be accepted by a formal or informal group, regardless of the student’s willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule, or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur. Hazing behaviors include, but are not limited to, the following general categories:
  - (a) Humiliation: socially offensive, isolating or uncooperative behaviors;
  - (b) Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs;
  - (c) Dangerous hazing: hurtful, aggressive, destructive and disruptive behaviors.

The term “hazing” includes, but is not limited to: any activity that intimidates or threatens a student with ostracism, or adversely affects the health or safety of the student; or any activity that cause or requires the student to perform a task or act that is a violation of state or federal law or District policies/regulations.

- **“Illegal Substances”** include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs and look-a-likes (including, but not limited to synthetic cannabinoids), prescription or over-the-counter drugs, or any product which, when misused, will result in an impaired or altered state, when possession is unauthorized, or such are inappropriately used or shared with others.
- **“Material Incident of Harassment, Bullying and/or Discrimination”** means a single verified incident or a series of related verified incidents where a student is subject to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property. A Material Incident of harassment, bullying and/or discrimination is the subject of a written or oral complaint to the District Superintendent, principal or their designee, or other school employees. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.
- **“National Origin”** means a person’s country of birth or their ancestor’s country of birth.
- **“Parent”** means the biological, adoptive or foster parent, guardian or person of record in parental relation to the student.
- **“Race”** means a description of a geographically local or global human population group distinguished as a more or less distinct group by genetically transmitted physical characteristics.
- **“Religion”** means either religious or spiritual belief or preference, regardless of whether this belief is represented by an organized group or affiliation with an organized group having specific religious or spiritual tenets.
- **“Religious Practice”** means attending worship services, praying, wearing religious garb or symbols, displaying religious objects, adhering to certain dietary rules, proselytizing or other forms of religious expression, or refraining from certain activities. Determining whether a practice is religious turns not on the nature of the activity, but on the person’s motivation.
- **“School bus”** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities. See Education Law § (1) and Vehicle and Traffic Law §142.
- **“School Function”** means any District-sponsored curricular-related event or activity. This includes any event, occurring on or off school property, sanctioned or approved by the District, including but not limited to off-site athletic events, school dances, plays, musical productions, field trips or other District-sponsored trips. See Education Law §11(2).
- **“School Property”** means in or within any building, structure, school vehicle, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District. See Education Law §11(1).
- **“Sex”** means the biological and physiological characteristics that define men and women.
- **“Sexual Orientation”** shall mean actual or perceived heterosexuality, homosexuality or bisexuality. See Education Law §11(5).
- **“Tobacco Product”** means any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, e-cigarette or other vaping and/or nicotine containing device, spit/spitless tobacco and any other smoking or tobacco product (smokeless, dip, chew, snus and/or snuff) in any form.
- **“Under the Influence”** means if a student has used any quantity of an illegal substance or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle, or at a school-sponsored function and/or exhibits symptoms of such use as to lead to the reasonable conclusion of such consumption.

- A “**Violent Student**” is one who, while on school property or at a school function: (1) commits an act of violence upon another student, staff member or other person on school property, or at a school function; (2) Possesses, displays or threatens to use a weapon or what appears to be a weapon, as defined in this code; and/or (3) Knowingly and intentionally damages school property or the property of any teacher, administrator, other District employee or any person lawfully on school property or at a school function.
- A “**Weapon**” means a firearm as defined in 18 USC §921 for the purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, pocket knife, pen knife, or other knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, look alike fake weapons or other device, instrument, material or substance (“Other Item”) that can cause physical injury or death when used to cause physical injury or death, or when such Other Item is brandished as a weapon.
- “**Weight**” means reference to a person’s size.

### III. STUDENT RIGHTS AND RESPONSIBILITIES:

#### A. Student Rights

All students have the right to:

1. A safe, healthy, and orderly learning environment. A student's right to a safe, healthy and orderly learning environment includes the right to learn in an environment free from interruption, harassment, discrimination and intimidation and fear based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other protected class.
2. Constructive discipline for the development of good character, conduct, and habits, including the right to due process.
3. Be free from bullying, discrimination, harassment and retaliation on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.
4. To receive an explanation of the rules in the Code of Conduct.

#### B. Student Responsibilities

All Students have a responsibility to:

1. Obey the District's rules.
2. Attend school regularly and punctually.
3. Work to the best of their ability.
4. Show respect for fellow students, teachers, and all school District staff.
5. Respect public, private, and school property.
6. Comply with the reasonable requests of teachers, administrators and other District employees.
7. Inform an adult in the school about any threat to safety within the school environment.
8. Treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other protected class.

#### IV. RESPONSIBILITIES OF ESSENTIAL PARTNERS:

Parents, teachers, guidance counselors, principals, the Superintendent, and the Board of Education, in each of their respective roles, are expected to support the children of the District by ensuring that there is a safe and orderly environment allowing students to reach their highest possible level of achievement.

The Dignity for All Students Act (the "Dignity Act") emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the District community, including essential partners such as the Superintendent, Board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation.

Teachers, counselors building administrators, the Superintendent and the Board of Education shall maintain a climate of mutual respect and dignity for all students, regardless of **actual** or **perceived** race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other protected class. Teachers, counselors, building administrators, the Superintendent and the Board of Education must confront issues of bullying, discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function. They must address personal biases that may prevent equal treatment of all students in the school or classroom setting. They must also report incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to their attention in a timely manner.

The Board shall annually appoint Dignity Act Coordinators, who will be responsible for assisting in coordinating and enforcing the requirements of the Dignity Act and its related policies and regulations at each school building, including, but not limited to: professional development of staff members; the complaint process; and support of the Dignity Act's civility curriculum components. The Dignity Act Coordinators are available to speak with any person who has witnessed possible discrimination, harassment, bullying or retaliatory conduct, or with anyone who has experienced treatment that may be prohibited discrimination, harassment, bullying or retaliatory conduct. The District's Dignity Act Coordinators are:

Nicholas Fersch, High School Principal (315) 687-2900  
Brendon Willey, Middle School Principal; (315) 687-2800  
Kara May, Bolivar Road Elementary Principal; (315) 687-2880  
Melissa Stanek, Bridgeport Elementary Principal; (315) 687-2280

#### V. STUDENT DRESS CODE:

The purpose of the student Dress Code is to foster an environment that is sanitary, safe and conducive to teaching, learning and student growth and achievement and to promote the values of self-respect and respect for others. The District respects the individual right of expression; however, there must be a sense of decorum in an effective learning environment. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and parents are responsible for appropriate student dress and appearance as delineated in the Dress Code. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

**The following are dress Code requirements:**

- A student's dress, grooming and appearance, including jewelry, make-up and nails, shall be safe, appropriate and not disrupt or interfere with the educational process.
- Sunglasses or other head gear including hoods, except for medical or religious purposes, are not allowed to be worn during school hours.
- Appropriate footwear must be worn at all times.
- Any undergarment including underwear, is to be completely covered with outer clothing at all times.

- Exposure of the midriff, lower abdominal area, gluteal area, or chest is not permitted. In addition, students may not wear clothing through which these areas of the body are visible and/or through which undergarments are visible.
- Shorts and skirts must be appropriate in length.
- Student attire may not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Student attire may not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent or sexual activities; including messages that are innuendos or have double meanings.
- Long trench coats, heavy winter coats, bath robes, blankets, etc. are not allowed and must be secured in the student's hall locker.
- Dress at evening events should also comply with Dress Code requirements.

Students determined to be in violation of the Dress Code shall be required to make appropriate modifications to 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 comply with a request from an administrator or staff member to comply with the Dress code will be considered insubordinate and will be subject to appropriate disciplinary action, up to and including out of school suspension.

Any student who repeatedly fails to adhere to the Dress Code shall be subject to further discipline, up to and including out of school suspension. The school administration shall be responsible for informing students, parents and staff of the Dress Code during the school year. All District staff will be responsible for enforcing the Dress Code.

