# CHITTENANGO MIDDLE SCHOOL

## STUDENT/PARENT HANDBOOK 2026-2027

## "ASPIRING MINDS GROW HERE!"

CHITTENANGO CENTRAL SCHOOL
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CHITTENANGO MIDDLE SCHOOL
STUDENT HANDBOOK


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## MISSION STATEMENT

*The Chittenango Central School District believes that all students can learn and will develop to their highest potential regardless of previous experience. We will provide an environment that encourages each student to succeed--academically, socially, and physically—with an emphasis on positive self-concept, self-esteem, and life-long learning skills in order to become a productive member of a democratic society.*

## INTRODUCTION

This information has been carefully prepared and presented so that it will be of great value in helping you adjust to the middle school and to become an integral part of it. We hope that you will participate in our varied activities and remember that your success in this school will be directly proportional to your efforts. It is your responsibility to familiarize yourself with this handbook, including the code of conduct.

## GENERAL INFORMATION

**1. Absences** - following any absence from school, the student must report to the main office immediately upon arriving at school. At that time an excuse **written and signed by the parent/guardian** should be presented. Prolonged failure to present an excuse will result in disciplinary action. Please call in the morning if your child is going to be absent from school. The main office will otherwise attempt to contact a parent at home or work if a student is absent. **Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by the school and Madison County Family Court.**

**2. Tardiness** - Pupils not in their assigned seat at the beginning of class are considered tardy or absent. Pupils tardy to school must report to the main office immediately upon arrival. An excuse **written and signed by the parent must be presented at that time**.

**3. Accidents, Injuries and Insurance** - Injuries occurring during the school day on campus should be reported to the nurse **immediately**. Do not decide that an injury is too small; let the nurse decide. An injury sustained by accident on campus during the school day requiring medical attention is covered by a **NON-DUPLICATING** school insurance policy. This policy requires that an accident report be filed with the nurse at the time of injury, and that the injury not be the result of horseplay, foolishness or

fighting. All bills incurred must be submitted to the **parent/guardian's health insurance company first**.

**4. After School Use of Building -** Prior permission is required to use the building after school hours. Students under the direct supervision of a teacher do not need other permission. Others must leave the building/grounds within 15 minutes of dismissal.

**5. Student Assignment Books** - Each student in Chittenango Middle School will receive a Student Assignment Book. Students should use it for writing down daily and weekly assignments for classes as well as pertinent information. Student Assignment Books will be given to each student at the beginning of each semester. Students will be responsible for maintaining their planner and using it effectively.

**6. A.M. Arrival** -Students may not be dropped off by parents/guardians until 7:10 a.m. as there is no supervision in the building. For safety reasons, students must be dropped off in the designated area near the cafeteria, not in the front of the building. Students dropped off between 7:10 a.m. and 7:20 a.m. will report directly to the cafeteria. Students can transition to their lockers/first period class at 7:20 a.m. Students arriving after 7:35 a.m. should be dropped off in the front of the building.

**7. Attendance** - Attendance is taken in every class. Students are required to be in their seats at the bell and listen to the general announcements.

**8. Behavior** – Student behavior and discipline are governed by the District's Code of Conduct. Pupils will be courteous, respectful, refrain from fighting and the use of profanity, conform to school regulations and obey promptly and respectfully the reasonable requests of all Chittenango Middle School faculty and staff. They will always respect the rights and property of others.

**9. Computer/iPad Usage –** Student passwords are not to be shared with other students. Students may not log into another student's folder. Internet use must be schoolwork related. Computers/iPads are for schoolwork only. Games/free time on the computers is at the discretion of the teacher. It is every student's responsibility to read the Chittenango Central School District's Educational Technology Use Policy that is posted on the middle school website.

**10. Corridor Conduct** - To minimize congestion, students should **keep to the right in hallways and on stairways**. Running, pushing, wrestling, yelling, and excessive noise are unacceptable. Corridor use during class periods requires a pass written in the

Student Assignment Book, giving name, date, time, destination and the issuing teacher's signature.

**11. Student Dress Code -** All students are expected to give proper attention to personal cleanliness and to dress appropriately for Chittenango District programs. Student dress is governed by the Student Dress Code included in the District's Code of Conduct. The following are Student 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.
- Hats, bandannas, sunglasses or other headgear, except for medical or religious purposes, are not allowed to be worn during school hours, and must be secured in student lockers until the end of the school day.
- 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, whether stocking or leggings are also worn, must be appropriate in length. Appropriate length is defined as mid-thigh.
- 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.
- All chains not considered as jewelry may not be worn during the school day.
- Long trench coats, heavy winter coats, bathrobes, etc. are not allowed and must be secured in the student's hall locker.
- A student's Physical Education attire must comply with Dress Code requirements.
- Dress at evening events should also comply with Dress Code requirements.

Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the academic year and any revisions to the dress code made during the academic year.

Students determined to be in violation of the Student 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 the Student 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 Student Dress Code shall be subject to further discipline, up to and including out-of-school suspension.

**12. Entering/Exiting Building** - Students entering the building from the bus departure area must use the sidewalks provided along the front of the building. Students not arriving on the bus should enter the building at the back entrance (by the cafeteria). At dismissal, all students must exit via the front door except those walking or being picked up who should use the back entrance/exit.

**13. Food and Drinks** - Food and beverage are consumed in the cafeteria only. Beverages outside of water may only be consumed in the cafeteria. Students may not sell food or beverages on campus during the school day. Glass containers, energy drinks, and reusable soft drink bottles are prohibited. Because of damage to school property and the expense of cleanup, chewing gum will not be permitted.

**14. Leaving School Premises** - Students may not leave the Chittenango Middle School campus between 7:20 a.m. arrival and 2:20 p.m. without written permission from a parent/guardian. Students leaving school with another student, adult/parent, or alternate bus must have this request in writing. Additionally, students need written permission to ride a bike or walk to and from school.

**15. Lockers -** All students are provided with hall lockers. Combinations are assigned confidentially and should remain that way. Locker problems should be reported to the counseling center's office. Students may go to their lockers before first period, before or after lunch, and after dismissal. Classroom teachers may occasionally grant permission to go to a locker on an individual basis. Backpacks and book bags should remain in your locker at all times.

**16. Passes** - Students will be utilizing the digital pass program, Securely. Students will be allotted a set amount of passes per day.

**17. Power Vehicles** - No motor-powered vehicles are permitted on any district property.

**18. Non-Powered Vehicles** – Skateboards, rollerblades and scooters are not allowed on school property at <u>any time</u>.

**19. Cell Phones, Music Players and Other Portable Electronic Communication or Recording Devices, or Other Recreational and/or Electronic Equipment**
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 (7:35 a.m.) through the end of the school day (2:50 p.m.). Students will be issued a numbered pouch to place their smart electronic devices in during the instructional day. It is the student's responsibility to bring their pouch to school each day. Students' families will be responsible for lost/damaged pouches. If a student forgets their pouch, they will be issued a loaner pouch from the main office. If a loaner pouch is not available, they will be asked to leave their smart devices either in the main office or in their locker.

Only under specific circumstances will students be allowed to utilize their cell phones 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). Refusing to hand over the phone to a staff member upon request will be considered insubordination.Taking pictures of other students without their permission is prohibited.

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

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

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

**20. Dangerous Articles and Weapons** - Matches, lighters, knives, fireworks, firearms, or any other weapons, as defined in the District's Code of Conduct, are prohibited at all times from the building or school buses.

**21. Activity Nights** - Activity nights for 5th - 8th graders are held periodically throughout the year. Only CMS students may attend. Visitors from other schools will not be admitted. Regular attendance throughout the school year is expected in order for

a student to attend. In addition, the student must be in good behavioral standing. As always, the principal will have final discretion.

## VISITORS TO THE SCHOOL

Parents and other adults are encouraged to visit the school periodically during the course of the school year. Persons who are not CMS students or staff **must** report immediately to the school office when they enter the school building. Student visitors from other schools, unless they have a specific reason and prior approval of the building principal, are **not** permitted to enter school buildings. All visitors will be asked to present identification and will be issued a visitor badge so that they can be easily identified.

## STUDENT DISMISSAL PRECAUTIONS REGULATION

In order to ensure students' safety, the building principal maintains a list of individuals who are authorized to obtain release of students in attendance at the school. No student may be released to the custody of **any** individual who is not the parent or guardian of the student, unless the individual's name appears on the list.
Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek release of his/her child, shall be maintained in the office. If anyone seeks the release of a student from school, he/she must report to the school office and present satisfactory identification to the building principal.

## ACADEMIC ETHICS

Part of the educational responsibility of the middle school is to provide a transition from elementary school to high school. One aspect of this transition is the development of a solid foundation in academic ethics.

