



Student Handbook & Code of Conduct  
2022-2023

DeRuyter Central School

**ELEMENTARY**

## Table of Contents

Alcohol & Substance Abuse Policy .....	39
Arrival to School Procedures .....	7
Attendance Policy & Tardiness .....	10
Behavioral Guidelines .....	27
Cafeteria Procedures .....	30
Cell phones/Electronic Devices .....	31
Class Daily Schedule .....	7
Complaints & Grievances by Students, DCS Policy .....	25
Computer Usage .....	33
Dignity for All Students Act .....	29
Disciplinary Removal of Disruptive Students .....	48
Discipline of Students with Disabilities .....	54
Discipline Ranges of Consequences and Proceedings .....	45
Dismissal Precautions .....	9
Dismissal Procedures .....	8
District Calendar .....	3
District Procedural Chart .....	24
Dress Code .....	31
Emergency School Closing .....	11
Essential Partners .....	20
Family Education Rights and Privacy Act (FERPA) .....	19
Field Trips .....	12
Grading Policy .....	28
Homework Policy .....	13
Library Media Center Rules .....	35
Photos and Videos .....	60
Report Card and Progress Report Dates .....	7
Sexual Harassment .....	35
Staff Directory .....	4-6
Tobacco Free School Policy .....	37
Transportation .....	12
Visitors to School .....	11



# 2022-2023 DeRUYTER OFFICIAL School Calendar

		M	T	W	T	F			M	T	W	T	F
<b>JUL</b>						1	(T = 20 / S = 20)		2	3	4	5	6
		4	5	6	7	8	<b>JAN</b>		9	10	11	12	13
		11	12	13	14	15			16	17	18	19	20
		18	19	20	21	22			23	24	25	26	27
		25	26	27	28	29			30	31			
<b>AUG</b>		1	2	3	4	5	(T = 15 / S = 15)				1	2	3
		8	9	10	11	12	<b>FEB</b>		6	7	8	9	10
		15	16	17	18	19			13	14	15	16	17
		22	23	24	25	26			20	21	22	23	24
		29	30	31					27	28			
<b>SEP</b>	(T=20 / S = 19)				1	2	(T = 23 / S = 22)				1	2	3
		5	6	7	8	9	<b>MAR</b>		6	7	8	9	10
		12	13	14	15	16			13	14	15	16	17
		19	20	21	22	23			20	21	22	23	24
		26	27	28	29	30			27	28	29	30	31
<b>OCT</b>	(T = 20 / S = 20)	3	4	5	6	7	(T = 15 / S = 15)	3	4	5	6	7	
		10	11	12	13	14	<b>APR</b>		10	11	12	13	14
		17	18	19	20	21			17	18	19	20	21
		24	25	26	27	28			24	25	26	27	28
		31											
<b>NOV</b>	(T = 18 / S = 17)		1	2	3	4	(T = 22 / S = 22)	1	2	3	4	5	
		7	8	9	10	11	<b>MAY</b>		8	9	10	11	12
		14	15	16	17	18			15	16	17	18	19
		21	22	23	24	25			22	23	24	25	26
		28	29	30					29	30	31		
<b>DEC</b>	(T = 16 / S = 16)				1	2	(T = 16 / S = 16)				1	2	
		5	6	7	8	9	<b>JUN</b>		5	6	7	8	9
		12	13	14	15	16			12	13	14	15	16
		19	20	21	22	23			19	20	21	22	23
		26	27	28	29	30			26	27	28	29	30

Sept. 1, 2022	Staff Development Day
Sept. 5, 2022	Labor Day Holiday
Sept. 6, 2022	★ First Day of Classes
Oct. 10, 2022	Columbus Day Holiday
Nov. 10, 2022	Parent/Teacher Conf./Staff Dev. Day
	No School for Students
Nov. 11, 2022	Veterans Day Holiday
Nov. 23-25, 2022	Thanksgiving Recess
Dec. 23-Jan. 2, 2023	Christmas Recess
Jan. 16, 2023	Martin Luther King Day
Jan. 24-27, 2023	Regents
Feb 20-24, 2023	President's Day/Winter Recess
Mar. 13, 2023	Parent/Teacher Conf./Staff Dev. Day
	No School for Students
Apr. 3-7, 2023	Spring Recess
Apr. 7, 2023	Good Friday
Apr. 19-26, 2023	3-8 ELA Computer Based Exams
Apr. 19-21, 2023	3-8 ELA Paper Based Exams
May 2-9, 2023	3-8 Math Computer Based Exams
May 2-4, 2023	3-8 Math Paper Based Exams
May 23-June 2, 2023	Science 8 Performance Exam
June 5, 2023	Science 8 Written Exam

May 29, 2023	Memorial Day Observance
June 5, 2023	Science 8 Written Exam
June 14-16, 2023	Regents
June 20-22, 2023	Regents
June 19, 2023	Junteenth Observance
June 23, 2023	Last Day / Rating Day
<b>Legend:</b>	
	Holiday/Recess
	Regents
	State Exams
	Staff Development Day
	Parent/Teacher Conf.
	Rating Day
Total Teacher Days = 185	
Total Student Days = 182	
Approved by DCS BOE: 2/9/22	

## DeRuyter Central School Board of Education

Mr. Dean Hathaway, President  
Mrs. Lisa Benedict  
Mrs. Jodi Wiesing

Mr. Dan Degear, Vice President  
Mrs. Melanie Ackley

### Superintendent of Schools

Dr. David M. Brown  
315-852-3400 x 7403  
Mrs. Sandy Welsh – Secretary  
315-852-3400 x 7403

### Business Administrator

Ms. Amanda Graham-Quirk  
315-852-3400 x 7502  
Mrs. Katy Denkenberger – District Treasurer  
315-852-3400 x 7501  
Mrs. Heidi Foster – Payroll Clerk  
315-852-3400 x 7108

### Director of Special Education and Mental Health

Mrs. Jenny Valente  
315-852-3400 x 7152

### Principal 6-12

Mr. Stephen Rafferty  
315-852-3400 x 7105

### Director Elementary Education and District Professional Development

Mrs. Kimberly O'Brien  
315-852-3400-x7126  
Mrs. Janene Kascha – Secretary  
315-852-3400 x 7122

### School Nurse

Ms. Jessica Vadala  
315-852-3400 x 7112

### Guidance

Mrs. Maureen Alger  
315-852-3400 x 7226  
Mrs. Julia Wick  
315-852-3400 x 7225  
Mrs. Annie Chesbrough  
315-852-3400 x 7124  
Mrs. Juanita Hayes – Secretary  
315-852-3400 x 7204

### Special Education

Mrs. Jenny Valente – Director  
315-852-3400 x7152  
Mrs. Janene Kascha – Secretary  
315-852-3400 x 7122  
Mr. Andrew Scherrer – School Psychologist  
315-852-3400 x 7104

### Social Worker

Mrs. Wendy Hutton  
315-852-3400 x7107

### Technology Coordinator

Mrs. Nancy Haws  
315-852-3400 x 7205

### Library Media Center

Ms. Jennifer Jones – Library Media Specialist  
Mrs. Rachel Hyde – Library Aide  
315-852-3400 x 7147

### Cafeteria

Mrs. Brenda Scutt  
315-852-3400 x 7146

### Head of Buildings/Grounds/Transportation

Mr. Kevin Springer  
315-852-3400 x 7301/7408

## Teacher/Staff Members

<b>Pre-Kindergarten</b>	Mrs. Shannon Dorrance		
<b>Kindergarten</b>	Mrs. Marcia Ludwig	Mrs. Pamela Gallerani	
<b>1st grade</b>	Mrs. Regina Raleigh	Mrs. Melissa Wheatley	
<b>2nd Grade</b>	Mrs. Karen Nieman	Mrs. Destini Travis	
<b>3<sup>rd</sup> Grade</b>	Mrs. Shala Wykstra	Mrs. Lisa Burbidge	
<b>4th Grade</b>	Mrs. Lisa Hirt	Ms. Linda Ladd	
<b>5th Grade</b>	Ms. Mikaela Cormier	Mr. Charles Thornton	
<b>AIS (K-5)</b>	Mrs. Jennifer Ladd (3-5 reading)		
	Mrs. Joyce Sears (K-2 reading)		
	Mrs. Karen West (1-5 math)		
	Mrs. Samantha Filippi (math & reading - primary grades)		
<b>Special Education (K-5)</b>	Mrs. Stacy Inman, Ms. Kristen Romagnoli & Mrs. Lisa Clark		
<b>Speech Therapist</b>	Mrs. Jamie Mody		
<b>Occupational Therapist</b>	Ms. Justine Shay (BOCES)		
<b>Physical Therapist</b>	Mrs. Jessica Degear (BOCES)		
<b>Teaching Assistants/Aides (Elementary)</b>			
Mrs. Kathy Cook	Mrs. Denise Coon	Mrs. Jeanne Coon	Mrs. Yvonne Fish
Mrs. Bert Ufford	Mrs. Holly Harris	Mrs. Angela Wood	Mr. Alan Ingerto
<b>6<sup>th</sup> grade</b>	Ms. Sheri Smith		
<b>English</b>	Mrs. Kate Meigs – Grades 7 & 8 Mrs. Anna Jarvis – Grades 9 & 10 Mr. Zachary Miller – Grades 11 & 12		
<b>Social Studies</b>	Mrs. Shannon Forrest – Grades 7 & 8 Mr. Coby Merkle – Grades 9 & 10 Global Studies Mrs. Donna Barber – Grades 11 & 12 USHG & Economics		
<b>Science</b>	Mr. Peter Camp – Grades 7 & 8 Mrs. Jade Baisley – HS Science Mrs. Bonnie Quackenbush – HS Science		
<b>Mathematics</b>	Mrs. Amy Prince – Grades 7 & 8 Mr. Jared Tiffin – HS Math Mrs. Amy Hannafan – HS Math		
<b>Foreign Language</b>	Spanish – Mrs. Barbara Agazzi-Poncia ENL- Mrs. Mary Shamblen		
<b>Special Education (6-12)</b>	Ms. Julie Arno, Mrs. Cassidy Richardson & Ms. Meghan Morgan		
<b>Special Patrol Officer</b>	Mr. Karl vonKnoblauch		