## **VI. REPORTING VIOLATIONS OF THE CODE OF CONDUCT:**

- A. Any student observing prohibited student conduct should report the violation to a teacher or other school official. District administrators shall be responsible for promptly notifying local law enforcement agencies of code violations, including but not limited to incidents of harassment, bullying and/or discrimination, when it is believed to constitute a crime.
- B. Reporting requirements specific to harassment, bullying, cyberbullying, discrimination and retaliation:
  1. The District will act promptly to investigate all complaints, verbal or written, formal or informal, of allegations of harassment, bullying, cyberbullying, discrimination or retaliation, and will promptly take appropriate action to protect individuals from further harassment, bullying, cyberbullying, discrimination or retaliation.
  2. It is essential that any student who believes that he/she has been subjected to harassment, bullying, cyberbullying, discrimination, threats or retaliation, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report the same to any staff member or administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses or suspects harassment, bullying, cyberbullying, discrimination or retaliation) shall document and take appropriate action to address the situation immediately and shall promptly report such conduct in accordance with the following paragraphs.
  3. The appropriate building principal is the employee charged with receiving all reports of harassment, bullying, cyberbullying, discrimination or retaliation, however, students and parents may make an oral or written complaint of harassment, bullying, cyberbullying, discrimination or retaliation to any teacher, administrator or school employee. In the event that the principal was the alleged offender, the report shall be directed to the Superintendent.
  4. All complaints of harassment, bullying, cyberbullying, discrimination or retaliation shall be: (i) promptly investigated in accordance with the terms of this Code; (ii) forwarded to the building Dignity Act Coordinator for monitoring; and (iii) treated as confidential and private to the extent possible within legal constraints.

5. Upon receipt of a complaint, even an anonymous complaint, or if an employee otherwise learns of any occurrence of possible conduct prohibited by this Code, the employee shall promptly and orally notify the appropriate building principal no later than one school day after such employee witnesses or receives the complaint or learns of such conduct. The employee shall also file a written report with the appropriate building Dignity Act Coordinator no later than two school days after making such oral report.
6. After receipt of such complaint, the appropriate building principal or his/her designee shall lead or supervise a thorough investigation of the alleged harassment, bullying, cyberbullying, discrimination or retaliation. The appropriate building principal or that person's designee shall ensure that the investigation is completed promptly and in accordance with the terms of this Code. All complaints shall be treated as confidential and private to the extent possible within legal constraints.
7. Based upon the results of the investigation, if the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated this Code, or a Material Incident of harassment, bullying, cyberbullying, discrimination or retaliation occurred, immediate corrective action will be taken as warranted. The District will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such violation was directed.
8. As a general rule, responses to acts of harassment, bullying, and/or discrimination against students by students shall incorporate a progressive model of student discipline that includes measures, balances and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention and discipline, and considers among other things, the nature and severity of the offending student's behavior(s), the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the student's behavior(s) had on the individual(s) who were physically injured and/or emotionally harmed. Responses shall be reasonably calculated to end the harassment, bullying and/or discrimination, prevent recurrence and eliminate the hostile environment.
9. Remedial responses to harassment, bullying and/or discrimination may be utilized. Such responses are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures utilized by the District may include, but are not limited to:
  - i. peer support groups;
  - ii. assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day;
  - iii. corrective instruction that re-emphasizes behavioral expectations or other relevant learning or service experience engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed;
  - iv. supportive intervention and/or mediation where constructive conflict resolution is modeled behavioral assessment or evaluation.
  - v. behavioral management plans or behavior contracts, with benchmarks that are closely monitored; and
  - vi. student counseling and parent conferences that focus on involving persons in parental relation in discipline issues.
10. The building principals shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, cyberbullying, discrimination and retaliation to the Superintendent.

- C. Prohibition on Retaliation. Any person having reasonable cause to suspect that a student has been subjected to discrimination, harassment or bullying by an employee or a student, on school property or at a school function, who acting reasonably and in good faith, either reports such information to school officials, the Commissioner of Education, or to law enforcement authorities, or otherwise initiates, participates in, or assists in any formal or informal proceedings in connection with an investigation of alleged violation(s) of this Code, shall have immunity from any civil liability that may arise from the making of such report or from initiating, testifying, participating in, or assisting in, such formal or informal proceedings. Relatedly, neither the District, nor any employee or student thereof, shall take, request or cause a retaliatory action against any such person who, acting reasonably and in good faith, either makes a report or initiates, testifies, participates or assists in such formal or informal proceedings.

## **VIII. PROHIBITED STUDENT CONDUCT, DISCIPLINARY PROCEDURES AND PENALTIES:**

### A. General Statement

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, 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 must 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 as appropriate and to place emphasis on the students' ability to grow in self-discipline.

The Board 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. Disciplinary action will be fair, consistent and impartial, 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: (1) the student's age; (2) the nature of the offense and the circumstances which led to the offense; (3) the student's prior disciplinary record; (4) the effectiveness of other forms of discipline; (5) information from parents, teachers and/or others, as appropriate; and (6) other extenuating circumstances.

- B. Potential penalties. Although not all-inclusive, the following list of offenses on school property or at a school function may result in disciplinary action, the typical range of which is further described below. Students who are found to have violated the District's Code of Conduct will generally be subject to the following penalties, wither alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

## RANGE OF CONSEQUENCES FOR BEHAVIOR RELATED OFFENSES

Category I	Category II	Category III
<p>*Warning/ verbal reprimand (any member of the District Staff)</p> <p>* Time Out (any member of the District Staff)</p> <p>*Written Warning (any member of the District Staff)</p> <p>* Written notification to parent (transportation supervisor, director of athletics, dean of students, coaches, school counselors, teachers, teacher assistants, assistant principal, principal, Superintendent)</p> <p>* Detention (teachers, teacher assistants dean of students, assistant principal, principal, transportation supervisor, Superintendent)</p> <p>* Suspension from transportation (transportation supervisor, director of athletics, dean of students, assistant principal, principal, Superintendent)</p> <p>* Suspension from athletic participation (coaches, director of athletics, assistant principal, principal, Superintendent)</p> <p>* Suspension from social or extracurricular activities (activity director, director of athletics, assistant principal, principal, Superintendent)</p> <p>* Suspension of other privileges (Transportation supervisor, director of athletics, assistant principal, principal, Superintendent)</p>	<p>* Temporary removal from classroom (teachers, dean of students, assistant principal, principal, principal's designee)</p> <p>* In-School Suspension (dean of students, assistant principal, principal, Superintendent)</p> <p>* Out of School Short Term Suspension (5 days or less) (principal, Superintendent, Board of Education)</p> <p>* Police Notification (principal, Superintendent)</p> <p>* Removal from school property (principal, Superintendent)</p>	<p>* Alternative placement (principal, Superintendent)</p> <p>* Superintendent's Hearing (principal referral, Superintendent)</p> <p>* Long-Term Out of School Suspension (more than 5 days) (subject to Superintendents Hearing)</p> <p>*Permanent Suspension from School / Expulsion (Superintendent, Board of Education)</p>

Offense	Definition	Range of Consequences
Absence (unlawful)	An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the Student Handbook) and/or failure to bring a note by a parent/person in parental relationship to verify a lawful absence.	I - II
Alcohol	Possession, distribution, sale, consumption, or being under the influence of alcoholic beverages, on school property, at a school function, on a school bus, or in a school vehicle. Possession will be presumed if alcoholic beverages are found in an area of control by the student (i.e. backpack, automobile, personal belongings)	II - III
Arson / Fire	Attempting to, aiding in, or setting fire to a building or other property	II - III
Bus Misbehavior	Any violation of bus behavior rules (as listed in the Student Handbook)	I - III
Cheating / Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I - III
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet / intranet account; unauthorized access to internet / intranet, another's e-mail, or an inappropriate website; misuse of a website, including transmission of inappropriate language or images via electronic /digital devices; unauthorized taping (audio/video), filming or photographing; or any violation of the District's Acceptable use Policy	I - III
Cutting Class	Unauthorized absence from a class or school activity	I - II
Cyberbullying	Harassment or bullying, as defined in this Code, where such harassment or bullying occurs through any form of electronic communication. Cyberbullying includes the use of information technology, including, but not limited to, e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to harass, threaten, isolate or intimidate others (Education Law §11(8))	I - III
Defamation	False or unprivileged statement or representation about an individual or identifiable group of individuals that harm the reputation of the person or identifiable group.	I - III
Destruction of Property / Vandalism	Damage, destruction, or defacement (graffiti) of school property belonging to another or the school	II - III

Offense	Definition	Range of Consequences
Discrimination / Hate Speech	Discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity and expression), sex or any other legally protected status.	I - III
Disrespect Toward Others	Inappropriate comment or physical gesture to a student, teacher, staff member, or other adult. This can include lying to adults.	I - III
Disorderly Conduct / Inappropriate Behavior	Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.	I - III
Disruption - Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom	I - III
Disruption – School / Reckless Endangerment	Behavior that interferes with the safe and orderly environment of the school or school activity	I - III
Dress Code	Violation of the dress code and/or refusal to modify appearance in order to comply with the dress code	I - III
Driving/Parking Violations	Failure to obey all state, district and campus traffic and parking signs and rules.	I - III
Failure to Serve Assigned Consequences	Failure to serve detention, suspension or other assigned consequences.	I - III
False Alarms / Bomb Threats / Tampering with Emergency Equipment	Initiating a report or warning of fire, or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher, or tampering with or removing from its compartment an automated external defibrillator (AED) in a non-emergent situation.	II - III
Fighting	A hostile confrontation with physical contact involving two or more students.	II - III
Fireworks or Explosives	Possession, use and/or threat to use a firework, smoke bomb, flare, or combustible or explosive substance	II - III