"Cheating" has a variety of meanings in the academic place and it is therefore important for us to begin defining for students the expectations, parameters and consequences for infringing those parameters. The consequences in high school are severe and irrevocable; our intention here is to ensure that students can recognize right and wrong and accept the consequences of their actions.

The following are obvious acts of cheating:

**Test Situations:**

1. Copying during tests from any additional sources
2. Giving or receiving questions and/or answers from another student or electronic device/smart wearable 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.

**Lab Situations:**

1. Copying another person's lab.
2. Giving a lab to another person to copy.

**Papers:**

**Plagiarism** means using the ideas of another person as though they were the student's own. Also, using ideas from a literary source and not properly citing them constitutes plagiarism. The following are examples of **plagiarism** and are considered cheating:

1. Copying or rewording (paraphrasing) another student's paper or any portion of that paper.
2. Copying or rewording (paraphrasing) any material from multimedia, a book, or any other source without giving proper credit to the author.

*In addition, the following should be noted in reference to cheating on papers:*

3. Rewriting should be done by the student, not by parents, teachers, friends or typists.
4. Papers may be used only once, for one course, unless special arrangements are made.

**Homework:**

1. Copying any part or all of another student's homework.
2. Allowing another student to copy any part of your homework.
3. Parents, brothers, sisters, etc. doing a student’s homework for him/her.

Other types of cheating may exist. Each teacher has a responsibility to make his or her standards clear to the students. If a student then violates one of these academic standards, an incident of cheating has occurred. In instances of cheating, students may

receive a reduction in grade or loss of credit for the test or assignment, and parents will be notified. Any further instances of cheating may result in a parent conference, detention, or suspension.

## GOLD AND SILVER RECOGNITION: GRADES 5-8

Four times each year, after the report cards are issued, a gold and silver level list of students will be released based upon the grades during the quarter. Gold level honors will be given to those students with an average of 89.5% or above. Silver level recognition will be given to those with an average between 85% and 89.4%. The lists will be displayed outside the counseling office. *Any student failing any course will not be eligible for Gold and Silver Recognition*

## PROMOTION AND RETENTION OF STUDENTS

Chittenango Middle School will make every effort to communicate potential promotion or retention of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention:

1. Students who pass all subjects will be promoted automatically.
2. A decision to retain shall be arrived at by the consensus from a case conference approach involving the principals, parent/guardian, teacher, and school psychologist or school counselor. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. If a consensus cannot be reached, the decision of the building Principal shall be final.
3. Students who fail two subjects will have the failure evaluated and a determination made as to the reason for the failure. Promotion will be decided by consensus in a case conference including teachers, school counselors, and the principal. The parent will also be consulted.
4. Students failing two or more core courses may be subject to retention. If students fall into this category, they will be recommended to attend the summer school enrichment program or Regional Summer School.

## ALCOHOL AND ILLEGAL SUBSTANCES

1. The use, possession, distribution, sale, or consumption of alcohol or illegal substances, as defined in the District Code of Conduct, is prohibited on school property or school buses.
2. Students may not attend school while under the influence of these substances.
3. **No student** may be on school property at any time while under the influence of alcohol or illegal substances.
4. Violations will lead to an immediate suspension, parent conference and possibly a Superintendent's hearing, referral to the Madison County Sheriff's Department, the New York State Police and/or Family Court.

## BUS STUDENTS

Students who ride buses have certain responsibilities to themselves and others. Good conduct while riding the bus is very important for the safety of everyone.

The rules and directions of the bus driver must be obeyed at all times. The driver is as much in command of the students riding on the bus as a teacher in the classroom. You are expected to follow the reasonable directions of the driver immediately and at all times. If you feel there is a problem do as you are told and then discuss the problem with the principal when you arrive at school.

**Good common sense will guide student behavior.**

- Stay in your seat once you have chosen one.
- Don't shout, whistle or make other loud noises.
- Keep your hands and arms inside of the windows.
- No eating or drinking on the bus.
- Don't throw anything inside the bus or out of the bus.
- Follow any other posted or driver directed bus rules.

*When waiting for the bus,* do not get involved in horseplay, as this often leads to fights and other difficulties. Please stay behind the yellow line and wait for the bus to come to a complete stop before moving toward the bus.

All students, including those in modified sports, who plan to ride a late bus from school must have a bus pass signed by the teacher or coach who was in charge of the activity in which the students were participating. The bus driver will collect these passes from the students when they get on the bus. Students without passes will be reported to the school office. The late bus shuttle will leave the middle school approximately 3:00 p.m.