## Special Area

<b>Ag/Tech</b>	Ms. Molly Huttar		
<b>Art</b>	Mr. Joe Drake		Mrs. Erin Brown
<b>Business</b>	Ms. Marielle Borzello		
<b>Health</b>	Mrs. Melissa Newton		
<b>General Music/MS Chorus</b>	Ms. Kylie Stenger		
<b>Instrumental Music</b>	Mrs. Lisa Stearns		
<b>PK-12 Physical Education</b>	Mrs. Jessica Zech Mrs. Jamie Doolittle Mr. Brian Wright		
<b>Security Window</b>	Ms. Tammy Hillman		
<b>Teaching Assistants/Aides (MS/HS)</b>			
Mrs. Karen Crandall	Mrs. Judy Stone		Mrs. Lauren Winters
Mrs. Sandy Cline			
<b>Bus Mechanic</b>	Mr. Terry Leete		
<b>Drivers</b>	Ms. Amy Calhoun Mr. Greg Coon Mr. Ted Fuller Mr. Jeff Randall	Mr. Melvin Coon Mr. Jason Covert Mrs. Sandra Wilcox Mrs. Cyndi Hakes-Shoemaker	Ms. Sarah Rouse
<b>Cafeteria Staff</b>	Mrs. Carol Chapman Ms. Sally Phillips	Ms. Maureen Pigott	Mrs. Karen P. Crandall
<b>Custodial Staff</b>	Mr. Art Kirk Ms. Sarah Snyder	Mr. Tanner Kirk Mrs. Chris Warner	Ms. Ebony Stone
<b>Groundskeeper</b>	Mr. Travis Baker		

## Grades PK-5 Daily Schedule

Time	
7:50	First Bell – Breakfast/report to Classrooms
8:00	Second Bell – Head to class
8:05	Attendance & Announcements – Classes Begin
2:55	Dismissal Begins

## Report Card and Progress Report Dates School Year 2019-2020

Marking period	Ends	Report Card Sent Home
10 Week (1 <sup>st</sup> quarter)	11/10/22	11/18/22
20 Week (2 <sup>nd</sup> quarter)	1/27/23	2/3/23
30 Week (3 <sup>rd</sup> quarter)	3/31/23	4/14/23
40 Week (4 <sup>th</sup> quarter)	6/16/23	Last Day of School

## NYS Testing Grades 3-8

All students in Grades 3-8 will be taking NYS assessments in ELA and Mathematics. Students in Grade 8 will also be tested in Science. It is important that all students participate in these assessments and we appreciate your help in assuring that your child(ren) is in school and on time on test days. If at all possible, please avoid scheduling doctor's appointments or family trips during these times.

The ELA and Math tests are each taken over two (2) days. The tests dates for 2022-23 are as follows:

ELA: Wednesday, April 19<sup>th</sup> – Thursday, April 20<sup>th</sup>  
Math: Tuesday, May 2<sup>nd</sup> – Wednesday, May 3<sup>rd</sup>

## Arrival to School Procedures

**Students should not arrive to school before 7:40 due to lack of supervision.** If students arrive prior to the 7:50 bell, they should wait in the front foyer until the bell rings. At 7:50 students will either go to the cafeteria or directly to their classroom if not eating breakfast. Parents may walk their children to the foyer, but students will proceed to breakfast or their classrooms independently, with a friend, or with a staff escort.

## End of the Day Dismissal Procedures

For the safety of all of our students and our bus drivers, students that walk independently will not be dismissed/leave school property until after all buses have left the school property. Listed below you will find times of when various classes will be loading the buses and also the dismissal time for all walkers and student drivers.

- PK will be dismissed at 2:55 p.m.
- Grades 6-12 will be dismissed at 2:55 p.m.
- The buses will leave promptly at 3:00 p.m.

All independent walkers and pick ups in grades PK-5 should report to the elementary gym. All walkers and student drivers in grades 6-12 students should report to the cafeteria upon dismissal. Students being picked up in grades PK-5 will need to be signed out from the elementary gym. Students will only be released to individuals with approval from parent/guardian.

All independent walkers will be dismissed after all school busses have departed school property (by about 3:05pm).

## Change in Dismissal Plans

In the event that there is a need to change your child's dismissal plan, **please send a note** in with your child that includes the following information:

Date(s) the change effects.

Specific information regarding the name and address of the location where the child is to be dropped off or the name of the person picking the child up.

If you find it necessary to make a change during the day, please call Mrs. Kascha's office (315-852-3400 x 7122) **as early as possible, but not later than 1:00 pm.**

## Drop Off of Students Riding Buses in PK-5

It is important for parents/guardians to note that **students in grades PK-5 will NOT be dropped off at homes where there is no adult present\***. It is the responsibility of the adult to make their presence known to the bus driver. Please do not assume that the driver knows your schedule or the make of your car parked in the driveway. The driver must see the adult in order to drop off the child. If an adult is not present, the student will be returned to school and parents will be called to pick the child up. Our bottom line is the safety of your child, and the driver will err on the side of caution.



*\* A parent may grant permission for their child in 4<sup>th</sup> and 5<sup>th</sup> grades to be released without an adult by completing the “Bus Drop-Off Procedure” release form sent home with your child the first week of school. In addition, if you would like your younger children (grades PK-3) released with an older sibling you **MUST** also complete the waiver.*

## **Leaving the Building During School Hours**

Students who need to be excused from school for an appointment are to bring a written excuse to their teacher at the beginning of the school day. The excuse must state the reason and time being excused. The dismissal time will be noted on the absentee sheet.

1. No PK-5 student will be allowed to leave the building without a parent/guardian or a person designated by the parent/guardian.
2. Parents must come into the building and sign out their child at the Security Office.
3. When returning to school after an appointment, students must sign in at the Security Office and get a pass to return to class.
4. Leaving the school building or property without authorization is a serious offense and may result in suspension.

## **Student Dismissal Precautions**

The Principals in the District shall maintain lists of individuals who are authorized to obtain the release of students in attendance at the school. This list will be accessible at the Security Office. No student may be released in the custody of any individual who is not the parent or guardian of the student unless the parent/guardian has provided their name as an authorized person to pick up the child.

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, in writing, a list submitted pursuant to this procedure at any time.

Certified copies of any court order or divorce decrees provided by the custodial parent/guardian, which restrict a parent's/guardian's ability to seek the release of his/her child shall be maintained by the Principals. This information will also be accessible at the Security Office. Individuals seeking the release from school of a student must report to the Security Office and present identification deemed satisfactory. As necessary, the Principals/designee will check the authorized list and relevant court orders or divorce decrees before a student may be released.

The Principal/designee may release a student to an individual not appearing on the approved list only if the Principal/designee has determined that an emergency exists and the parent or guardian has been personally contacted by the Principal/designee and has approved the release.

- Students in grades PK-5 should see their principal, Mrs. Kim O'Brien. Students in grades 6-12 should see Mr. Stephen Rafferty. Of course, if one is not available, students may seek the assistance of the other principal.

## Attendance

Regular school attendance is a major key to school success. All students are expected to be in school, on time (in class by 8:05), all days that school is in session. We do, however, recognize that there are times when a student must miss all or part of a school day. When this is necessary, please see the procedures outlined below.

Student absence without prior knowledge and consent of a parent/guardian is considered truancy, an illegal and/or unexcused absence. Truancy will be dealt with as outlined in the Code of Conduct.

## Absence from School

If a student is going to be absent from school a parent/guardian should contact the Attendance/Guidance office at 315-852-3400 x 7204. If the school does not hear from a parent/guardian an attempt will be made to the contact to ascertain the reason for the absence. Upon returning to school, students should report directly to the Security Office to present an excuse and obtain a re-admission pass. A dated excuse for absences is due the day a student returns to school. **The following are legal excuses: personal illness, death in the family, doctor or dentist appointments, court appearance, and religious observation, college visitations, when arranged with your guidance counselors, are allowable.** Other absences are considered illegal by the State of New York and our Board of Education.

## Homework for Absentees

If a student is absent from school, homework assignments may be requested by calling the PK-5 Office (315-852-3400 x 7122) by 10:00 am. Requested work may be sent home with a sibling or friend, or picked up at the Security Office by 3:00 pm that day.

## Absences Due to Family Vacation

Children who miss school to take or extend a family vacation are considered to be illegally absent.

Because the majority of the learning at the elementary level is due to discussion, hands-on learning, and small group/individual instruction that are adjusted on a daily basis, it is difficult to package assignments to take on a trip. Missed school work, therefore, will not be prepared ahead of time for those students missing school for vacation. When the child returns, the teacher will provide make-up work for the student to work on at home with his/her parent/guardian. Failure to complete this work upon return will be reflected in the student's quarterly grades.

## Tardiness

All students are expected to be in school and in class, on time, all days that school is in session. Any student not in his/her classroom at the start of the scheduled school day (8:05) is considered either absent or tardy. If a student arrives after 8:05, he/she should report immediately to the Security Office to sign in. A written excuse is required explaining why the student is late. If the student does not have an excuse explaining his/her tardiness, he/she must submit a note from his/her parents/guardians the following day explaining the reason for his/her tardiness. The tardiness will be treated as illegal until a note is received documenting a legal excuse.

## Emergency Contact Phone Numbers

It is imperative that the school be able to contact parents at all times students are in our care. **Please make certain that appropriate and multiple contact numbers have been shared with the school.** In the event that there is an emergency, we want to be certain that we can reach a parent/guardian. In case we are unable to reach you, please provide us with a trusted adult's contact information. **If your home, cell, work or emergency contact numbers change, please notify the PK-5 office immediately.**

## Emergency School Closings

In the case of an emergency school closing we will contact 93 Q, 92.1, 94.5, 101.5, 104.7, 106.9, 107.9, 570, 620, 920, WIXT -9, WTVH-5, WSTM-3 with all emergency closing information. Please do not call the school. This information will also be listed on the school website ([www.deruytercentral.org](http://www.deruytercentral.org)). In addition to posting this information on TV stations and listing them with radio stations, the **DeRuyter Central School District utilizes an emergency notification system called School Messenger.** This system will send text and voice mail messages to the contact numbers that you provide to us on your school emergency cards. We will use this system to notify you of school delays and closings and emergency early closings and cancelation of after school activities.

In order for this system to work effectively, we must have up to date contact information in our system. **Please remember to contact us throughout the school year if there are any changes in your phone numbers**

## Visitors to School

We enjoy having parents and guests visit school, especially on special occasions like assemblies, award ceremonies, and plays. Our policy states that if you wish to visit school that you make an appointment to see your child's teacher. Unannounced visitors disrupt the flow of the classroom instruction.