## OFFENSES AND CONSEQUENCES

Offense	Definition	Range of Consequences
Firearm	Possession of a firearm as defined in this Code	II - III
Gambling	Wagering money or property	I - III
Harassment and/or Bullying	<p>The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/ or physical well being, including conduct, threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition includes acts of harassment or bullying that occur:</p> <ul style="list-style-type: none"> <li>a. on school property; and / or</li> <li>b. at a school function; or</li> <li>c. off-school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeably that the conduct, threats, intimidation or abuse might reach school property.</li> </ul> <p>Such conduct shall include, but not be limited to, those acts based on a person's actual or perceived race color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. "Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student' education (Education Law §11(7))</p>	I - III
Hazing	Engaging in any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate.	I - III

## OFFENSES AND CONSEQUENCES

Offense	Definition	Range of Consequences
Illegal / Prohibited Substance Use / Abuse	Possession, distribution, sale, consumption, or being under the influence of illegal substances (as defined in this Code) look-alikes, or drug paraphernalia, prescribed medication or non-prescription or over-the-counter medication (other than in accordance with school procedures through the nurse's office) on school property, at a school function, on a school bus, or in a school vehicle. Possession will be presumed if illegal substance(s) or drug paraphernalia are found in an area of control by the student (i.e., backpack, automobile, personal belongings).	II- III
Indecent Exposure	Exposing the private parts of the body in a lewd or indecent manner	I - III
Insubordination	Refusing to follow reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information.	I - III
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/person in parental relation or administrator.	I - II
Loitering	Idle presence in an area without authorization.	I - II
Physical Attack on Staff, Students / Others	Assault, or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.	II - III
Possession and/or Use of Disruptive Items	Unauthorized possession and/or use of a sound box, laser pointer, squirt gun, water balloon, personal audio device, or any other disruptive item.	I - III
Possession and/or Use of Portable Electronic Communication or Recording Devices	Unauthorized possession and/or use of pager, cellular phone, camera, video device or audio recording device.	I - III
Possession and/or Use of Skateboard Roller Blades and Scooters	Unauthorized use or unauthorized possession of a skateboard, scooter, roller blades on school property	I - II
Profanity	Using vulgar or abusive language, cursing or swearing	I - III
Retaliation	When an employee, student or visitor mistreats any person because he/she reported in good faith, testified about, or otherwise assisted in an investigation, proceeding or hearing related to alleged harassment or bullying; including but not limited to any form of intimidation, reprisal or harassment.	I - III

## OFFENSES AND CONSEQUENCES

Offense	Definition	Range of Consequences
Sexting	Sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message, email or other electronic / digital means.	I - III
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person	I - III
Tardiness	Lateness to school or class	I - II
Theft	Taking or obtaining property of another without permission of the owner, including possession of stolen property and attempted theft.	II - III
Threat to Staff, Student or Other Person	Expression, conveyed by word or action, of intent to abuse, intimidate, coerce, or injure a staff member, student or other person.	I - III
Tobacco Violation	Possession, distribution, or use of any tobacco product as defined in this Code; this prohibition includes violations on school property, at a school function, on a school bus, or in a school vehicle.	I - III
Trespassing	Unauthorized presence on school property, including while on suspension.	I - III
Truancy	Unlawful absence without parental knowledge and/or permission.	I - II
Violation of Civil Rights	Violation of another student's civil rights	I - III
Weapon Possession	Possession of a weapon, as defined in this Code	II - III

- C. **Explanation of Potential Penalties.** Students who are found to have violated this Code may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process. The listed sanctions are advisory and, as a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, District personnel may impose any level of discipline, even for the first violation, that is proportionate to the misconduct at issue.
- D. **Procedures:** The due process a student is entitled to before a penalty is imposed depends on the penalty being imposed. In all cases regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate to the extent necessary, the facts surrounding the alleged misconduct. All students will have the opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the consequence.

Students who are given consequences other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the consequence is imposed. When any suspensions occur and the school is closed on the suspension dates, then the suspension(s) will carry over to the next attendance day. These additional rights are explained below. When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide for continued educational programming and activities, including alternative means of instruction for the student.

**1. Detention**

Teachers, dean of students, assistant principals, principals and the Superintendent may use school detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. After school detention will be imposed as a consequence only after the student's parent or person in parental relation has been notified to confirm that the student has appropriate transportation home following detention.

**2. Suspension from transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the transportation supervisor's, dean of students, principals, or assistant principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the transportation supervisor, assistant principal, building principal or the Superintendent. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the discipline to discuss the conduct and the consequence involved.

**3. Suspension from athletic participation, extra-curricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the consequence involved.

**4. In-school suspension**

The board recognizes that school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building principals, or assistant principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

**5. Teacher disciplinary removal of disruptive students**

A student's behavior can affect a teacher's ability to teach and can interfere with the rights of other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) sending a student to the principal's office for the remainder of the class time only; or (2) sending a student to a school counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.

On occasion, a student's behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student is grossly insubordinate or disrespectful, demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a District-established disciplinary removal form and meet with the principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the teacher and the principal must notify the student's parents, via telephone or email, that the student has been removed from class and why. The principal will verify the teacher notification by calling the parent and reminding them of the opportunity for an informal hearing at school with all parties involved. This will be followed by a written notice, sent within 24 hours, to inform parents of their right, upon request, to meet informally with the principal to discuss the reasons for the removal. The principal may require the teacher who ordered the removal to attend the informal conference. If at the informal meeting the student denies the charges, the principal must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the acting principal may overturn the removal of the student from class if the principal finds any one of the following: (1) the charges against the student are not supported by substantial evidence; (2) the student's removal is otherwise in violation of law; (3) the conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be provided continued educational programming and activities until he or she is permitted to return to the classroom. Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his or her class. Copies of such logs shall be provided weekly to the building principal.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

The principal may, in his/her discretion, designate a District administrator to carry out his/her functions for student removal.

## **6. Suspension from school**

Suspension from school is a penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Students suspended from school are prohibited from being on school property and from attending or participating in any school function on or off school property. The consequence in terms of suspension is subject to the Superintendent's review for extenuating circumstances. The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the principals.

Any staff member may recommend to the Superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the Code. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### **a. Short-term (5 days or less) suspension from school**

When the Superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. Notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the suspending authority, where the parents, upon request, shall be permitted to ask questions of complaining witnesses under such procedures as the suspending authority may establish. The notice and opportunity for an informal conference shall be provided prior to the suspension unless the student's continuing presence in the school poses a continuing danger to persons or property, or there is an ongoing threat of disruption. Where the student's continuing presence in the school poses a continuing danger to persons or property, or an ongoing threat of disruption, the student may be immediately suspended and the notice and informal conference shall be afforded as soon as reasonably practicable. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents.

If the informal conference is requested, it will be scheduled at the earliest convenience of the school official.

After the conference, the suspending authority shall promptly advise the parents of his or her decision, which may be in writing. The suspending authority shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

**b. Long-term (more than 5 days) suspension from school**

When the Superintendent, or his/her designee, determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf. When the Board of Education determines to conduct the fair hearing itself, it must provide the required notice of hearing.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. An audio recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 30 calendar days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the board may be appealed to the Commissioner of Education within 30 days of the decision.

**c. Permanent suspension or Alternative Placement**

Permanent suspension or alternative placement is reserved for extraordinary circumstances including, but not limited to, where a student's conduct demonstrates a reckless disregard for the health, safety and welfare of others and/or poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

## **D. Minimum Suspension Periods**

### 1. Students Who Bring a Weapon to School

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- i. The student's age
- ii. The student's grade in school
- iii. The student's prior disciplinary record.
- iv. The Superintendent's belief that other forms of discipline may be more effective.
- v. Input from parents, teachers and/or others
- vi. Other extenuating circumstances.