The sports late bus leaves at 5:20 p.m. Students will be transported to the high school and transfer to the appropriate bus for the ride home. **All students must be under the direct supervision of a teacher or coach after 2:20 p.m. in order to ride the late bus home. Students may not be in the halls or outside during the activity period.**

## CONDUCT

**Good student conduct is expected at the Chittenango Middle School. All students have the right to attend school without being bothered by other students. Students have the right to attend classes without other students creating disturbances that affect the learning situation. Students may not intimidate or harass another student, either verbally or physically. Any form of sexual harassment will not be tolerated. When a student is found to be creating problems for other students or school staff, that student will be dealt with immediately.**

Students are allowed as much freedom as they can accept. Students have to remember, however, that with freedom there are responsibilities.

## PROHIBITED STUDENT CONDUCT

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, Chittenango District personnel and other members of the educational community, and for the care of Chittenango District 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. Chittenango District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on Chittenango District property or engaged in a Chittenango District-sponsored function specific and clear. The rules of conduct listed in the District's Code of Conduct 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 rules will be required to accept the penalties for their conduct.

## PENALTIES

Students who are found to have violated the Chittenango District Code of Conduct may be subject to the penalties listed in the Code, either alone or in combination with one another. In determining the appropriate penalty for violations of the Code, school personnel will take into account all relevant factors. The penalties listed in the Code 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.
The possible penalties include but are not limited to the following:

- Warning/verbal reprimand (any member of the District staff)
- Time Out (any member of the District staff)
- Written Warning (any member of the District staff)
- Written notification to parent (transportation supervisor, athletic director, coaches, School counselors, teachers, teacher assistants, associate principal, principal, Superintendent)
- Detention (teachers, teacher assistants, associate principal, principal, transportation supervisor, Superintendent)
- Suspension from transportation (transportation supervisor, associate principal, principal, Superintendent)
- Suspension from athletic participation (coaches, athletic director, associate principal, principal, Superintendent)
- Suspension from social or extracurricular activities (activity director, athletic director, associate principal, principal, Superintendent)
- Suspension of other privileges (transportation supervisor, athletic director, associate principal, principal, Superintendent)
- Temporary removal from classroom (teachers, principal, principal's designee)
- In-School Suspension (associate principal, principal, superintendent)
- Out of School Short-term Suspension (5 days or less) (principal, Superintendent, Board of Education)
- Police notification (principal, Superintendent)
- Removal from school property (principal, Superintendent)
- Alternative placement (principal, Superintendent)
- Superintendent's Hearing (principal referral, Superintendent)
- Long-term Out of School Suspension (more than 5 days) (subject to Superintendent's Hearing)
- Permanent Suspension from School/Expulsion (Superintendent, Board of Education)

**Teacher Removal of Disruptive Students**

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

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn. The procedures and requirements for teacher removal of a disruptive student are governed by the District's Code of Conduct.

## STUDENT ORGANIZATIONS AND ACTIVITIES

The following list presents current student organizations and their faculty advisors. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information.

| Organization/Activity | Advisor |
|---|---|
| Battle of the Books (5-8) | Ballard |
| Drama Club/Play (5-6) | Kester |
| Drama Club/Play (7-8) | Kester |
| F.O.R. Club | Haas |
| Jazz Band (6-8) | Kaercher |
| Library Club | Ballard |
| Robotics | Bongiovanni |
| Science Olympiad (5-8) | Connelly |
| Student Council (5-8) | Wicks/Quinn |
| Various Choral Groups (7/8) | Stanek |
| Yearbook (5-8) | Martin/Rife |

**Modified Sports (7/8)**

*Baseball Basketball Cross Country Football Lacrosse Soccer Softball Tennis Track & Field Volleyball Wrestling*

Students that are participating in activities/sports need to be in school by 9:00am to participate that day. If students aren't in school by 9:00am, they need a doctor's note to

participate in activities/sports that day. If a student has in-school suspension or has been suspended out-of-school, they can't be included in a practice or game on that day. Except for modified sports, the majority of these activities are held during the activity period from 2:20 p.m. - 2:50 p.m. This is the period following the regular school dismissal. Bus students are given passes to ride the late bus home. Modified sports practice generally begins at 3:00 p.m. and ends at 5:00 p.m.