If you do not have an appointment, we respectfully request that you not "stop" in to see your child. Their days are very busy and learning is our first mission. If you would like to have lunch with your child, those arrangements can be made on an occasional basis. Please call the office to make these arrangements.

For the safety of your children, all visitors must report to the Security Office and present identification (Driver's license, or non-drivers NYS ID Card) which will be scanned on our raptor System. Once your identification has been verified, you will be asked to sign in and will receive a visitor's pass that must be worn and visible. Violators may be charged with criminal trespass. No student is allowed to bring small children to school, and as a general rule, no guests are allowed during the school day. Thank you for respecting our policy and procedures.

## Field Trips

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

A field trip is any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. Pertinent information for each field trip, including the date, hours, and destination, will be sent home at least one week prior to the field trip. **Parent permission slips will not be necessary for field trips that take place during the normal school day.**

*Note: all rules of the Code of Conduct apply during a field trip. These include, but are not limited to, bus rules, behavioral expectations, dress codes, and attendance.*

## Transportation to Special Events

When students leave DeRuyter on a school bus to attend a function, they will travel back to DeRuyter on that bus. As an exception, chaperones may release students only to their parents. For any other transportation arrangements, permission slips must be turned in to the office before the event, with the approval by parent and administrator to follow.

## Transportation

Bus safety is a prime consideration. The drivers will enforce all rules set up for pupils' safety. Your cooperation is necessary. Remember, distraction of the bus driver may cause an accident.

### **Bus Rules**

- Be ready to board the bus quickly and safely, when it arrives.
- Students must not enter or leave the bus, nor leave their seats while it is in motion
- Upon entering or exiting buses, pass in front of the bus, not behind.
- Occupy the seat assigned by the driver, safely throughout the trip.
- Head or arms must not be out the window at any time.
- Swearing or other inappropriate language is not to be used.
- The use of illegal substances is forbidden. The bus is school property.
- Quarreling, fighting or rough play will not be tolerated.
- Obey the bus driver, and help keep the bus neat, clean, and safe.
- Drivers will report discipline problems to an administrator and parent via a transportation discipline report.
- Cell phones, iPods, & MP3 players may be used on the bus, as long as they are not a distraction.
- Please remove headphones when loading and unloading the bus.

### ***Consequences of bus misconduct***

Any inappropriate acts on the bus can cause harm and injury. Consequences such as a problems solving conference with the principal, lunch detention and phone calls home are put in place as guidelines and are subject to change depending on the conduct and act. Actions that place the driver or other students in danger will result in suspension in or out of school. Students with repeated incidents of misconduct on the bus may be suspended from the bus and the principal will contact parents/guardians to come in for a conference.

**Riding the bus is a privilege, not a right.** With privileges comes responsibility and obeying the rules of the bus is vital. Students suspended from the bus will be expected to attend school, and the responsibility of getting to school falls on the parents.

### ***Late Bus Procedures***

On Tuesdays and Wednesdays each week there is a late bus. The purpose of this bus is for students to participate in school-related activities.

To take the late bus, a student needs to sign up with Mrs. Kascha in the elementary office **no later than 1:00 pm.** This is to allow the scheduling of the appropriate number and size of busses. If your child is staying after school for an activity or club we will need written permission and this written permission should include if they will need to take the late bus.

### ***Bus Passes***

Requests for bus passes or changes must go to Mrs. Kascha in the elementary office **before 1:00 pm** to effectively coordinate timely messages to the homeroom teachers, bus drivers, and parties involved.

## **Homework Policy**

### ***Purpose of Homework***

- Reinforce school learning by practicing for mastery and application of basic skill.
- Provides extension of the school day and learning
- Strengthens the home and school connection
- Provides opportunities for development of self-discipline, responsibility, time management and organizational skills

### ***Partners in the Homework process***

We share the understanding that homework is an essential part of learning and school success.

### ***Student's Responsibilities***

- Maintain and use agenda by writing down all assignments (Grades 3-5).

- Complete homework assignments accurately, neatly and submit on time.
- Seek assistance from teachers and parents when difficulties arise.
- Complete assignments missed because of absence.

### ***Teacher's Responsibilities***

- Provide quality homework activities
- Clearly state and post assignments so students can write them down correctly.
- Ensure that students are aware of what is expected of them and how their work will be assessed.
- Coordinate major assignments, exams, and long-term projects across disciplines.
- Make periodic checks to make certain that the agenda is being used correctly.
- Alert parents when homework problems arise and suggest strategies they can use to assist their children with homework
- Teachers will keep a log of all missed homework, which will include action taken and communication with student and parent.

### ***Parent's Responsibilities***

- Take an active interest in homework
- Check your child's agenda daily and make sure assignments are completed and turned in.
- Provide time, space and materials for your child to complete homework.
- If there are any concerns about your child's progress in class, contact the teacher.

## **Student Rights and Responsibilities**

### ***A student in the DeRuyter Central School shall have the right to:***

1. Take part in all activities on an equal basis regardless of race, gender, or national origin.
2. In all matters, have the opportunity to present their version of the facts and circumstances, with truthfulness and honesty, leading to decisions of disciplinary consequences.
3. Address the Board of Education in the same manner as any citizen.

### ***It shall be the responsibility of each student in the DeRuyter Central School District to:***

1. Become familiar with and abide by all rules and regulations pertaining to student conduct.
2. Work to the best of his/her ability in all academic and co-curricular pursuits and strive toward the highest level of achievement possible. This includes completing class and homework assignments on time.
3. Conduct him/her, when participating in or attending school-sponsored co-curricular events, as a representative of DeRuyter Central School District and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship.

4. Be in regular attendance in school and in class.
5. Be responsible for contributing to the maintenance of an environment that is conducive to learning, show respect to all persons and to property.
6. Make constructive contributions to our school and to report with honesty and truthfulness the circumstances of school related issues.
7. Act and speak respectfully about issues/concerns.
8. Use non-sexist, non-racist and other non-biased language
9. Respect and 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 (identity or expression) or sex.
10. Use communication that is non-confrontational and is not obscene or defamatory
11. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

## **Parent-Teacher Organization**

The DeRuyter Elementary PTO is designed to help promote a sense of community within our school. PTO sponsors many activities such as Family Movie Nights, a Science Fair, Book Fairs, PARP, and a Holiday Shop.

PTO meets once a month on Wednesday evening from 6:30 pm to 7:30 pm and we would love it if you could join us. If you are interested in learning more about how to become involved, contact Mrs. Cassidy Richardson at 315-852-3400 or email [pto@deruytercentral.org](mailto:pto@deruytercentral.org).

## **CODE OF CONDUCT**

### **MISSION STATEMENT**

The DeRuyter Central School District, in partnership with parents and the community, will educate and empower all students to embrace a passion for learning while developing into respectful, productive members of society

**The DeRuyter Central School District is a community of learners with responsibility to one another. The purpose of the school district is teaching and learning. We are all responsible for ensuring an environment in which teachers can teach and students can learn. As members of this educational community students, teachers, staff members, parents and the community share in the responsibility of fostering a respectful environment in which teaching and learning are paramount.**

**Students of the DeRuyter Central School District have the right to a free, appropriate public education. In addition, students have all other rights afforded to students under the provisions of the Federal and State Constitutions and the laws of the State of New York. Athletic and co-curricular participation is not a right but a privilege. Therefore, students may be held to certain behavioral standards in order to maintain the privilege of participation.**

**Students of the DeRuyter Central School District have the responsibility to attend school as prescribed by New York State Law. While in school, a student shall not act in a manner which invades the rights of others, or which causes disorder and disrupts the educational process.**

*To improve security at DCS, surveillance cameras may be located in common areas including hallways, stairwells, gymnasiums, parking lots, and the cafeteria. Surveillance cameras will not be placed in classrooms or areas where students and staff would have an expectation of privacy.*

## **Definitions**

**For the purposes of this code, the following definitions apply:**

**Cyberbullying:** A form of bullying which occurs via electronic communication, including but not limited to, the use of cell phones, e-mail, YouTube, chat rooms or social networking (or other electronic modalities) to harass, threaten, or intimidate someone and can be transmitted by video, pictures or words. Types of cyber bullying can include but are not limited to: posting, sending or forwarding inappropriate or derogatory messages or images, spam, viruses, humiliating messages, sharing private information, sending hateful or defamatory remarks that can include racial, ethnic or homophobic messages or posting or contributing to polling sites.

Cyber-bullying involving district students may occur both on campus and off-school grounds and may involve student use of the District Internet system or student use of personal digital devices including but not limited to: cell phones, digital cameras, personal computers, electronic tools.

Cyber-bullying that occurs off-campus that causes or threatens to cause a material or substantial disruption in the school could result in formal discipline by school officials. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

### ***Disability***

- (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, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

### ***Discrimination***

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, gender identity or sex.

### ***Disruptive Student***

An elementary or secondary 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.



## ***Employee***

Any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

## ***Gender***

Actual or perceived sex and includes a person's gender identity or expression.

## ***Gender Expression***

The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

## ***Gender Identity***

One's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

## ***Harassment and/or Bullying***

The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse 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 expect to cause emotional harm; or (2) reasonably causes or would reasonably expect to cause physical injury to a student or to cause a student to fear for his or her physical safety.

Such conduct shall include acts of harassment and/or bullying that occur:

- (i) on school property; and/or
- (ii) at a school function; or
- (iii) 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.

For the purpose of this Code, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. For the purposes of this Code, "emotional harm" that takes place in the context of "harassment and/or bullying" means to harm 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's education.

Such conduct shall include, but is not limited to acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender identity or sex.

## ***Hazing***

An induction, initiation or membership process involving harassment which 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 includes, but is not limited to, induction, initiation or membership processes organized by groups, clubs and athletic teams.

## ***Illegal Substances***

Alcohol, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, look a-like drugs (including but not limited to synthetic cannabinoids), any substances commonly referred to as “designer” drugs, prescription or over-the-counter drugs when possession or use is unauthorized or such are inappropriately used or shared with others, or any product which, when misused, will result in an impaired or altered state.

## ***Lockers***

Lockers are provided by the school for student use and the administration has the right to search lockers. A student may have exclusive use of the locker as far as other students are concerned, but he/she does not have such exclusivity over the locker as it relates to school authorities.