In addition, there may be an occasion when it will be appropriate to refer a student to a school counselor or psychologist who in turn may refer a student (and parent) to appropriate human services organizations outside the school.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

### 2. Students Who Commit Violent Acts (other than bring a weapon to school)

Any student, other than a student with a disability, who is found to have committed a violent act (other than bringing a weapon to school) shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension.

The principal/superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent/principal may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

In addition, there may be an occasion when it will be appropriate to refer a student to a school counselor or psychologist who in turn may refer a student (and parent) to appropriate human services organizations outside the school.

A student with a disability may be suspended only in accordance with the requirements of the state and federal law.

### 3. Students Who are Repeatedly Substantially Disruptive to the Educational Process:

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of the Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education law §3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension.

The principal/superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent/principal may consider the same factors considered in modifying a one-year suspension for possessing a weapon

In addition, there may be an occasion when it will be appropriate to refer a student to a school counselor or psychologist who in turn may refer a student (and parent) to appropriate human services organizations outside the school

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

**E. Additional Avenues for Disciplinary Concerns**

1. Counseling - The school counselors shall handle all referrals of students for counseling and determine if further intervention(s) are necessary.

2. Preventative Services - When circumstances necessitate, the School Counselor or Psychologist may make referrals for students and/or their family members to appropriate human service agencies in the community.

3. PINS Diversion - The family may file a PINS (Person in Need of Supervision) Petition in Family Court, following the family court guidelines, on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- i. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law
- ii. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school and/or
- iii. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS Petition.

4. Juvenile Delinquents and Juvenile Offenders - In accordance with Education Law §3214(3)(d), the superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- i. Any student under the age of 16 who is found to have brought a weapon, as defined in 18 U.S.C. §930(g)(2), (meaning a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2" in length) or firearm, as defined in 18 U.S.C. §921 to school; or
- ii. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20(42).

5. Alternative Placement – May include, but are not limited to, the BEAR program, the STAR program, Virtual Learning, Alt-to Homebound, or the GED program.

**IX. ALTERNATIVE INSTRUCTION:**

School age students removed from class by a teacher will have materials and assignments provided by the teacher. When a compulsory school-age student is suspended from school pursuant to Education Law §3214, the district will provide alternative instruction and classroom materials for the student.

**X. DISCIPLINE OF STUDENTS WITH DISABILITIES:**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities receive certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

**A. Authorized Suspensions or Removals of Students with Disabilities**

1. For purposes of this section of the Code, the following definitions apply.

A “**suspension**” means a suspension pursuant to Education Law § 3214.

A “**removal**” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES).

An “**IAES**” means a temporary educational placement for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the District (BOCES) Superintendent, Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

- b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

- c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

- d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if: (i) the student carries or possesses a weapon to or at school, school premises or a school function; (ii) the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function; or (iii) the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

“**Weapon**” means the same as “dangerous weapon” under 18 U.S.C. § 930(g)(w) which includes “a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length.”

**“Controlled substance”** means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

**“Illegal drugs”** means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

**“Serious bodily injury”** means bodily injury, which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if the hearing officer determines that the school district has demonstrated by substantial evidence that maintaining the student in his or her current educational placement is substantially likely to result in injury to the student or others.

**B. Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances, or serious bodily injury.

**C. Special Rules Regarding the Suspension or Removal of Students with Disabilities**

1. The District’s Committee on Special Education shall:
  - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action within 10 school days of a decision is being made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the District is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
    - a. The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
    - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:
      - 1) Conducted an individual evaluation and determined that the student is not a student with a disability, or
      - 2) The parent of the student has refused services; or
      - 3) The parent of the student has not allowed an evaluation of the student pursuant to Section 200.4 of the Commissioner's Regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this Code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this Code.

#### **D. Expedited Due Process Hearings**

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this Code, if:
  - a. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
  - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
    - i) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

ii) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

**E. Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall provide copies of the special education and disciplinary records of a student with disabilities for consideration to the appropriate authorities to whom a crime is reported, to the extent consistent with the Federal Educational Rights and Privacy Act.

**XI. CORPORAL PUNISHMENT:**

Corporal punishment of any student, by any District employee, is strictly forbidden. Reasonable physical force may be used to: (1) protect oneself, another student, teacher or any person from physical injury; (2) protect the property of others or the District; and/or (3) restrain or remove a student whose behavior jeopardizes the safety of others including himself/herself.

**XII. STUDENT SEARCHES AND QUESTIONING:**

**A. Questioning**

1. The Board of Education 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 the Code.
2. Students are not entitled to any sort of *Miranda*-type warning before being questioned by District officials, nor are District officials required to contact a student's parent before questioning the student. However, District officials will tell all students why they are being questioned.

**B. Searches**

1. The Board authorizes principals or their delegates to conduct searches of students and their belongings if the authorized official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code. An authorized 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 authorized official has a legitimate reason for the very limited search.

2. An authorized official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the 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, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.
3. Before searching a student or the student's belongings, the authorized official should attempt to get the student to admit that he/she possesses physical evidence that they violated the law or the Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. If a student is directed to comply with a search and they refuse, an admission of guilt may be imposed by the building principal for disciplinary action.
4. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.
5. Student Lockers, Desks and other School Storage Places. The rules in this Code regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and District officials retain complete control over them. This means that student lockers, desks and other district storage places may be subject to search at any time by District representatives, without prior notice to students and without their consent.

C. Police Involvement in Searches and Interrogations of Students

1. The District is committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in district buildings or at district functions, or to use district facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:
  - a. A search or an arrest warrant;
  - b. Probable cause to believe a crime has been committed on school property or at a school function;
  - c. Been invited by District officials to further the special needs of District security;
  - d. To ensure the safety of students, faculty and staff members, and to prevent disruptions to the learning environment; and/or
  - e. Random locker searches for the general deterrent effect of these types of inspections.
2. Before police officials are permitted to question or search any student, the building principal shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by the Principal or supervisor as soon thereafter as possible. The principal will also be present during any police questioning or search of a student on school property or at a school function.

3. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:
  - a. They must be informed of their legal rights.
  - b. They may remain silent if they so desire.
  - c. They may request the presence of an attorney.

D. Child Protective Services Investigations

1. Consistent with the District's commitment to keep students safe from harm and the obligation of District officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services' workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect, or custody investigations.
2. All requests by child protective services to interview a student on school property shall be made directly to the Superintendent. The Superintendent shall set the time and place of the interview. The Superintendent shall decide if it is necessary and appropriate for a District official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services' worker to verify the allegations, the nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services' worker or District official of the opposite sex.
3. A child protective services' worker may not remove a student from district property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he/she were removed from district property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

**XIII. POSSESSION AND DISTRIBUTION OF LITERATURE:**

Students have the right to possess and distribute literature including, but not limited to newspapers, magazines, leaflets and pamphlets. However, students have the responsibility to submit a copy of such literature to the principal in sufficient time for the principal to review and evaluate the material. It is an expectation that the distribution or possession of material will not infringe upon school activities. It is the student's responsibility to ensure that such material is neither seditious, libelous, nor salacious. The principal, if permitted, shall determine the time, place and manner of distribution.

**XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY:**

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including, but not limited to students, parents, teachers and district personnel.

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 District recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the activity(ies) that they are attending.

**A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, threaten or discriminate against any person on the basis of race, perceived color, creed, national origin, weight, religion, age, disability, gender, or sexual orientation.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess, use, or threaten to use weapons (or facsimiles thereof) in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Use tobacco products of any kind in or on school property or while attending a school function.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

**B. Penalties**

Persons who violate this Code shall be subject to the following penalties:

1. Parents/Visitors/Others: Authorization, if any, to remain on or at (and/or return to) school grounds or school functions shall be withdrawn and they shall be directed to leave the premises. If their behavior warrants and/or if they refuse to leave, they shall be subject to ejection and/or arrest. A ban may be imposed by the District requiring notification of and permission from the building principal and/or Superintendent prior to any visit to school property or school related function.
2. Students: Shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements, as stated in this Code of Conduct.
3. School Personnel: Shall be subject to immediate ejection and/or arrest, warning, reprimands, fines, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

**C. Enforcement**

Designated persons in a supervisory capacity, including but not limited to: building principals, assistant principals, advisors, athletic directors, teachers, staff and chaperones shall be responsible for enforcing the conduct required by this Code.

When the building principal or his or her designee becomes aware of an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing 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 principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

**XV. SOLICITATION:**

No student is allowed to sell or solicit money from others including staff without prior approval from the principal. This includes any fundraising activity that is not associated with a school sponsored club or activity.