## SAFETY DRILLS

During the school year we are required to have eight **fire drills**. When the fire alarm sounds, all students will go immediately to the nearest exit without talking, pushing or shoving.
During the school year we will have four **emergency lockdown drills**. When the announcement is made, all students will go immediately to a designated area in orderly and silent fashion.

## LOCKERS

An individual locker equipped with a combination lock is assigned to each person to provide a safe place for personal property. These lockers are supplied for the convenience of pupils and protection of their school related property, but the Board of Education and school authorities assume no responsibility for any loss incurred by a pupil.

**Money and other valuables should not be brought to school or stored in a locker. Lockers should be locked at all times. Students may not write inside or on the outside of the lockers. Only magnets may be used to attach items to the inside of the lockers. All lockers have hooks for coats and book bags, and a shelf for books.**

All combinations are changed during the summer each year. For security, a pupil should use only the locker assigned to him/her and tell the combination to no one. Any difficulty with a locker should be reported to the counseling office.
Pupils must plan their routes for the day to avoid unnecessary trips to lockers. **Locker stops will be allowed before first period, before and after lunch and before leaving school for the day.** All other stops are unnecessary and will be discouraged. Locker stops are not a valid reason for class tardiness; lockers are not to be used during lunch periods.

## LUNCH & BREAKFAST

There are three lunch periods scheduled during the school day. Every student has the opportunity to eat lunch in the cafeteria and enjoy recess (inside or outside) on a daily basis.

Breakfast is served daily from 7:10 a.m. - 7:35 a.m.

Students may bring a lunch from home, buy milk or buy a second meal. Ice cream and other snacks are also available for purchase. All food and drink are to be consumed in the cafeteria.

## FREE OR REDUCED PRICE LUNCH

**New York State provides free and reduced meals at no direct cost to the local school district under the guidelines of the Free/Reduced Meal Program. Additional free milk is available for those who qualify for free lunch. To qualify for this program, parents must complete an application, which is available on the District website and in the District newsletter.** Applications may also be completed during the school year as the need arises.

## 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 or 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 reevaluation of a student suspected of having a disability or a student with a disability.

You may choose to have your family physician to do the health appraisal. A physical form is available from the School Nurse for the doctor to complete and return to the nurse.

*You must provide a copy of your child's physical to the school nurse.*

Unless this form or other certificate of health is returned to the school, children in grades UPK or 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 will be given a health appraisal by the school physician.

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

## 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 annually 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 time of the day to be given.
- A signed written request from the parent is required annually to administer the medication as specified by the family ordering 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 is given by the physician to do so.
- 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 must be renewed at the start of each school year.
- All medications MUST be picked up on or by the last day of school.

## SUNSCREEN

Please notify your child's classroom teacher that your child may apply sunscreen to themselves. Classroom teachers will not apply sunscreen.

## 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). A record of the child's health status is begun upon entering UPK or Kindergarten and will continue through school.

## STUDENT ILLNESS AND COMMUNICABLE DISEASES

In classrooms, diseases, colds, and the like spread rapidly because of close contact of the children. We advise keeping your child at home when they are not feeling well (including but not limited to, a sore throat, running nose, cough, skin rash, fever or upset stomach). Many illnesses start with these symptoms.

***Communicable Disease Education Law authorizes physicians, nurse practitioners, physical assistants, and registered professional nurses (RN) to assess and exclude a student who displays signs and symptoms of communicable disease.***

## 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.

## 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.

If your child has a contagious or infectious disease such as chicken pox, measles, German measles, mumps, they will be unable to attend, unless there is a written statement from your doctor stating that the student is physically able to return to school.

A written statement from the doctor is required for the following conditions: Encephalitis, Meningitis, Infectious Hepatitis, surgical procedures, and fractures. ***This note must accompany the child when returning to school.***

## INJURIES/SURGERY

**Students who have had a surgical procedure or fracture must have written permission given by a physician to return to school. When students have had a surgical procedure, fracture(s), a splint or cast, stitches or staples they are automatically excluded from physical education, sports, outdoor recess/playground. The student can only be released and allowed to participate with a note from a physician. A note from a parent is not sufficient.**

If your child is injured in school, we provide first-aid. Should the injury appear serious, we will contact you as soon as possible. Any health treatment beyond first-aid is interpreted as a home responsibility, thus making the choice of a physician and decisions in regard to treatment is the parent's responsibility. We will be glad to hear from you whenever you have problems or questions concerning your child's health.