## ***Parent***

Parent, guardian or person in parental relation to a student.

## ***Material Incident of Harassment, Bullying and/or Discrimination***

A single verified incident or a series of related verified incidents where a student is subjected 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, and is the subject of a written or oral complaint to the Superintendent, Principal, or their designee, or other school employee. 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.

## ***School Bus***

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

## ***School Function***

A school-sponsored extra-curricular event or activity

## ***School Property***

In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

## ***School Zone***

School owned/controlled property and buildings, school vehicles and school sponsored activities

- While students are in the school zone, the school has an obligation to keep all students safe. When a student leaves the school zone, the school’s obligation ends, however, the school’s rights to investigate incidents continues.

## ***Sexual Orientation***

Actual or perceived heterosexuality, homosexuality, or bisexuality

## ***Tobacco Products***

Any lighted or unlighted cigarette, cigar, cigarillo, pipe, clove cigarette, herbal tobacco product or any other smoking product; smokeless tobacco in any form (including but not limited to chewing tobacco, dip, or snuff); any electronic cigarette or vaping device (including but not limited to e-cigarettes, Juul devices, vaporizers, vape pens and chemical substances used with such devices); or any other simulated tobacco products that imitate or mimic tobacco products; as well as matches, lighters and related paraphernalia.

## ***Under the Influence***

A student shall be considered "Under the Influence" if he or she has consumed 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.

## ***Violent student***

A student under the age of 21 whom:

1. Commits an act of physical or verbal violence with a school employee or attempts to do so.
2. Commits, while on school property or at a school function, an act of physical or verbal violence with another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee, or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

## ***Weapon***

A firearm as defined in 18 USC 921 for purposes of the Gun-Free School Act, and any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious bodily injury; and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife with a blade of at least 2.5 inches, pen knife or other knife, brass knuckles, sling shot, metal knuckle 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 false weapons or other devices, instruments, materials, or substances ("Other items") that can cause physical injury or death when used to cause physical injury or death or, when such "other items" are brandished as a weapon.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DeRuyter Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DeRuyter Central School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the DeRuyter Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed to military recruiters without their prior written consent.

If you do not want DeRuyter Central School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 20, 2019**. DeRuyter School District has designated the following information as directory information:

**-Student's name, address, telephone listing, date of birth, major field of study, dates of attendance, grade**

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **Essential Partners of DeRuyter Central School**

### ***Parents***

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their child(ren) to school ready to participate and learn.
- Ensure their child(ren) attend school regularly and on time.
- Ensure absences are legal excuses.
- Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
- Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their child(ren) understand them.
- Convey to their child(ren) a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their child (ren's) friends.
- Help their child(ren) deal effectively with peer pressure.

- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Teach their children respect and dignity for themselves, and their peers regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (identity or expression), or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

### ***Teachers***

All district teachers are expected to:

- Maintain a climate of mutual respect and dignity for all students and colleagues regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex, with the intent of strengthening students' self-concept and promote confidence to learn
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
  - (1) Course objectives and requirements
  - (2) Marking/grading procedures
  - (3) Assignment deadlines
  - (4) Expectations of students
  - (5) Classroom discipline plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Develop classroom routines that support school rules and regulations.
- Work closely with support staff in order to assist students exhibiting disruptive behavior.
- Inform administration of students exhibiting disruptive behavior and keep administration apprised of developments.
- Report incidents of discrimination and harassment that are witnessed in a timely manner.

## ***Pupil Personnel Services***

Pupil Personnel Staff are expected to:

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with students their educational progress and career plans.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extracurricular programs.
- Provide to staff essential information on the needs of individual students.
- Confront issues of 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.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Report incidents of discrimination and harassment that are witnessed in a timely manner.

## ***Building Administration***

Building Administrators are expected to:

- Maintain a climate of mutual respect and dignity for all students, staff and colleagues regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex, with the intent of strengthening students' self-concept and promote confidence to learn
- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of issues.
- Evaluate on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

## ***Superintendent***

The Superintendent is expected to:

- Maintain a climate of mutual respect and dignity for all students and employees of the district regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex, with the intent of strengthening students' self-concept and promote confidence to learn
- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

## ***Board of Education***

The Board of Education is expected to:

- Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations of the conduct of students, district personnel and visitors on school property and at school functions.
- Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

## District Procedural Chart

When you have questions or concerns, please follow the steps below in order to get your questions and concerns addressed in the most efficient manner. Thank you.

QUESTIONS/CONCERNS	STEP 1	STEP 2	STEP 3	STEP 4
Academic Difficulties	Sec: Teacher Elem: Teacher	Sec: Guidance Office Elem: Principal	Sec: Principal Elem: Superintendent	Superintendent
Academic Scheduling	Sec: Guidance Office Elem: Teacher	Sec: Principal Elem: Principal	Superintendent	
Academic Curriculum	Teacher	Principal	Superintendent	
Athletics	Coach	Athletic Director	Sec: Principal	Superintendent
Student Behavior	Teacher	Guidance	Principal	Superintendent
School Budget	Business Administrator	Superintendent		
Building Use	Principal	Superintendent		
Classroom Procedures	Teacher	Principal	Superintendent	
Co-Curricular Activities	Advisor	Principal	Superintendent	
Medical	School Nurse	Principal	Superintendent	
Special Education	Teacher	CSE Chairperson	Principal	Superintendent
Transportation	Bus Driver	Head Mechanic	Principal	Superintendent
Board of Education Policy	Principal	Superintendent	Board of Education	

“Sec” – Secondary (MS: Grades 6-8 or HS: Grades 9-12)

“Elem” – Elementary (Grades PK-5)





**Subject: COMPLAINTS AND GRIEVANCES BY STUDENTS**

**Policy: 7550**

Page 1 of 2

• While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

- Establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
- Developing an appeals process;
- Ensuring that students have full understanding and access to these regulations and procedure; and
- Providing prompt consideration and determination of student complaints and grievances.

**Complaints and Grievances Coordinator**

• In addition, students and parents/guardians will receive annual notification of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. This notice shall include the name, address and telephone number of the Title IX, Section 504, ADA Coordinator.

• The Title IX, Section 504, ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, age or marital status.

*Title VII of the Civil Rights Act of 1964,  
42 United States Code (U.S.C.)  
Section 2000-e, et seq. – Prohibits discrimination on  
the basis of race, color, religion, sex or national origin.*

*Title VI of the Civil Rights Act of 1964,  
42 United States Code (U.S.C.)  
Section 2000-d, et seq. – Prohibits discrimination on  
the basis of race, color or national origin.*

*Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (U.S.C.) Section 794 et seq.*

*The Americans With Disabilities Act,  
42 United States Code (U.S.C.) Section 12101 et seq. -  
Prohibits discrimination on the basis of disability.*

(Continued)



**Subject: COMPLAINTS AND GRIEVANCES BY STUDENTS**

**Policy: 7550**

Page 2 of 2

*Title IX of the Education Amendments of 1972,  
20 United States Code (U.S.C.) Section 1681 et seq. –  
Prohibits discrimination on the basis of sex.*

*New York State Executive Law  
Section 290 et seq. - Prohibits discrimination on the  
basis of age, race, creed, color, national  
origin, sex, disability or marital status.*

*Age Discrimination in Employment Act,*

*29 United States Code Section 621.*

NOTE: Refer also to Policy #3420 -- Anti-Harassment in the School District.

## **General Student Behavioral Guidelines**

A student may be subjected to disciplinary action when the student does not comply with these Behavioral Guidelines for DCS:

1. Before school (7:40-8:00), students should be in the cafeteria or the elementary or high school gym until the first bell rings.
2. Students will be in regularly, on time, and focused on learning.
3. Students will comply with all reasonable requests from supervising school employees.
4. Students will give and expect courtesy and respect at all times, in all places, with every person.
5. Students have the right to learn, without disruption to the education process.
6. All electronic devices (including, but not limited to MP3 Players with headphones, Cell Phones, iPods with headphones) must be powered off and out of sight in study halls and the cafeteria and may only be used in the classroom with teacher permission for instructional purposes.
7. Backpacks/Book Bags (of all sizes) will be stored in lockers between 8:00a.m. and 2:55p.m.
8. Students will use appropriate language.
9. Students will not fight, instigate a fight, or demonstrate roughness toward others.
10. Students will not possess, use, or sell illegal substances, dangerous instruments, or possess obscene material in person or electronically.
11. Students will be allowed to carry water in a container (no glass bottles) with a lid.
12. Students will use appropriate academic and behavioral conduct according to the Student Code of Conduct.
13. Students will follow the Board's Rules and Regulations for the Maintenance of Public Order on School Property.
14. Public displays of affection are not appropriate behaviors in an educational setting. The following are examples, but not limited to arm in arm, hugging, kissing, sitting on laps, or other displays viewed as disruptive to the educational process. This rule applies before, during and after school, on the buses, and at all school functions.
15. Students will give their best effort in all activities/classes.... make yourself responsible for growth.

Violators may be charged with criminal trespass. No student is allowed to bring small children to school, and as a general rule, no guests are allowed during the school day. Thank you for respecting our policy and procedures.

## **Academic Integrity**

Honesty is assumed and expected in all academic endeavors, be it homework assignments, routine essay assignments, quizzes, tests or major research projects. Any form of cheating, be it as simple as offering or accepting homework assignments or as serious as intentional plagiarism\* will NOT be tolerated. It is our intention to be sure that our students understand the seriousness of academic dishonesty prior to leaving high school and the impacts it will have on them.

Direct evidence of academic dishonesty will be addressed in the following ways:

### **Homework Assignments**

- A single episode of receiving or providing direct assistance; failure on the assignment in question and further consequences as outlined in the Student Code of Conduct
- Continued practice; Conference with principal and parent and further consequences as outlined in the Student Code of Conduct

### **Quizzes, Essay Assignments, Exams, Projects, Research Papers, Etc.** (For receiving or providing assistance)

- A single episode:
  - a. Automatic failure on the quiz, essay, exam, project, research paper, etc.
  - b. Parental conference at the discretion of the teacher
  - c. Further consequences as outlined in the Student Code of Conduct
- A second or continued episode:
  - a. Conference with Principal and Parent
  - b. Automatic failures in the assignments in question or may result in failure of the grading quarter course – at the discretion and agreement of both the teacher and the principal
  - c. Further consequences as outlined in the Student Code of Conduct

### **\* Plagiarism: The use of words or ideas of another person without adequate acknowledgement**

A teacher suspecting intentional plagiarism may follow either or both of the following procedures:

- Request cited source material from the student
- Independently research cited source material for comparative purposes

Students must present source materials that they use in preparing essays, reports, research papers, etc. Failure to present source materials will be taken as an admission of plagiarism.