**XVI. PUBLICATION, DISTRIBUTION AND REVIEW:**

Annually, the Code will be publicized and explained to all students and distributed, in writing, to parents and guardians of students. The Board will appoint a committee to annually review and update, if necessary, the Code of Conduct. The Board will ensure that the educational community is aware of the Code.

**XVII. VISITORS TO SCHOOLS**

The Board encourages parents and other district citizens to visit the districts' schools and classrooms 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 rules apply to visitors to district property:

1. Anyone who is not a regular staff member or student of the school or program will be considered a "visitor."
2. All visitors to the district facility must report to the office of the Principal upon arrival at the school for proper identification.
3. Visitors attending district functions that are open to the public, such as parent teacher organization meetings or public gatherings are not required to register.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. 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 the situation so warrants.
7. All visitors are expected to abide by the rules for public conduct on district property contained in this Code of Conduct.

**XCII IN-SERVICE EDUCATIONAL PROGRAMS:**

The Board of Education will provide in-service education programs for all District staff members to promote the effective implementation of this Code, to facilitate a safe and supportive school climate while discouraging, among other things, bullying, discrimination and harassment against students by students and/or school employees and to include safe and supportive school climate concepts in the curriculum and classroom management.

# Attendance Grade Policy

The Board of Education recognizes the important relationship between class attendance and student achievement. Consequently, each marking period, a student's final grade may be based on classroom participation, as well as a student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences and tardies will affect a student's class participation grade for that marking period.

Any student with more than nine unexcused absences for one semester or 18 unexcused absences for a full year course jeopardizes their opportunity to receive credit for that course. Only those students with excused absences and tardies will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. For example, students who are unable to attend school or a class on a given day due to their participation in a school sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This similarly applies to any student who misses a class due to illness or any other excused reason.

\* **Note** (Students with properly excused absences and tardies are expected, upon their return, to consult with their teachers regarding missed work. Excused absences and tardies will not count toward the minimum attendance standard if make ups are completed by a date specified by the student's teacher or the class in question).

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parents(s) by telephone and/or mail advising them of their child's progress prior to the student reaching 9 or 18 unexcused absences or tardies.

1. In order for the school to maintain accurate attendance, we require the cooperation of parents. Parents are requested to call the Attendance Office at (687-2906) each day that their child is absent. If parents do not call, we will attempt to call home or work to verify each absence. Parents requiring special notification of student absences may call the above telephone number. In addition, when leaving another adult in charge of your child while away, parents/legal guardians should notify the school in writing of those responsible as well as the duration of care. Please submit this in writing to the attendance office.
2. It is required that every student absence be explained by a written note from a parent, to be brought by the student upon his/her return to school. The excuse should be presented to the attendance office.
3. If for any reason a student needs to leave the building during the day, the student is required to report to the Attendance Office upon departure. Such permission will only be granted if a written and dated excuse is presented or the office secretary has had contact with a parent. The student must sign out before leaving as well as sign in when returning.
4. All students must participate in at least 80% of all class sessions in order to receive credit for the course. **This will also be enforced for student eligibility into summer school.** However, all decisions can be subject for review by the high school principal and decided on a case-by-case situation. The following are guidelines for student absences. The following guidelines apply to legal absences.
  - a. Courses, which meet every day, shall not exceed a maximum of **9 days** absence per quarter.
  - b. Courses, which meet on alternating days, shall have a maximum of **4 days** absence per quarter.
  - c. If a student exceeds the maximum number of days absent in a quarter, an incomplete grade may be carried for that course until the end of the quarter.

- d. Attendance makeup - absences which exceed the maximum (9 or 4 days) per quarter may be made up by:
1. Presenting an Approved Class Absence pass to the teacher of the course.
  2. Reporting to the teacher during 10th period.
  3. Other arrangements agreed upon by the teacher.
5. Short-term illnesses, dental, medical and other "appointments" should be able to be tolerated within the 18-day limit per semester. Homebound instruction for long-term illness must be approved by the high school principal.
6. Illegal absences are of two classifications: truancy and illegal truancy.
- a. Truancy - An absence that is without the knowledge of parents or school.
1. From School - If a student is truant from school, the parent or guardian will be notified and the student will receive an in-school suspension. If a student continues to be truant, additional consequences may be posed including Family Court Action.
  2. From Class - If a student is truant from class, he/she will be assigned appropriate discipline, which may also include not being able to make up the missed work/test. The parent or guardian will be notified by attendance or an administrator of the alleged truancy.
- b. Illegal Truancy - An absence, with the knowledge of parents, in order to baby-sit, work, take a trip, etc. is considered an illegal detention. Students will not be punished as in the case of truancy. However, these days may be counted and will contribute to the quarterly absence limit.
7. The following reasons for student absences from school are valid as per the Board of Ed.
1. Illness
  2. Illness or death in the family
  3. Unsafe travel conditions
  4. Religious observance
  5. Medical Appointments
  6. Quarantine
  7. Required court appearances
  8. Approved college visits
  9. Approved cooperative work programs

C. Gun-Free Schools Policy

No student may bring onto school premises, or shall have in his possession on school premises, any firearm as defined in federal law. More specifically, for the purposes of this policy, the term "firearm" shall mean: "any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of such a weapon; any firearm muffler or silencer or any destructive device."

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises, or having such firearm in his possession on school premises, after a hearing has been provided under Education Law Section 3214, will be subject to at least a one-year suspension from school unless the Superintendent of Schools imposes a lesser penalty on a case-by-case basis.

D. Hall Passes

1. All students are required to have a pass anytime they leave a class or study hall.
2. Students may use their planners for passes as long as it's signed by the classroom teacher and includes the student's destination.
3. Honor passes may be used in place of corridor passes.
4. Electronic passes may also be utilized.

E. Late Bus Passes

1. All students who wish to ride a late bus must present a late bus pass to the bus driver. A teacher or coach issues these passes.

F. Rules for Study Halls

1. All students will be assigned to a study hall when not scheduled for a class.
2. When scheduled for a study hall, students must report at the beginning of the period.
3. Attendance will be taken, and truancy will be counted the same, as truancy from class.
4. After attendance, students may sign out to the library at the discretion of the study hall teacher. Students who go to the library must remain there for the entire period.
5. Pre-signed passes are necessary in order to go to Counseling Center, the office, or to see other teachers. Bathroom passes will be issued at the study hall teacher's discretion.
6. All study halls should maintain a conducive learning environment with no talking except by permission from the study hall teacher.
7. Electronics may be used for educational purposes based on teacher discretion.

G. Care of School Property

1. It is the responsibility of all students to use public property carefully and with respect. In the case of willful damage or destruction of school property at any time, restitution from those causing the damage or destruction (or their parents) will be expected to pay restitution.
2. Students involved in such matters may be subject to school suspension, arrest, and restitution for damages.
3. It is expected that students will respect the property of others and learn to care for that which is loaned to them by the school. Damage to books or equipment will result in a financial obligation to the student. Report cards, grades, and class schedules may be withheld until these obligations are corrected.
4. Students may not be inside the building after school hours unless under the supervision of a responsible adult. Violators are subject to arrest.
5. Parents are reminded that a State Law passed in 1970 makes them responsible for damages caused by their children up to a \$500 limit.

H. Cafeteria Use

1. Students who qualify for free and reduced lunch should see the school nurse for instructions and an application form.
2. Students are expected to behave appropriately in the cafeteria. Trays, papers, and leftover food should be thrown away and not be left on the tables. No food or other materials should be thrown or dropped on the floor. We ask for everyone's cooperation in this matter.
3. Outside Food/Drink (i.e., Subway, Burger King) may not be brought in for students serving disciplinary consequences (ISS)
4. Students eating lunch outside the cafeteria (teachers' rooms, offices) must sign out in cafeteria.

I. Field Trips

1. All field trips, whether during the day or overnight are considered to be an extension of the regular school setting.
2. All rules, which apply at school, will also apply during field trips unless the principal states specific exceptions.

J. Conduct While Riding a School Bus

1. Riding a bus to and from school or for an activity is a privilege. This may be denied to any student whose conduct is undesirable or considered a safety hazard to others.
2. Some general rules to follow:
  - a. Ride assigned buses only.
  - b. Remain seated and quiet.
  - c. Hands, books, etc. may not protrude from an open window.
  - d. Swearing, fighting, harassment, throwing objects, etc. are not acceptable types of behavior.
  - e. No glass containers are permitted on the bus
3. The driver is always in charge and must be obeyed at all times. Failure to abide by transportation rules will result in appropriate discipline and may include temporary or permanent revocation of bus privileges.