## SCHOOL HEAD LICE PROTOCOL

In order to remain proactive with the health issue of head lice, the Board of Education has adopted a no nit/lice policy. The following protocol has been established to deal with this health issue.

Lice Prevention Education:

- The Board policy along with other prevention advice will be included in the family handbooks.
- The nurse will explain procedures for removing lice to parents. Instruction treatment and prevention will be given to the parent by the nurse if lice have been discovered on their child.

Prevention Practices:

1. Students must be reminded not to share combs, brushes, hats, or other articles of clothing.
2. Hats, mittens, and scarves should be stored in the sleeves of coats.
3. Art smocks should be sent home periodically for laundering and should be stored in plastic bags.
4. Long hair should be pulled back with barrettes or in a pony tail.

5. Students ’coats and other articles of clothing should not be placed in piles.
6. Students should be discouraged from bringing or sharing stuffed toys.

Procedures if Nits or Lice are Found:

1. Parents will be called to take the child home. Instruction in treatment and prevention will be given to the parent by the nurse.
2. Students cannot return to school until they receive treatment for the lice.
3. The nurse will give a notification letter to the parents picking up the child and explain the procedures for eliminating nits/lice.
4. Close contacts and siblings will be checked by the nurse.
5. The student must be brought to school by a parent/guardian and will be re-checked by the nurse before readmission to school and bus transportation. If the verification of treatment form is returned and no nits or lice are found, the student will be readmitted.
6. For persistent cases, the assistance of the Department of Health may be solicited.

## 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 mediation/treatment within the hour guideline. Please note that it is ultimately the parent/guardian responsibility to provide medication/treatment for their child in the absence of a licensed nurse.

## STUDENT USE OF THE TELEPHONE

If there is a special need to call a parent or guardian, a telephone is available for student use in the office. All other calls are prohibited. If students bring a cell phone into school, the cell phone must be turned off and kept in the student’s pouch for the entire day. Cell phone use is permitted before and after school.

## STUDY HALLS

It is the belief of the administration that study halls should be educationally and academically productive times. To that end the following guidelines apply to **all** study halls:

1. All study halls will be quiet study halls.
2. **Each student will bring books and writing materials to every study hall.**
3. Students will not be allowed to leave during the first and last ten minutes of the period except for the library or to honor a pre-signed pass.
4. Lavatory/locker passes will be issued to one person at a time for a maximum of five minutes.
5. Students assigned to a study hall **must report** there each day for attendance purposes. No exceptions including permanent passes.
6. Absences will be handled similarly to regular class absences.

## TEXTBOOKS

Textbooks are furnished to all students by the school district. Students are expected to maintain their textbooks in good condition.

All textbooks should have a protective cover throughout the year, and though reasonable wear is expected as a result of normal daily use, **unreasonable damage to textbooks will result in student payment at a prorated charge. Lost textbooks must be paid for at the established rate before a replacement will be issued.** Textbook loss and damage fees and assessments are handled through the office. Report lost or found textbooks there.

## SAFETY

The rules here are the same as in any other public school building. Running, pushing, tripping, throwing items, fighting, etc. are not acceptable conduct. Students are not to be in the parking lot area. Students are to stay on the walk areas when entering or leaving the building.

## GRADING AND REPORTING

In grades 5-8, the passing grade is 65 for all subjects and the minimum grade for all marking periods is 50. There will be four report cards issued during the school year, with interim reports sent home for students who are at risk of failing or who have shown significant improvement.

## REQUIREMENTS FOR PHYSICAL EDUCATION

1. Requirements for Class: Physical education clothing must be appropriate for the activity and must comply with the Student Dress Code contained in the District's Code of Conduct. Students must be prepared to wear sneakers daily. It is the recommendation of the physical education staff that proper athletic clothing such

as t-shirt, shorts, and/or sweatshirt/pants be worn. All students are to be ready for class within three minutes after the second bell, or they will be marked down as tardy. The teacher reserves the right to determine acceptability of physical education clothing. No loose fitting jewelry or rings are to be worn during class.

2. Illness - Medical Excuse: For short-term illness/injury of a day or two, a note is required from the nurse. A doctor's note is required for all illnesses or injuries of three or more day's duration.
3. Grading is based upon: punctuality, participation, preparation, effort, sportsmanship, knowledge, teamwork, and skill (application and mechanics).
4. Locker Room: **Students** are responsible for all belongings brought into the locker room. Students are advised to lock everything of value in their hall lockers or leave the item(s) at home.