## **Grading Policy**

### **Homework:**

At DeRuyter Central School, we believe that learning is a three-way partnership among students, parents/guardians, and the school. Homework is an integral part of that partnership. We believe that homework provides opportunities for development of self-discipline, responsibility, time-management, and organizational skills. It is important that homework reinforces and complements the work students do in school. The amount of homework students receive should reflect the stage at which they are in their schooling and in their personal and academic development.

- It is expected that homework will be carefully and neatly completed by the date indicated by your teacher.
- All homework completed and handed in will be evaluated.
- Late homework assignments will be accepted, but may accrue less credit than otherwise may have been earned or no credit at all.

### **Incompletes:**

- An Incomplete (I) is a grade given if a faculty member believes the student deserves additional time to complete a test, assignment, project, etc.
- Incompletes must be given in instances where the work is missing due to a medically excused absence. Incompletes must be satisfied within 5 weeks or the grade becomes an "F" or 50.

- Students who receive incomplete grades will not have their grades calculated for Honor Roll purposes.

## **Dignity for All Students Act**

The Dignity for All Students Act amends Education Law to put in place procedures for the creation of school environments free of bullying, discrimination and/or harassment. The law is effective July 1, 2012.

The DeRuyter Central School District prohibits bullying, discrimination and/or harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, 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 with the student's mental, emotional, and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably cause a student to fear for his or her physical safety; or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety.

The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (identity or expression) or sex, on school property or at school functions.

Prevention is the cornerstone of the District's effort to address bullying and harassment. In order to implement its anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the DAC. These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, sex and any other legally protected status.

The DAC's shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor or Superintendent of Schools.

The DAC's will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- Professional development for staff members
- The complaint process; and
- Support of the Dignity Act's civility curriculum components.

The Dignity Act Coordinators for the 2022-2023 school year for each building are:

DeRuyter Elementary	Mrs. Kim O'Brien	315-852-3400 Ext. 7122 obrien@deruytercentral.org
DeRuyter High School	Mr. Stephen Rafferty	315-852-3400 Ext. 7105 rafferty@deruytercentral.org

### Cafeteria Procedures



**An enjoyable lunchtime is an important part of your day. It is a time for you to relax, talk with your friends, and refuel for your afternoon. Follow these simple steps and you will have an enjoyable time with your classmates.**

- All opened food is to be consumed in the cafeteria. Exceptions will be made with permission from a teacher. Students may take any closed packages, uneaten whole fruit, etc. from the cafeteria to be eaten at a later time.
- Breakfast is from 7:40 until the bell at 8:00. Students who come to the cafeteria are expected to remain until 8:00 unless they have a pre-signed pass from a teacher.
- All students should enter the kitchen through the entry off the hall to purchase any food.
- Students may be assigned specific seats at staff's discretion. They are not to move without permission.
- Students should be encouraged to return trays, etc. as soon as they are finished eating – this avoids overload at the dishwasher and long lines disposing of trash, and also minimizes silverware and dishes lost in the trash bin.
- General rules of school conduct prevail. Students observed throwing food or trash will be sent to lunch detention and/or receive consequences at the discretion of the principal.
- Make sure your silverware and dishes get returned to the dish room and not thrown away.

## Cell Phone Policy

(Including, but not limited to cell phones, iPods with earphones and, MP3 Players with earphones) Students may use their cell phones for texting purposes between periods only and outside the classroom in the hallway. All electronic devices (including, but not limited to MP3 Players with headphones, Cell Phones, iPods with headphones) must be powered off and out of sight during the school day and may only be used in the classroom with teacher permission for instructional purposes. There will be consequences for those students who do not comply. Refusal to give the phone to a staff member upon request will be considered insubordination. Taking photos of or video/audio recording of other students and staff members is prohibited.

Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy. At a minimum, the phone will be taken away and given to administrator and a phone call will be made to the parent. Repeated offenses may result in the cell phone being held in the office until a parent can come retrieve it and possible lunch detention.

**Remember:** Cell phones and other electronic devices, like other personal items brought by a student into a school zone may be subject to search. The extent of the confiscation and/or search of the electronic device is dependent upon circumstances present at the time and within the discretion of school authority. The outcome of the search may result in further school consequences and/or a criminal investigation by the police.

## Student Dress Code

The intent of the dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. School functions are defined as school-sponsored extra-curricular events or activities that occur both on and off school property, including but not limited to athletic events, concerts, dances and field trips. This is especially important when at functions outside the school. Your dress needs to be appropriate for the function you are attending. At these times you are a representative of your community and school, and the impression you make reflects on all.

The school does not dictate styles. However, school officials reserve the right to determine what acceptable and unacceptable attire is. Students and their parents have the primary responsibility for acceptable student dress, grooming, and appearance. 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 Board of Education shall comply with provisions of State Education Law and Decisions of the Commissioner of Education dealing with student dress. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Not endanger the health, safety and welfare of self or others..
2. Not disrupt or interfere with the educational process. **Clothing which may be deemed inappropriate** (dependent upon school activity and setting) includes, but is not limited to: tube tops, halter tops, spaghetti straps (shoulder straps should be at least two fingers wide), bare midriffs (front and/or back), muscle shirts, low-cut and/or sagging pants, ripped or "destroyed" pants, swimsuits, sunglasses, and any see-through garments.

3. Not include items that are vulgar, obscene, or that defame or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, gender identity or disability.
4. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
5. Skirts and shorts must extend at least to the top of the palm when standing normally, unless leggings are worn underneath.
6. Necklines and backs of blouses and shirts
  - a) No lower than one hands' width below the collar bone in front.
  - b) No lower than the center of the shoulder blade in back.
  - c) One hand must be able to cover any opening below the arm.
7. Ensure that undergarments are completely covered with outer clothing. Any clothing insufficient to conceal undergarments at all times such as low-cut or sagging pants, ripped or "destroyed" pants, mesh/sheer shirts, and transparent blouses, shirts or dresses is not allowed
8. Back Packs/Book Bags (of all sizes) will be stored in lockers between 8:00a.m. and 2:55p.m.
9. Footwear should be worn at all times. Footwear needs to be appropriate for the activity (i.e., athletic shoes for P.E., closed toe shoes for outdoor activities, etc.)
10. No jewelry (watches, rings, necklaces, bracelets, piercings, etc) will be worn during physical education.
11. All hats, visors, bandannas worn in any manner, and other head coverings-are not allowed to be worn during the school day (8:00a.m.-2:55p.m.) except for medical or religious purpose.

### **Consequences**

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, or replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

**Teachers are responsible for reasonably enforcing the dress code.** In the case of a question regarding whether a student is in violation of the dress code the Principals will be responsible for making a final determination. In such a case the student should be sent to the appropriate office with a pass. On the back of the pass the teacher should simply state what part of the student's dress, grooming and appearance is in violation of the Student Dress Code and the Principals will make a determination.

Each building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.



## Appropriate Use of Computers

It is the intent of the DeRuyter Central School Board of Education to make Internet access available to students to further educational goals and objectives by granting students the opportunity to utilize vast information resources and collaborate with other students, educators, professionals and experts throughout the world.

However, access to the Internet is a privilege, not a right. Students using the Internet are expected to conduct themselves in a responsible manner and are required to comply with the standards of behavior contained in the student handbook, board policies and discipline code.

### **The following conduct is not permitted by students using the Internet services:**

1. Sending, displaying or distributing offensive messages, materials or pictures.
2. Using obscene language.
3. Harassing, insulting and/or attacking others. This also includes conversations, e-mail, instant messages, and postings at home that are brought into the school. Cyber-bullying will not be tolerated in school. It is disruptive to the education of students.
4. Damaging computers, computer systems or computer networks. This includes creating or willfully disseminating computer viruses.
5. Adjusting, changing or viewing computer system configurations or settings in any way.
6. Violating copyright laws.
7. Using another's password.
8. Trespassing into another's folder, work or files.
9. Intentionally wasting limited resources.
10. Downloading files from the Internet (either to the student's H:\ drive on the server or to a workstation's hard drive), installing or running software, unless specifically instructed to do so by a DeRuyter Central School faculty or staff member.
11. Employing the network for commercial purposes.
12. Sending, displaying and distributing messages, materials or pictures containing adult material or material that threatens or intimidates a person or group of people on the basis of their sex, race, color, religion or national origin.
13. Removing/moving, unplugging, altering, or adding equipment or software to the computers or network without the approval of the network administrator. This includes wireless equipment.
14. Connecting personal technology equipment or media, such as, but not limited to, laptops, flash drives, CD-ROMS, etc., to the computers or network without prior approval from the classroom teacher or network administrator. Any personal technology equipment or media must go through a thorough scanning process to prevent the potential spread of viruses or damaging applications.

The Internet contains essentially unregulated sources of information and communication. Furthermore, some material accessible via the Internet may contain items, which are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is the District's position to make Internet access available only to further educational goals and objectives, students may find ways to access other material as well. As school officials have no control over the information available through the Internet, the District cannot be responsible for restricting, monitoring or controlling the communications of the individuals utilizing these services. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using these information sources.

While storage areas of the school computer network may be treated like school lockers, users should not expect their files stored on District servers or computers to be private in nature. Network administrators and school authorities may review files and communications to maintain system integrity to ensure that users are using the system responsibly. Student use of the Internet, sites visited, time on the site, and location of the computer within the school is recorded and monitored. In order to access the Internet, permission from an adult will be sought by the student. Adults in the building will be observant of the sites students are visiting. Each time a student logs on to a district computer, an acceptance of responsibility statement will appear. Students are responsible for their conduct.

**Consequences for Violation of Computer Usage:**

1. Violations may result in suspension and/or revocation of student access to the District's computer system as determined in accordance with appropriate due process procedures.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
3. When applicable, law enforcement agencies may be involved.

***Office Computers – No student Use***

The computers used by office staff containing student and staff data, are restricted from student use (i.e. nurse, main office, guidance office, attendance office).