- K. Dances, Games, and Other After-School Events - During the school year, dances and other similar activities are sponsored by various organizations which includes the Junior Prom, Senior Trip and the Senior Dinner Dance. The following guidelines are to be followed at these events. Please note that students must be in good behavioral, attendance and academic standing to be eligible to attend these functions. However, all decisions are subject for review by the high school principal.
1. Chittenango High School dances are restricted to our own students in grades 9-12 and Chittenango alumni. Guests are not allowed to attend unless permission is obtained from the main office prior to the event. In addition, all guests must be under the age of 21 for approval.
  2. No one may leave the building and reenter without first obtaining permission from a chaperone.
  3. Any student found to be in possession of, or involved in the sale of, alcohol or non-medical drugs will be suspended from school as well as social events. A referral to Law Enforcement is also possible. Parents will be notified of the situation.
  4. Students found to be under the influence of alcohol or non-medical drugs at social events may be suspended from school as well as social events. Parents will be notified of the situation.
- L. Visitors - Any person who is not currently enrolled as a student at Chittenango High School or a school employee is considered a visitor and must sign in at the front lobby or report to the main office. Visitors will not be allowed to participate in any physical activity without prior arrangements or permission. Students may not bring children of preschool age to school as visitors.
- M. Telephone - The telephone is located in the main office for student use. No one is to be using this phone during class time unless they have permission from the classroom teacher, in between classes or during a lunch period.
- N. Audio-Visual Devices - Students may not possess any types of audio-visual equipment, which includes camcorders, digital cameras, and audio recording devices. These items are strictly prohibited. (Exceptions will be made to Bear Facts, Yearbook and Photography students).
- O. Cell Phones – Per New York State’s 2025 bell-to-bell cell phone ban, students are not permitted to utilize their cell phones – or any other device capable of connecting to the internet or providing access to content on the internet – from when school starts through the end of the school day. Only under specific circumstances will students be allowed to utilize their cell phone or other devices. Otherwise, students are prohibited from using their cell phones and other devices during class time, homeroom periods, lunches, recess, study halls and passing time while students are in the hallways. There will be consequences for those students who do not comply (see below). Taking pictures, videos, or recordings of other students without their permission is prohibited. During tenth period, if a student stays with a teacher or in the library, it will be up to the discretion of the school staff on whether or not students may utilize their electronic devices.

\*\* If a parent/guardian needs to contact their student in an emergency situation, please call the main office at the high school and your child will be notified. Thank you for your support.

**Consequences for cell phone use during the instructional school day:**

- 1<sup>st</sup> offense – Confiscation of phone for day, potential referral
- 2<sup>nd</sup> offense – Confiscation of phone for day, referral with school detention, parent(s) contact
- 3<sup>rd</sup> offense – Confiscation of phone for specified period of time, referral with school detention, meeting with parent(s), parent(s) pick up phone

\*\* Students will not be subject to suspension if the sole ground for the suspension is that the student accessed an internet-enabled device in violation of this policy.

**EARLY DISMISSAL FOR WORK (EARLY RELEASE)**

It is recognized that certain students can benefit by going to school and working. Not only are there financial benefits, but an insight into the world of work can be gained. In order to maintain the student's educational standards, the following rules will be in effect for any student wishing to be excused for work.

1. The School Counselor must determine that a shorter schedule will not jeopardize the student's graduation.
2. If at any time the student falls into academic or disciplinary difficulty, this privilege may be taken away.

3. A note must be on file with the principal from the employer indicating that the student has a job.
4. After permission has been granted for early dismissal, the student must sign out of school every day and leave the grounds.
5. Pupils under this program will not be allowed to participate in interscholastic athletics.
6. To be eligible for Early Release, a student must lack no more than four (4) credits for graduation.

### **WORKING PAPERS**

Students who require working papers should report to the nurse's office for the necessary forms.

### **ACCIDENTS, INJURIES, AND INSURANCE**

All injuries must be reported immediately to the school nurse. If any injury occurs while a student is participating in an approved physical education or play activity (athletics, intramurals, noon hour games, etc.) The school carries insurance to cover most of the injuries. Also, there is insurance coverage for some injuries that is bus-related. The family of the student must assume all other injuries. Information on the school's personal injury policy can be obtained from the nurse. Such coverage is limited, but can be helpful. The school district pays the complete premium for such accident policies. The policy does not cover fighting, horseplay, or off-campus fund-raising activities.

### **FIRE PREVENTION AND DRILLS**

Be especially careful when working with flammable materials. Report fire hazards to teachers or the office. Lighting of matches or other flammable products is forbidden except when approved by the faculty. Persons who turn in an alarm must report it to the office at once. In case it is done by accident, let the office know immediately so that the fire department can be notified. The alarm is hooked into the local firehouse directly and we do not want firemen to endanger their lives by answering a false alarm. **There will be a minimum of 6 fire drills per year.** Leave the room immediately and proceed according to the red fire drill sign posted in that room. Move rapidly from the building and listen for further instructions.

### **LOCKERS**

If a locker is in need of repair, notify the main office. **Do not give your combination to others.** Keep your locker locked at all times. In most cases, only one pupil is assigned to a physical education locker. See your physical education teacher concerning this type of locker. All lockers should be cleaned regularly. The principal or his representative may check lockers if he/she feels such lockers require checking. Do not leave valuables in hall lockers or gym lockers.

### **BULLETIN BOARDS**

All notices, displays, advertisements, etc. must have approval of the principal or advisor before posting. There are only two locations allowed for the display of materials. There is one bulletin board located downstairs in the main lobby and the other is located on the second floor in front of the faculty room. These are the only two places allowed for display unless prior approval from the principal.

### **NEWS RELEASES AND CORRESPONDENCE**

Official correspondence and other contacts to persons or organizations outside the school should go through a faculty member. This includes commitment of money, time, and responsibilities.

Arrangements have been made to release news stories to the local newspapers including the Chittenango-Bridgeport Times, which is the official news media of the school district. All releases which pertain to the school, whether they are designed for the newspapers, local district newsletter, radio or television, must first go through the high school principal. Students are encouraged to write up their own activities with the supervision of their organization's sponsor.

### **RESIDENCE**

- A. Change of Address: Pupils are responsible to notify the main office and the Counseling Center of any change of address, telephone number, or adult supervision. Leave any unlisted telephone number with the attendance secretary. It will be kept in a separate file and used only when necessary.
- B. Legal Residence: A student's legal school district is where his or her parents or legal guardian resides. Only legal residents of the Chittenango School District may attend its schools except under the following circumstances:

1. A legal placement such as a foster child.
2. The possibility that a student who has moved can finish a short period of time at Chittenango with permission of the administration of both districts involved.
3. A student moved into the district and lives with an approved qualified adult family and may apply for a Custodial Guardianship Application. This application must be signed by the legal parent and the principal as well as the custodial parent (Note: living with a relative [other than a natural parent] does not qualify for automatic residency).

## **CONDUCT WHILE A MEMBER OF A SELECT GROUP**

### **A. Select Groups include:**

1. Athletic teams
2. Honor Society--Junior & Senior
3. Music groups
4. Dramatic productions
5. Clubs

### **B. Conduct:**

1. Misconduct while a member of a select group may result in a student's removal from that group along with other action such as a school suspension.
2. The following groups have specific codes of conduct, which apply to each member of that group.
  - a. Interscholastic athletic teams
  - b. Junior Honor Society
  - c. Senior Honor Society
3. Members are expected to follow all directions and rules of chaperones when on a trip away from school.

## **ACADEMIC ETHICS CODE**

The Chittenango High School administration and staff recognize that academic achievement is the principal goal of our system. Each student must be encouraged to do his or her best in all areas. We also recognize our responsibility to teach the students a sense of ethics. Our students are expected to have integrity and to turn in work that is wholly their own. In order to ensure that general understanding of standards exists, we have developed the following guidelines in respect to unacceptable academic behavior.

### **A. Test Situations:**

1. Copying during tests from crib notes.
2. Giving or receiving questions and/or answers from another student during or before a test.
3. Stealing exams and/or distributing stolen exams.
4. Tampering with a teacher's grade book.
5. Changing grades on test papers.

### **B. Laboratory Situations:**

1. Copying another person's lab without approval by the teacher.
2. Giving a lab to another person to copy without approval by the teacher.  
NOTE: There are times when a pupil who is absent can get the laboratory experiment from another pupil with teacher approval.