## ACADEMIC ELIGIBILITY POLICY: GRADES 7-8

Chittenango Central School District extends the privilege of extra-curricular 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.

### Track 1 Eligibility and Probation

Any student who is participating in an extracurricular school activity and is failing one or two subjects after any five-week report, will be placed on probation for the next five weeks. (Five-week reports are official at the 5, 10, 15, 20, 25, 30, 35 weeks and final course marks during the school year.)

### Under Track 1:

1. Students will be eligible to participate in all scheduled events while on probation, as long as satisfactory progress is maintained in all failing subjects and the student is not failing 3 subjects during the probationary period.
2. The student will become ineligible if he/she is failing 3 or more subjects at any time.
3. **A probationary student must meet in a supervised academic setting during 10th period Monday thru Friday. Time preference will be given to the course(s) in which the student is failing.**
4. If a student breaks probation, then ineligibility will begin on the following Monday (12:01 AM) for a minimum of one full calendar week.

If a student receives unsatisfactory/failing in another course, which now brings them to 3 failing subjects, then an ineligibility period will be in effect for the remainder of that five-week period.

***This student must now follow the guidelines under Track II.**

**Track II Ineligibility and Probation**

Any student who is participating in an extracurricular school activity and is failing 3 or more subjects after or during any 5 week progress report, will be ineligible and on probation until the next 5 week report is issued.

**Under Track II**:

1. A student may practice or participate during this five week period, but may not partake in any scheduled events for the full five weeks. (This includes events such as scrimmages, games, school play, club field trips and any other noncredit bearing extracurricular events.) See athletic code for implications (consequences).
2. If a student breaks probation during the ineligibility period, then the student will be removed from his/her extracurricular activity. If the activity is athletic, then the student is removed from the sport for the remainder of the season. If the activity is not athletic, the student will be removed from that activity for the remainder of the current 5 week ineligibility period in addition to the next 5 week mark.
3. **A probationary student must meet in a supervised academic setting during 10th period, Monday thru Friday. Time preference will be given to the courses in which the student is failing.**

**Guidelines for General Policy**

- Carry-over into the beginning of the next school year will be based on the final grade in each course.
- Summer school can replace failed courses that are then successfully completed.
- Incompletes will count as a failing grade, unless accompanied by a physician's medical excuse.
- Any student-athlete who is ineligible will be required to dress up but not suit-up, and must sit at the team bench area for home contests. Ineligible student-athletes may not attend away contests.
- Any course dropped/failing after the legal drop period will count as a failing course for the remainder of that five weeks and the next five week mark.

## BOARD OF EDUCATION POLICY

**STUDENT COMPLAINTS AND GRIEVANCES** (abbreviated)

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 agreement, efforts should be made to meet and discuss these issues. Only when all other avenues have failed should this formal process take place.

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.

A formal grievance should be in written form. The aggrieved party shall have the right to be represented by an attorney or another person selected. Grievances shall be signed by the individual(s). 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 grievances shall be signed by all persons seeking redress. 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 20 school days after receiving an answer from the First Stage. 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 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.

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

**NON-DISCRIMINATION** (abbreviated)

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.

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

## TITLE IX COMPLIANCE STATEMENT

**EQUAL EDUCATIONAL OPPORTUNITY** (abbreviated)

The Chittenango Central School District, Chittenango, New York, does not discriminate on the basis of sex in the educational programs or activities, which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: (sic) counseling services for students; access by students to education programs, course offerings and student activities. Course offerings will do so by July 1, 1976**.** The district official responsible for the coordination of activities related to compliance with Title IX is the Superintendent of Schools. (sic) This official will provide information, including complaint procedures to any student or employee who finds that her or his rights under Title IX may have been violated by the district or its "officials."

Chittenango Central School believes in equality of opportunity and shall promote good human relations by removing all vestiges of prejudice and discrimination (sic) in locating and use of facilities; in curriculum and instruction; and in availability of programs to children.

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT RIGHTS

Chittenango District is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all Chittenango District 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.

## STUDENT RESPONSIBILITIES

All Chittenango District students have the responsibility to:

1. Obey the District's rules, including all requirements in the Code of Conduct.
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.

## STUDENT GOVERNMENT (abbreviated)

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, the Chittenango Central School may maintain and operate student councils at grade levels where it is deemed appropriate.

These councils will assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

The Student Council shall not have authority to make policies for the district or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, the council may make recommendations to the administration on any topic of student concern.