## Library Media Center

The DeRuyter Central Library empowers students to be passionate learners and responsible citizens by ensuring that students and staff are effective users of ideas and information.

(adapted from the DCS Mission Statement and AASL's *Empowering Learners*, 2009)

**Library Media Specialist (LMS):** Ms. Jones

**Library Aide:** Mrs. Hyde

### LMC Policies

- Be respectful to/of:
  - LMC staff
  - other students and teachers
  - LMC material and equipment
- Come prepared and ready to work (or read) for the entire period
- Electronics (phones, iPods, etc.) are for approved, non-disruptive, educational use only
- Students coming to the LMC outside of scheduled class times:
  - must have a pass
  - must sign in when they arrive
  - must sign out and have a pass if they leave before the end of the period
  - may be removed from the LMC if unable/unwilling to adhere to LMC policies
- All materials checked out from the LMC are the responsibility of the patron.
  - Lost/damaged materials must be paid for (or replaced, with LMS approval).
  - Patrons with overdue (or non-paid for lost/damaged items) may need approval from the LMS to check out materials.
- LMC material loans:
  - PK - K: 1 book for 1 week (2 books for 1 week after 25 returns)
  - 1<sup>st</sup> - 2<sup>nd</sup>: 2 items for 1 week
  - 3<sup>rd</sup> - 5<sup>th</sup>: 3 items for 1 week
  - 6<sup>th</sup> - 12<sup>th</sup>: 4 items for 2 weeks
  - audio-books and videos: students may have only one checked out at a time
  - Inter Library Loan (ILL) items: determined by loaning library (generally 2 weeks)
- Additional policies and procedures may be established throughout the year in order to maintain a positive learning/working environment, or to accommodate specific situations.

## Sexual Harassment of Students

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Student Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment.

Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

**Legal References:**

Title IX of the Education Amendments of 1972,  
20 United States Code (U.S.C.) Section 1681 et seq.

42 United States Code (U.S.C.) Section 1981(a)  
29 Code of Federal Regulations (C.F.R.)  
Section 1604.11(a)

34 Code of Federal Regulations (C.F.R.)  
Section 100 et seq.

Title VII of the Civil Rights Act of 1964,  
42 United States Code (U.S.C.) Section 2000e et seq.  
Executive Law Sections 296 and 297

## **Tobacco Free School Policy**

***Rationale:*** The School Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property. The health hazards of tobacco use have been well documented. This policy is established to:

- reflect and emphasize the hazards of tobacco use;
- be consistent with state and federal laws;
- protect the health and safety of all students, staff and visitors;
- supplement the prevention curriculum taught in the classroom; and
- set a non-tobacco use example by adults

To support and model a healthy, pro-active tobacco-free environment for everyone the School Board establishes the following policy:

**Tobacco Use Prohibited:** No person shall use, possess, sell or distribute a Tobacco Product at any time, anywhere on school property, in or on a School Bus or in any vehicles used to transport children or school personnel, in any vehicle (public or private) while on school grounds, or at any School

Function. Possession of tobacco products and paraphernalia, as well as tobacco promotional items is prohibited by students at all times.

A Tobacco promotional item: is any object that has a brand, logo or other identifier including, but not limited to, clothing, hats, bags, accessories, gear, lighters and other personal articles.

***Tobacco Prevention and Education:***

Instruction to discourage the misuse of tobacco shall be implemented through all secondary health education programs and all elementary classrooms according to the needs and abilities of the pupils at successive grade levels. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

Tobacco advertising is prohibited on school property, grounds, at any school-sponsored event or activity off campus, and in all school-sponsored publications. The school will request tobacco ad-free editions of all publications in school libraries. School acceptance of gifts, funding, or parent/classroom educational materials from the tobacco industry are prohibited.

Tobacco cessation resources will be made available to staff, students, and visitors.

***Communication:*** Signs communicating this policy shall be prominently posted on all building entrances, grounds, athletic fields, parking lots and vehicles.

The District shall also notify students, parents/guardians, staff, contractors and other school visitors annually of the tobacco free policy in written materials including, but not limited to, handbooks, manuals, contracts, newspapers, programs, school website and newsletters.

***Enforcement:*** All administrators and school employees are expected to enforce the tobacco free policy. Students and visitors are encouraged to inform school employees if they see tobacco use on school grounds.

Student violations of this policy will lead to disciplinary action per the student code of conduct, including an alternative to suspension program. Any tobacco products or paraphernalia found in possession of a student will be confiscated and discarded.

Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning and/or written reprimand.

Violations of the policy by others will result in the following disciplinary action:

1. Verbal request to adhere to policy
2. If person refuses to stop, they will be asked to leave the premises
3. If person refuses to leave, refer to local authorities for trespassing

All student, school personnel and visitors are responsible for adhering to this policy at all times.

**Legal References:**

NYS Education Law, Article 9, Section 409. School building regulations in relation to health and safety.  
NYS Education Law, Article 17, Section 804. Health education regarding alcohol, drugs, tobacco abuse and the prevention and detection of certain cancers.  
NYS Department of Education, Commissioner's Regulations, Subchapter G, Part 135. Health, Physical Education and Recreation  
NYS Public Health Law, Article 13-E, Section 1399. Regulation of smoking in certain public areas (Clean Indoor Air Act)  
U. S. Department of Education—No Child Left Behind, Title IV C, Sections 4301 – 4304, Part A. Safe and Drug-Free Schools and Communities

## **Consequences for Violating the Tobacco Policy**

### ***Usage of Tobacco Products***

Disciplinary Consequences for use of Tobacco Products:

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | 1 day OSS and consequences per the Athletic/Extra-Curricular Code of Conduct   |
| 2 <sup>nd</sup> | 2 days OSS and consequences per the Athletic/Extra-Curricular Code of Conduct  |
| 3 <sup>rd</sup> | 3 days OSS and consequences per the Athletic/Extra-Curricular Code of Conduct  |
| 4 <sup>th</sup> | 5 days OSS, informal or formal Superintendent's hearing and consequences per the Athletic/Extra-Curricular Code of Conduct |
| 5 <sup>th</sup> | Formal Superintendent's hearing plus consequences per the Athletic/Extra-Curricular Code of Conduct                        |

### ***Possession of Tobacco Products/Paraphernalia***

Disciplinary Consequences for possession of Tobacco Products/Paraphernalia

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | 1 day ISS and consequences per the Athletic/Extra-Curricular Code of Conduct  |
| 2 <sup>nd</sup> | 2 days ISS and consequences per the Athletic/Extra-Curricular Code of Conduct   |
| 3 <sup>rd</sup> | 2 days OSS and consequences per the Athletic/Extra-Curricular Code of Conduct   |
| 4 <sup>th</sup> | 3 days OSS and consequences per the Athletic/Extra-Curricular Code of Conduct   |
| 5 <sup>th</sup> | 5 days OSS, informal or formal Superintendent's hearing plus consequences per the Athletic/Extra-Curricular Code of Conduct |
| 6 <sup>th</sup> | Formal Superintendent's hearing plus consequences per the Athletic/Extra-Curricular Code of Conduct                         |

## **Alcohol and Substance Abuse Policy**

The regulations regarding use of illegal substances and alcohol are outlined as follows:

- All school staff that suspects a student of misuse or of being under the influence of illegal substances or alcohol on school property will report it to the Principals immediately and relate in confidence the facts concerning the case.
- The Principals will conduct an investigation into the matter and document all information obtained.
- The Superintendent or Principal will call a Law Enforcement Agency and the parents of the student if the information appears to be substantial that a crime has been committed.
- The Law Enforcement Agency will conduct their own investigation and gather evidence to discover if a crime has been committed and proceed to court at their own discretion. (If student is under eighteen years of age, the parent will be in attendance during the interview with the student if conducted on school property.)

- The school administration will use such form of punishment as is deemed necessary and advisable for violations of the law and school rules and regulations such as out of school suspension, in-school suspension, etc., but in all cases will attempt to find help through social agencies and the parents for the offenders.

Any student who is apprehended in school with illegal substances or alcohol in his/her possession will be disciplined as follows:

If the drug has been prescribed by a doctor for the student's consumption during school hours, the medicine will be placed in the health office and the school nurse will administer it to the student. The parents will be notified of the incident and told that any future violations of this sort will result in disciplinary action.

***Possession of Alcohol***

- Suspension immediately for five days
- The parents will be requested to come and remove him/her from school
- Principal will contact Superintendent if further disciplinary action is deemed necessary
- May be contacted by appropriate law enforcement authorities

***Use, Possession, Sale and/or Distribution of Illegal Substances (Including Paraphernalia with Drug Residue)***

- Parents will be called to come to school immediately
- The substance will be turned over to the appropriate law enforcement agency
- Immediate suspension from school for five days
- The student may be requested to attend an informal or formal Superintendent's hearing prior to return to school

***Under the Influence of Other Illegal Substances***

- Immediate suspension
- The parents will be requested to come and get the student immediately
- The Principal may require a Superintendent's hearing if it is deemed warranted for further disciplinary action

***Prohibited Substances & Consequences for Athletic/Extra Curricular Activities (also on page 70)***

Use or possession of these substances in any form at any time during the sports season or extra-curricular activity is prohibited.

- A. Alcoholic beverages
- B. Tobacco Products
- C. Illegal Substances



### Consequences

- 1<sup>st</sup> Offense** during a school year – Suspension from the team and/or DCS extra-curricular activity for 10 calendar days. There will also be a required conference with the student, parents, Athletic Director/Activity Advisor and Principal. The student will be referred to a counseling program
- 2<sup>nd</sup> Offense** during a school year – Dismissal from sport and/or DCS extra-curricular activity/club for at least 45 calendar days and a conference to occur with student, parents, Athletic Director/Activity Advisor and Principal. The student will be referred to a counseling program

D. Marijuana

E. Abusive non-prescription drugs, prescription drugs or use of performance enhancing drugs

F. Narcotics, Barbiturates, Inhalants, Hallucinogens, Synthetic Drugs

**1<sup>st</sup> Offense** during a school year – Suspension from the team and/or DCS extra-curricular activity for 45 calendar days. There will also be a required conference with the student, parents, Athletic Director/Activity Advisor and Principal. The student will be referred to a counseling program

**2<sup>nd</sup> Offense** during a school year – Dismissal from sport and/or DCS extra-curricular activity/club for 60 calendar days and a conference to occur with student, parents, Athletic Director/Activity Advisor and Principal. The student will be referred to a counseling program

### Reporting Violations of the Code of Conduct

Any student observing another violating this Code of Conduct on District property or at a District function shall report this information immediately to a District staff member, administrator or supervising adult. Any teacher, administrator, employee, Board of Education member, or other person may report a violation of the student disciplinary code to the Building Principal or his or her designee. The Principal may then make an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral to the Committee on Special Education, as deemed necessary. Any weapons, alcohol, or illegal substances found shall be confiscated immediately, followed by notification of local law enforcement agency and the parents or legal guardian of the student involved. Appropriate disciplinary action will be taken, up to and including permanent suspension and referral for prosecution.