C. Papers (i.e., term papers, compositions):

1. Copying or paraphrasing (rewording) another student's paper or any portion of that paper.
2. Copying or paraphrasing any material from a book or source without giving proper credit to the author.
3. Rewriting should be done by the student; not by parents, friends, or typists.
4. Papers may be used only once, for one course, unless special arrangements are made. NOTE: Items 1 & 2 above definitely refer to plagiarism, which is defined as the use and ideas of another person as though they were the student's own. Also, using ideas from a literary source and not properly footnoting them constitutes plagiarism.

D. Homework:

1. Copying any part of, or all of, another student's homework.
2. Giving consent for another student to copy one's own homework.  
**The previous examples are very specific and therefore, it is necessary to note that other types of cheating may exist. Each teacher has a responsibility to make his or her standards clear to students. If a student then violates one of these academic standards, an incident of cheating has occurred.**

E. Collusion:

1. Those students who provide materials (research papers, rough drafts, essays, reports, homework) to a fellow student who submits the assignment as his/her own work will be subject to disciplinary consequences. Collusion includes any form of using another student's work, allowing your work to be accessible for another student to use, or sharing your work without teacher authorization.

F. Punishment--Violations of this code will be punished as follows:

1. The student will receive a zero on the assignment with no opportunity to make the mark up.
2. The incident of cheating will be reported to the administration, a referral will be sent to the parents and a record of the incident will be kept in a file in the principal's office.
3. Members of athletic teams will also be disciplined under the Athletic Code, which will include a statement regarding academic ethics.
4. The by laws of the Junior Honor Society and Senior Honor Society will include a statement which covers loss of membership due to an Academic Code violation.
5. The by laws of the Junior Honor Society and Senior Honor Society will include a provision that students will not be eligible for induction for two years, following an Academic Code violation.
6. Candidates for other honors, who have violated the Academic Code within the past two years, must be approved by the principal and/or the Academic Council.
7. Students holding office in any student activity or club will be removed from that office if they violate the Academic Code. No student will be eligible to hold such an office for two years following an Academic Code violation.
8. All exceptions to the above must be approved by the principal and/or Academic Council.

G. Student's Right to Appeal:

1. If a student disagrees with the teacher's analysis of an incident of academic misconduct, he or she should speak first with the teacher involved during a private appointment.
2. If the student is still not satisfied with the teacher's decision, he/she may then follow the process below. These steps must be taken in order.

- Step 1: Request a meeting with the Principal.
- Step 2: Request a meeting with the Superintendent.
- Step 3: Request a meeting with the Board of Education.

# CHITTENANGO CENTRAL SCHOOLS POLICY FOR USE OF COMPUTERS, THE INTERNET, AND ELECTRONIC MAIL

## I. PHILOSOPHY

Access to E-Mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. At the same time, it is important to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We believe that the benefits afforded to students, by access to these resources for constructive educational goals, exceeds the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not an individual child should have access.

## II. INTERNET TERMS AND CONDITIONS

Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom or on school playgrounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set for them. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her action in accessing and utilizing the school computer resources. The students are advised never to access, keep, or send anything that they would not want others to see.

### A. Privacy

Network storage areas are the property of Chittenango Central Schools. Network administrators may review communications to maintain the system's integrity and to ensure that students are using the system responsibly.

### B. Storage Capacity

Users are expected to remain within allocated disk space and to delete E-Mail or other materials which take up excessive storage space.

### C. Illegal Copying and Plagiarism

Students should never download or install any commercial software or share freeware onto network drives or disks unless they have written permission from the network administrator. Likewise, students should not copy other people's work or intrude into other people's files. When using computer databases or the Internet for research, students will be expected to properly document all information retrieved. District policies for plagiarism will apply.

### D. Vandalism

Vandalism is defined as any malicious attempt to alter or destroy data of another user, Internet, or any agencies or other networks that are connected to the Chittenango Central School Internet backbone.

This includes, but is not limited to, the uploading or the creation of computer viruses. All vandalism is strictly prohibited.

### E. Commercial Services

Commercial services are available on the Internet. If an individual chooses to access any of these services, that user is liable for any costs that may be incurred.

### F. Inappropriate Materials or Language

No profane, abusive or impolite language or images should be used or viewed while communicating on the Internet. This includes materials which are accessed or created using computers. If students encounter inappropriate material inadvertently, they should report it to the teacher or library media specialist immediately.

### G. Sharing of Passwords

At no time should an individual share a password with any other individual.

### H. General Prohibitions

Students will not:

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult, or otherwise verbally attack others

- Damage computers, computer systems, or computer networks
- Violate copyright laws
- Use another's password
- Trespass into another's folders, works, or files
- Intentionally waste limited resources
- Employ the network for commercial purposes or those purposes not related to the instructional goals
- Send or receive information that may be considered dangerous or obscene
- Participate in any activities which may be prohibited by Board policy
- Gain unauthorized access to systems and networks

III. **CHITTENANGO CENTRAL SCHOOL'S ACTIONS TO DISCOURAGE INAPPROPRIATE USE OF THE INTERNET**

At the discretion of the appropriate administrators, teachers, library media specialists, and support personnel the following actions may be taken to discourage inappropriate use of the Internet:

- A. Use of passwords to limit Internet access to authorized users only.
- B. Users will be asked to change their password on a regular basis. During school, teachers will closely supervise students to guide them toward appropriate materials and to insure appropriate use of the Internet and E-Mail within the spirit of this policy.
- C. Possible disciplinary action ranging from verbal or written warnings to access denial or suspension will be communicated to all users.

IV. **SANCTIONS**

Violations of the above policy may result in a loss of access as well as other disciplinary or legal action including, but not limited to, those described in Board of Education Policy or federal or state law.

**CHITTENANGO CENTRAL SCHOOL Policy JFH - GRIEVANCE PROCEDURE, STUDENTS, PARENTS, CITIZENS**

This grievance procedure by the Chittenango Central School District is to provide students, parents, and citizens with a formal process to solve educational problems when all other efforts have proved unsatisfactory.

Prior to entering into a formal grievance, students should be made to meet and discuss these issues. Only when all other avenues have failed, should this formal process take place. The Superintendent shall make every effort to resolve questions, complaints, and grievances before they reach the Board of Education.

The Board of Education, individually and collectively, shall direct aggrieved persons to the Superintendent of Schools or to the appropriate person within the school district so such questions, complaints and grievances may be solved at the appropriate level.

Aggrieved parties should be certain where to begin the formal process. Also, they should be clear as to whether the grievance concerns a policy or regulation itself, or the interpretation of such policy or regulation, or a general act by an employee.

If a grievance concerns some other aspect of the school district that does not pertain to the operation whereby the principal may have jurisdiction, it shall be the responsibility of the Superintendent of Schools to direct the aggrieved party to that person whereby informal and formal processes may take place.

In the event that a grievance occurs beyond the regular school year, the Superintendent shall establish a time schedule using work days rather than school days

A formal grievance shall be in written form. The aggrieved party shall have the right to be represented by an attorney or another person selected. The individual(s) shall sign grievances. Each grievance shall be limited to one type of complaint.

The written grievance shall include the name of the aggrieved person(s), time and date, place occurred, identity of person(s) causing the grievance, provisions of policy or regulations, general statement of nature of grievance and redress sought by aggrieved person(s). All persons seeking redress shall sign all grievances.

Any matter, which is otherwise reviewable, pursuant to law or rule or regulation having the force and effect of law, may be excluded under this procedure.

**First Stage** - Any formal grievance that relates to actions taken by an employee within a school, or being transported to or from that school, shall be filed with the building principal within 15 school days from the date of the occurrence. The principal shall have 5 school days to reply in writing. If the principal fails to reply, then the aggrieved person may automatically proceed to the second stage.

**Second Stage** - If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 10 school days after receiving an answer from stage one. The Superintendent of Schools shall have 10 school days to reply in writing. If the Superintendent of Schools fails to reply, then the aggrieved person may automatically proceed to the third stage. During this stage either party may request an informal conference. Such a conference must take place within the 10 days the Superintendent has to answer.

**Third Stage** - If the aggrieved person fails to receive satisfaction at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from Stage 2. The aggrieved party will be given an opportunity for a hearing if he or she so requests. Such a hearing must take place within 21 days after receiving the request by the Board. The Board must give a written reply within 10 days following the hearing for disposition of the grievance. All decisions of the Board of Education may be appealed to the Commissioner of Education.

## **CHITTENANGO CENTRAL SCHOOL NON-DISCRIMINATION**

Chittenango Central School believes in equality of opportunity and shall promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum and instruction; and in the availability of programs to children.

It further believes that the records and previous performances of students, employees and applicants will be looked upon in such a way as to give fair consideration for each person's needs that will best serve him or her, as well as those of the district.