## CARE OF SCHOOL PROPERTY BY STUDENTS (abbreviated)

Public property is expected to show normal wear through its use, and the expenses of maintenance and eventual replacement are recognized parts of the school budget.

It is the responsibility of students to use public property carefully and protectively. 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 the full limits provided by law.

The Superintendent is authorized to take steps he/she deems advisable to collect from students or parents for property loaned to students but which is not returned.
Ref: Chapter 993 of the Law s of 1970, Section 7657, Family Court Act

## **UNDERGROUND STUDENT PUBLICATIONS** (abbreviated)

The distribution of student publications in the school, whether they are sponsored by the school or not, shall be subject to the approval of the building principal and/or the superintendent. The time and place of distribution of student publications shall be determined by the building principal.

## **SECRET SOCIETIES** (abbreviated)

The Board of Education may, in its discretion and upon the recommendation of the Superintendent, vote to prohibit or abolish any fraternity, sorority or secret society which has, by virtue of its activities caused or created a disruption or an interference with the academic progress of the school, or caused or created such interference with the progress of any individual student or students therein. When such action is taken, the board may discipline any student who promises to join, or becomes a member of, or remains a member of, or solicits any person to join said organization. Ref: Ed. Law 1709a

## **HAZING**

No group of students, whether members of an organization or not, may require any student or group of students to undertake any activity, nor shall they subject any student or group of students to any activity, which is abusive, humiliating or potentially hazardous to the physical, mental or moral welfare of themselves or others, regardless of their willingness to participate.

## **STUDENT SEARCHES AND QUESTIONING**

The Board of Education is committed to ensuring an atmosphere on Chittenango District property and at Chittenango District 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 district code of conduct. Students are not entitled to any sort of Miranda type warning before being questioned by Chittenango District officials, nor are Chittenango District officials required to contact a student's parent before questioning the student. However, Chittenango District officials will tell all students why they are being questioned.

In addition, the Board authorizes Chittenango District Principals or his/her delegate to conduct searches of students and their belongings if the authorized Chittenango District official, prior to conducting the search, has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct. An authorized Chittenango District 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 Chittenango District official has a legitimate reason for the very limited search.

An authorized Chittenango District official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the Chittenango District 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. Chittenango District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized Chittenango District official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. The search should be reasonable in scope based upon the object(s) sought. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

**1. Student Lockers, Desks and other School Storage Places**

The rules in this code of conduct 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 Chittenango

District officials retain complete control over them. This means that student lockers, desks and other Chittenango District storage places may be subject to search at any time by Chittenango District officials, without prior notice to students and without their consent.

**2. Police Involvement in Searches and Interrogations of Students**

Chittenango District officials are 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 Chittenango District buildings or at Chittenango District functions, or to use Chittenango District facilities in connection with police work. Police officials may enter Chittenango District property or a Chittenango District function to question or
search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant.
- Probable cause to believe a crime has been committed on Chittenango District property or at a school function, or
- Been invited by Chittenango District officials.
- To ensure the safety of students, faculty and staff members, and to prevent disruptions to the learning environment; and/or
- Random locker searches for the general deterrent effect of these types of inspections.

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 Chittenango District property or at a Chittenango District function.

Students who are questioned by police officials on Chittenango District property or at a Chittenango District function will be afforded the same rights they have outside the school. This means:

- They must be informed of their legal rights.
- They may remain silent if they so desire.
- They may request the presence of an attorney.

**3. Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of Chittenango 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 child protective services workers who wish to conduct interviews of students on Chittenango District property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

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 Chittenango 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 Chittenango 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.

A child protective services worker may not remove a student from Chittenango District property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from Chittenango 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.

## 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, student, volunteer or vendor doing business with 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, student, volunteer or vendor doing business with the district is used as the basis for decisions affecting the employee, student, volunteer or vendor; 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 of a sexual nature;
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/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.

D. It is the right of any student, employee, volunteer or vendor doing business with the district to make a complaint and each complaint will be investigated fairly, thoroughly, and promptly.

E. Once an investigation has been completed both the complainant and the alleged harasser will be informed of the results of the investigation and what action, if any, will be taken.

**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 in employee publications and student handbooks.

## 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.

## DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group,

religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

**Dignity Act Coordinator**

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

**Training**

Training will be provided each school year for <u>all</u> District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of harassment and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their

experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

**Reports and Investigations of Discrimination and Harassment**

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the School Safety and the Educational Climate (SSEC) Summary Data Collection Form.

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.