An Administrator will notify the appropriate local law enforcement agency by phone or in person of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the administrator learns of the violation. The notification must identify the student(s) and explain the conduct that violated the Code of Conduct and constituted a crime. The Building Principal must also notify promptly the appropriate local law enforcement agency when such administrator, believes that any harassment, bullying or discrimination may constitute criminal conduct.

## **Reporting Discrimination, Harassment, Bullying and Cyberbullying**

The Building Principal is the school employee charged with receiving all reports of harassment, bullying and discrimination; however, students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee.

The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment, bullying and cyberbullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment, bullying and cyberbullying.

It is essential that any student who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report 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 bullying/cyberbullying behavior) shall document and take appropriate action, address the immediacy of the situation and shall promptly report in accordance with the following paragraphs.

Upon receipt of a complaint (even an anonymous complaint), or if a school employee otherwise learns of any occurrence of possible conduct prohibited by this policy, the school employee shall promptly and orally notify the school principal no later than one day after such school employee witnesses or receives the complaint or learns of such conduct. Such school employee shall also file a written report with the school principal no later than two school days after making such oral report.

After receipt of a complaint, the Building Principal shall lead or supervise a thorough investigation of the alleged harassing, bullying and/or retaliatory conduct. The Principal or the Principal's designee shall ensure that such investigation is completed promptly and investigated in accordance with the terms of district policy. All complaints shall be treated as confidential and private to the extent possible within legal constraints.

Based upon the results of this investigation, if the district determines that a school official, employee, volunteer, vendor, visitor and/or student has violated the district's Code of Conduct or a material incident of harassment, bullying and/or discrimination has occurred, immediate corrective action will be taken as warranted, it 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.

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 measured, balanced 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 behaviors had on the individual(s) who was 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.

Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, cyberbullying and/or discrimination is prohibited.

In the event that the Principal is the alleged offender, the report will be directed to the Superintendent.

All complaints of alleged harassing, bullying (including cyberbullying) and/or retaliatory conduct shall be:

1. Promptly investigated in accordance with the terms of District Policy;
2. Forwarded to the school building's Dignity Act Coordinator for monitoring; and
3. Treated as confidential and private to the extent possible within legal constraints

The Principal of each school in the District shall provide an annual report to the Superintendent on data and trends related to harassment, bullying and/or discrimination in accordance with applicable statutes and regulations.

## **Ranges of Consequences for Behavior Related Offenses**

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 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 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, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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
6. Other extenuating circumstances

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, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the building Principal and, if warranted, shall be administered consistent with the separate requirements for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall be disciplined according to a manifestation determination process.

Although not all-inclusive, the following list of offenses on school property or at a school function may result in disciplinary action, the range of which is further described below. Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either 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.

I	II	III
<p style="text-align: center;">Options</p> <ul style="list-style-type: none"> <li>-Warning/Verbal Reprimand</li> <li>-Time-Out or Out of classroom</li> <li>-Loss of Privilege</li> <li>-Conference with Student</li> <li>-Communicate with parent</li> <li>-Detention (Lunch &amp; After School)</li> <li>-Restricted to Study Hall</li> <li>-Counseling</li> <li>-*Restitution</li> </ul>	<p style="text-align: center;">Options</p> <ul style="list-style-type: none"> <li>-Removal from Class</li> <li>-*Suspension               <ul style="list-style-type: none"> <li>-In-School</li> <li>-Out of School</li> </ul> </li> <li>-*Police Notification</li> <li>-*Removal from school property</li> <li>-*Saturday Detention</li> </ul>	<p style="text-align: center;">Options</p> <ul style="list-style-type: none"> <li>-*Alternative Placement</li> <li>-**Permanent Suspension</li> </ul> <p style="text-align: center;">*Administrator Action Only **Superintendent action only</p>

<b><u>Offense</u></b>	<b><u>Definition</u></b>	<b><u>Range Of Consequences</u></b>
<b>Absence (unlawful)</b>	<b>An absence for a day or any portion of a day for any reason other than those cited unlawful and/or failure to bring a note by a parent/guardian to verify a lawful absence.</b>	<b>I-II</b>
<b>Alcohol/Illegal Substance Violation</b>	<b>Possession, distribution, consumption, being under the influence, or sale of illegal substances or alcoholic beverages (including synthetic drugs), drug paraphernalia, or prescribed medication without district authorization on school property, at a school function, on a school bus or in a school vehicle.</b>	<b>II-III</b>
<b>Arson/Fire</b>	<b>Attempting to, aiding in, or setting fire to a building or other property.</b>	<b>II-III</b>
<b>Cyberbullying</b>	<b>As defined in this Code of Conduct</b>	<b>I-II-III</b>
<b>Cheating/Academic Dishonesty</b>	<b>Copying, plagiarizing, altering records, or assisting another in such actions.</b>	<b>I-II</b>
<b>Computer/Electronic Communication Misuse</b>	<b>Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's e-mail or an appropriate website, misuse of a website.</b>	<b>I-II</b>
<b>Cutting Class</b>	<b>Illegal absence from a class or school activity.</b>	<b>I-II</b>
<b>Defamation</b>	<b>False or unprivileged statement or representation about an individual or identifiable group or individuals that harm the reputation of the person or the identifiable group.</b>	<b>I-II</b>
<b>Destruction of Property/Vandalism</b>	<b>Damage, destruction, or defacement (graffiti) of property belonging to another or the school.</b>	<b>II-III</b>
<b>Discrimination</b>	<b>As defined in this Code of Conduct</b>	<b>I-II-III</b>
<b>Disrespect Toward Others</b>	<b>Inappropriate comment or physical gesture to a student, teacher, staff member, or other adult.</b>	<b>I-II</b>
<b>Disorderly Conduct</b>	<b>Behavior disturbing the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.</b>	<b>I-II-III</b>
<b>Disruption-Classroom</b>	<b>Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.</b>	<b>I-II-III</b>
<b>Disruption-School</b>	<b>Behavior that interferes with the safe and orderly environment of the school or school activity.</b>	<b>I-II-III</b>
<b>Driving/Parking Violations</b>	<b>Failure to obey all state, district, and campus traffic and parking signs and rules</b>	<b>I-II</b>

<b><u>Offense</u></b>	<b><u>Definition</u></b>	<b><u>Range Of Consequences</u></b>
Electronic Devices	Use of electronic devices (cell phones, iPods, MP3's, etc.) during the school day without the permission of a staff member.	I-II
Failure to Serve Assigned Consequences	Failure to serve detention, suspension or consequences.	I-II-III
False Alarms/Bomb Threats	Initiating a report or warning of fire, or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	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
Gambling	Wagering money or property.	I-II
Harassment and/or Bullying	As defined in this Code of Conduct	I-II-III
Hazing	As defined in this Code of Conduct	II-III
Indecent Exposure	Exposing private parts of the body in a lewd or indecent manner.	II-III
Insubordination	Refusing to follow reasonable requests of teachers, staff or administration, including failure to identify self or knowingly providing false information.	I-II-III
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours w/out written or verbal permission from parent/guardian AND administrator.	I-II-III
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 of Disruptive Items	Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon, personal audio device, or any other disruptive item.	I-II
Possession of Electronic Devices	Electronic devices (cell phones, iPods, MP3's, etc.) are to be powered off as soon as students enter the school building and should not be visible or used during the school day without the permission of a staff member.	I-II
Possession of Skateboards/ Rollerblades/scooters	Use of unauthorized possession of a skateboard, scooter, or rollerblades on school property.	I-II
Profanity	Using vulgar or abusive language, cursing, or swearing	I-II-III

<u>Offense</u>	<u>Definition</u>	<u>Range Of Consequences</u>
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person.	I-II-III
Tardiness	Lateness to school or class.	I-II
Threat to Staff, Peer or other Person	Expression, conveyed or evidenced by word or action that shows intent to abuse intimidate, coerce, or injure a staff member, student, or other person, including on social media	I-II-III
Tobacco Violation	Possession, sale, distribution or use of any tobacco product. as defined in this Code of Conduct	I-II
Trespassing	Unauthorized presence on school property, including while on suspension.	I-II
Truancy	Unlawful absence without parental knowledge and/or permission.	I-II-III
Weapon Possession	Possession of a weapon (see Code of Conduct for definition).	II-III

## **Permissible Penalties**

### ***Initiation of Student Discipline Proceedings***

Any teacher, administrator, Board Member, parent or other person may report a violation of the Student Disciplinary Code to the building Principals. The Principals shall then make such investigation of the charges, as he/she deems appropriate, and take whatever actions deemed necessary.

This policy and the Board's Rules and Regulations for the Maintenance of Public Order on School Property shall be publicized and explained to all students, and provided in writing to all parents on an annual basis.

### ***Procedures***

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty 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 an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### ***Detention***

Teachers, Principals and/or the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be

inappropriate. Parents will be notified that after school detention has been assigned prior to a student attending. Detention will be scheduled on Tuesdays and Wednesdays, with transportation home.

### ***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 building Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building Principal or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. 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 building Principal or the Principal's designee to discuss the conduct and the penalty involved.

### ***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 penalty involved.

### ***In-School Suspension (ISS)***

The Board recognizes the 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 and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct 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.

## **Teacher Disciplinary Removal of Disruptive Students**

A student's behavior can affect a teacher's ability to teach and can make it difficult for 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) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance 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 of Conduct, 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 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 three 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 discipline referral form and meet with the Principal or his or her designee 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 discipline referral form. If the Principal or designee 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 or designee prior to the beginning of classes on the next school day.

Within 24 hours, if the student is assigned to ISS, the Principal or other district administrator designated by the Principal must notify the student's parents by phone, that the student has been removed from class and why. The administrator must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee and the teacher to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided a telephone number(s) for the purpose of contacting parents.