The district affirms its belief in existing laws, governmental regulations and equal opportunity to the end, so that no student, citizen, employee, or applicant shall be discriminated against. Discrimination shall be forbidden because of, but not necessarily limited to, race, color, creed, national origin, sex, or handicap.

The Superintendent is designated to assure compliance, prepare procedure in connection therewith, administer complaints and make appropriate reports to the Board of Education.

The appeals procedure for employees shall follow the grievance procedure found in their appropriate Board of Education-employee organization agreement.

The appeals procedure for students, parents, applicants, and all others, shall be in accordance with appropriate administrative regulations or grievance procedure.

## **CHITTENANGO CENTRAL SCHOOL POLICY - STUDENT RECORDS**

The purpose of this policy is to insure the confidentiality and availability of student records in accordance with federal, state, and local policies.

Responsibility: The Superintendent shall require each building principal to develop the following procedures pertaining to student records.

- a. Safekeeping in a central location in each building.
- b. Develop, maintain, and process regularly.
- c. Designate school personnel to carry out the above responsibilities.

Definitions:

- a. Student includes "any person" with respect to whom Chittenango Central School maintains educational records of personally identifiable information, but does not include a person who has not been attending school."
- b. Parent is defined as "an adult to whom the student is legally responsible. When applicable, the legal parent may be defined by the court as only one of the natural parents or as a legal guardian."
- c. School Officials are defined as professional staff that has a legitimate educational need and other staff members designated by the building principal.
- d. Education records are defined as records, files, documents or other materials maintained by Chittenango Central School or by a person acting for it, which contain information directly related to the student. Examples of such records are: (1) any and all official records, (2) files and data directly related to the student, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system and possibly including, but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns, (i.e. Research or Experimentation Project defined as a program designed to explore or develop new or unproven teaching methods or techniques).

**Access to Educational Records by Students & Parents:**

A. Inspection of Records

1. A parent of a student under 18 years of age has the right to inspect that student's record.
2. A student who is 18 years of age or a former student, if older than 18 years of age, has the right to inspect his or her records.
3. Such inspection shall be done during regular school hours with a qualified member of the school staff in attendance. Following such an inspection, a copy of such records may be requested and should be given without charge. Additional personal copies shall carry a charge of 25 cents per page.
4. Nothing in the above shall prohibit a student under 18 years of age from asking and receiving information about the contents of his record from qualified staff person in reference to grades and general testing. Nor shall it prohibit a parent from inspecting the record of a pupil over 18 years of age or who has left school if such student is still dependent on the parent.

B. Record Challenge and Appeal

A parent of a student under 18 years of age, or a student who is 18 years of age or a former student 18 or over may challenge such a record if he or she believes it to be inaccurate or misleading or in violation of his or her rights of privacy.

**First Stage** - The challenge must be in writing to the building principal and describe both the exact portion of the record and why it should be rewritten or removed. The principal shall have 5 days to reply. Failure to do so allows the aggrieved party to proceed automatically to the second stage.

**Second Stage** - If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 10 school days after receiving an answer from stage one. The Superintendent of Schools shall have 10 school days to reply in writing. If the Superintendent of Schools fails to reply, then the aggrieved person may automatically proceed to the third stage.

During this stage, either party may request an informal conference. Such a conference must take place within the 10 days the Superintendent has to answer.

**Third Stage** - If the aggrieved person fails to receive satisfaction at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from stage two.

The aggrieved party will be given an opportunity for a hearing if he or she so requests. Such a hearing must take place within 21 days after receiving the request by the Board. The Board must give a written reply within 10 days following the hearing for disposition of the grievance.

In the event that a grievance occurs beyond the regular school year, the Superintendent shall establish a time schedule using workdays rather than school days.

All decisions of the Board of Education may be appealed to the Commissioner of Education.

The parent or student over 18 has the right to insert into such records a written explanation concerning the content, at any point, regardless of any challenge or outcome of a challenge.

Confidentiality of Educational Records:

A. Availability of Records

Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents and students without written release. Such a release will define what records and to whom they will be released.

Exceptions to the above are:

1. School officials within the system who have a legitimate educational interest.
2. Officials of another school in which the student intends to enroll.
3. Representatives of state and federal agencies who are authorized to audit certain records.
4. In reference to a student's application for financial aid.
5. Authorized state and federal studies.
6. Organizations and individuals conducting educational studies whereby individual students cannot be identified.
7. Accrediting organizations carrying out their functions.
8. Parents of a dependent student.
9. Where knowledge of other persons is necessary to protect the health and safety of the student or other persons.
10. Pursuant to court orders or subpoena.

B. Notification of Record Release

1. When records are being transferred to another institution where the student has indicated future enrollment, the parent or student must be notified. A copy may be requested and the contents may be challenged.
2. When records have been requested by the courts, the parent or the student must be notified prior to the transfer. The parent or student may also request a copy of such information.

C. Record of Requests

All persons desiring access to such records, except other employees of the school system having legitimate educational interest in such records, or students and parents of pupils under 18 years of age, shall sign a form stating the reason he or she requested access to such records. That form will remain in the student's folder as part of the record. The folder will also contain information as to where a record has been sent.

D. Notice of Rights

At the beginning of each school year, information to this policy shall be made available to all families either through a school publication or individual letters sent home with each pupil. All newly enrolled pupils shall be given a copy of such information upon registration.

# Sexual Harassment Policy for Chittenango Central Schools

## I. Policy

It is the policy of the Chittenango Central Schools to maintain a learning and working environment free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment.

## II. Definition

- A. Sexual Harassment means unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
  - 2. Submission to, or rejection of, such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's performance, or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual Harassment as set forth in Section II-A may include, but is not limited to:
  - 1. Verbal harassment or abuse
  - 2. Pressure for sexual activity
  - 3. Repeated remarks with sexual or demeaning implications
  - 4. Unwelcome touching
  - 5. Sexual jokes, posters, graffiti, and other like forms of communication of a sexual nature
  - 6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, or other rights or benefits normally derived from one's employment or education

## III. Procedures

- A. Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or Superintendent of Schools. Reporting sexual harassment will not reflect on the individual's status, nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.

## IV. Sanctions

- A. It shall be a violation of this policy for any member of the Chittenango Central Schools staff to harass another staff member or student through conduct or communications of a sexual nature, as defined in Section II. It also shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.
- B. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- C. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

## V. Notification

Notice of this policy shall be circulated to all schools and departments of the Chittenango Central Schools and incorporated into employee publications and student handbooks.

## **HEAD LICE/NITS (PEDICULOSIS) POLICY**

The Board of Education recognizes that the health and safety of all children in the Chittenango Central School District is an important responsibility. The Board of Education, therefore, establishes the following policy regarding students who have been identified as having head lice and/or nits:

- A. No child will be permitted in school with any lice or nits. Any student examined by the school nurse and found to have lice and/or nits shall be sent home. The parent shall be called to pick up their child at the school. Parents should be encouraged to provide emergency contact numbers at their place of work or provide the names and numbers of neighbors who are able to transport the child.
- B. The school nurse shall provide the parents of any student found to have any lice or nits with a notification letter and instruction sheet on the treatment of head lice (the Superintendent shall develop appropriate information materials and procedures for distribution to parents).
- C. The parent/guardian must accompany the student to school and the student must be reexamined and cleared by the school nurse before the student may reenter his or her classroom. Once the child has been treated the Parent Notification Letter must be signed and returned by the parent before the child is allowed to reenter the classroom.
- D. No child with any lice and/or nits is allowed to ride the school bus.
- E. If a student has a recurring head lice problem, the principal/school nurse may report this case to State and/or County authorities responsible for health care.

## **DIGNITY FOR ALL STUDENTS ACT (DASA) INTENT:**

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. Please keep in mind that the Dignity Act addresses acts of harassment and discrimination involving student-to-student behavior as well as faculty/staff to student behavior. All public-school students have the right to attend school in a safe, welcoming, considerate and caring environment. The Chittenango Central School District is committed to this and much more.

## **THE CROWN ACT:**

DASA was amended in 2021 to add the following definitions for the terms race and protective hairstyles to be consistent with the CROWN Act.

- Race shall include traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.
- Protective hairstyles shall include, but not limited to, such hairstyles as braids, locks, and twists.
- Examples include a report regarding the punishment, differential treatment or humiliation of a student, or exclusion of a student from a school function, athletic team, or school yearbook, based on hair texture or protective hairstyle, or the request to alter or actual alteration of a protective hairstyle. CRR 100.2