If, at the informal meeting, the student denies the charges, the teacher must explain why the student was removed and give 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 Principal's designee 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, including the district's code of conduct.

3. The conduct warrants suspension from school pursuant to Education Law
4. §3214 and a suspension will be imposed.

The Principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business the next 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 pursuant to Education Law §3214 (3-a)(c), or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

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.

### ***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.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building 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 of Conduct. 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 practical 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.

In the event of a student's suspension prior to or concurrent with snow days or other emergency days, the student's suspension will resume the first school day immediately following the snow day or other emergency day.

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 ensure the provision of continued educational programming and activities, including alternative educational programs appropriate to individual student needs.

The following procedures will apply to suspensions of students from school:

***Short-term (five days or less) Suspension from school***

When the Superintendent or Principal (referred to as the “suspending authority”) propose to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214, 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/guardians in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents/guardians. Where possible, notice should also be provided by telephone if the District has been provided with a telephone number(s) for the purpose of contacting the parents/guardians.

The notice shall provide a description of the charges against the student and the incident for which the suspension is proposed and shall inform the parents/guardians of the right to request an immediate informal conference with the Principal. Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parents/guardians.

At the conference, the parents/guardians shall be permitted to ask questions of the complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

After the conference, the Principal shall promptly advise the parents/guardians in writing of his or her decision. If the parents are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Commissioner of Education within thirty (30) days of the decision.

***Long-term (more than five days) Suspension from School***

When the Superintendent or Building Principal 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/guardians of their right to a fair hearing. At the hearing, the student shall have the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, at 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 preceding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape 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 that 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 thirty (30) days of the date the Superintendent’s decision, unless the parents/guardians 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 thirty (30) days of the decision.

### ***Permanent Suspension***

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, District personnel, or any other person lawfully on District property or attending a District function.

## **Minimum Periods of Suspension**

### ***Students who bring a weapon to school***

**NOTE:** The Federal Gun-Free Schools Act of 1994 (20 USC §8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214(3) (d) of the Education Law has been amended to comply with the federal law. The federal law defines "weapon" somewhat narrowly. (See 18 USC §914)

The U.S. Department of Education, the federal agency responsible for overseeing the implementation of the Gun-Free Schools Act, has stated that local school districts may decide to broaden their definition to include other weapons as well.

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:

1. The student's age.
2. The student's grade in school.
3. The student's prior discipline record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others
6. Other extenuating circumstances.

The Superintendent is required to refer the following students to the County Attorney (or the County Presentment Agency if not the County Attorney) for a juvenile delinquency proceeding before the Family Court:

- A. Any student under the age of 16 who is found to have brought a weapon to school , or
- B. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law.

The Superintendent is required to refer students over the age of 16 or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. A student 14 or 15 years old who possesses a firearm, machine-gun, or loaded firearm (as defined in section 265.00 of the Penal Law) on District property (as defined in section 220.00 [14] of the Penal Law) qualifies for juvenile offender status under section 1.20 of the Criminal Procedure Law.

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

***Students who commit violent acts other than bringing 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 onto school property, 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 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 may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

***Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom***

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 this 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, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to the short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to long-term suspension. The 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 may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

***Permanent Suspension***

Permanent suspension is reserved for extraordinary circumstance such as where a student's conduct 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.

## **Collaboration with Community Resources and Law Enforcement**

### **A. Human Services Agencies and Person in Need of Supervision (PINS) Petitions**

When there is evidence of educational neglect, the building Principal, in consultation with the Superintendent, shall determine whether a report to the appropriate agency is warranted.

When there is evidence of child abuse, neglect, or maltreatment, all mandated reporters shall follow the procedures established by law and District Policy.

When a student is frequently absent from or tardy without valid excuse; is habitually disobedient, ungovernable, or non-compliant with this Code of Conduct; or is in possession of marijuana in violation of the Penal Law; then the building Principal, in consultation with the Superintendent, may

initiate the pre-PINS diversion process with the appropriate county lead agency. If the District is notified by the responsible county lead agency that no further diversion services are warranted, the building Principal, in consultation with the Superintendent, shall determine whether to initiate a PINS petition in Family Court.

### **B. Law Enforcement Agencies and Juvenile Delinquency Complaints**

An Administrator will notify the appropriate local law enforcement agency by phone or in person of those code violations that constitute a crime, including but not limited to incidents of harassment, bullying, and/or discrimination, and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the administrator learns of the violation. The notification must identify the student(s) and explain the conduct that violated the Code of Conduct and constituted a crime. When an act is reported to a local law enforcement agency as a possible crime, it remains the responsibility of the building administrator to collect the information necessary to make a determination as to the appropriateness of disciplinary consequences under this Code.

In general, the person against whom the criminal act was directed should be identified as the complainant where the district attorney decides to initiate a criminal complaint or juvenile delinquency petition. The District, or a District employee in their official capacity, may only be identified as the complainant when the Superintendent determines that it is appropriate to proceed in that manner.

## **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 have 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.

### ***Suspensions or Removals of Students with Disabilities***

The District 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.

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.

Generally, disciplinary actions will be in accordance with the procedures of the *Student Code of Conduct* for all students with disabilities; however, for suspensions or removals up to ten (10) school days in a school year that do not constitute a disciplinary change in placement, students with disabilities must be provided with alternative instruction or services on the same basis as non-disabled students of the same age.

If suspension or removal from the current educational placement constitutes a disciplinary change in placement because it is for more than ten (10) consecutive school days or constitutes a pattern, a manifestation determination must be made. The District determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.

## ***Manifestation Determinations***

A review of the relationship between the student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the disability must be made by a manifestation team immediately, if possible, but in no case later than ten (10) school days after a decision is made:

- a) By the Superintendent to change the placement to an interim alternative educational setting (IAES);
- b) By an Impartial Hearing Officer (IHO) to place the student in an IAES; or
- c) By the Board, District Superintendent, Superintendent or Building Principal to impose a suspension that constitutes a disciplinary change of placement.

The manifestation team will include a representative of the District knowledgeable about the student and the interpretation of information about child behavior, the parent and relevant members of the CSE. The parent must receive written notice prior to the meeting to ensure that the parent has an opportunity to attend.

The manifestation team will review all relevant information in the student's file including the student's individualized education program (IEP), any teacher observations, and any relevant information provided by the parents to determine if: the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or the conduct in question was the direct result of the District's failure to implement the IEP. If the team determines the conduct in question was the direct result of failure to implement the IEP, the District must take immediate steps to remedy those deficiencies.

### Finding of Manifestation

If it is determined, as a result of this review, that the student's behavior is a manifestation of his/her disability the CSE will conduct a functional behavioral assessment, if one has not yet been conducted, and implement or modify a behavioral intervention plan.

Functional behavioral assessment (FBA) means the process of determining why the student engages in behaviors that impede learning and how the student's behavior relates to the environment.

Behavioral intervention plan (BIP) means a plan that is based on the results of a functional behavioral assessment and, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs and intervention strategies that include positive behavioral supports and services to address the behavior.

Unless the change in placement was due to behavior involving serious bodily injury, weapons,-drugs or controlled substances, the student must be returned to the placement from which the student was removed unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

### No Finding of Manifestation

If it is determined that the student's behavior is not a manifestation of his/her disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration for which they would be applied to students without disabilities, subject to the right of the parent/person in parental relation to request a hearing objecting to the manifestation determination and the District's obligation to provide a free, appropriate public education to such student.

### Provision of Services Regardless of the Manifestation Determination

Regardless of the manifestation determination, students with a disability shall be provided the services necessary for them to continue to participate in the general education curriculum and progress toward meeting the goals set out in their IEP. They must also receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation so it does not recur:

- a) For subsequent suspensions or removals for ten (10) consecutive school days or less that in the aggregate total more than ten (10) school days in a school year but do not constitute a disciplinary change of placement school personnel, in consultation with at least one (1) of the student's teachers, will determine the extent to which services are needed;
- b) For suspensions or other disciplinary removals in excess of ten (10) school days in a school year which do constitute a disciplinary change in placement the IAES and services will be determined by the CSE.

### ***Interim Alternative Educational Setting (IAES)***

Students with disabilities who have been suspended or removed from their current placement for more than ten (10) school days may be placed in an IAES which is a temporary educational setting other than the student's current placement at the time the behavior precipitating the IAES placement occurred.

Additionally, an Impartial Hearing Officer in an expedited due process hearing may order a change in placement of a student with a disability to an appropriate IAES for up to forty-five (45) school days if the Hearing Officer determines that maintaining the current placement is substantially likely to result in injury to the students or others.

There are three (3) specific instances when a student with a disability may be placed in an IAES for up to forty-five (45) school days without regard to a manifestation determination:

- a) Where the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the District; or
- b) Where a student knowingly possesses or uses drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the District; or
- c) Where a student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the District. Serious bodily harm has been defined in law to refer to one (1) of the following:
  1. Substantial risk of death;
  2. Extreme physical pain; or
  3. Protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who violates a code of student conduct.

In all cases, the student placed in an IAES shall:



- a) Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress towards the goals set out in the student's IEP, and
- b) Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The period of suspension or removal may not exceed the amount of time a non-disabled student would be suspended for the same behavior.

### **In-School Suspension**

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his/her class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.

\*All rules of the Code of Conduct apply during a field trip. These include, but are not limited to, bus rules, behavioral expectations, dress codes, and attendance.

### **In-Service Education Programs**

The Board of Education will provide in-service education programs for all district staff members to ensure the effective implementation of this Code, to promote 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.

In-service education programs shall also include training on the social patterns of harassment, bullying and discrimination, including but not 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 and sex, the identification and mitigation of harassment, bullying and discrimination, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings.

The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

## PK-5 School Wide Expectations: Be Respectful, Be Responsible, Be Safe

<b>Expectation/Location</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Hallway</b>	<p>Follow adult directions</p> <p>Use quiet voices</p> <p>Hands at your sides</p> <p>Observe hallway decorations with your eyes</p>	<p>Keep hallways clean</p> <p>Keep lockers/hooks organized</p> <p>Go directly to your destination</p>	<p>Walk</p> <p>Keep eyes forward</p> <p>Stay to the right</p> <p>Use handrail on stairs</p>
<b>Cafeteria</b>	<p>Follow adult directions</p> <p>Wait your turn in the line</p> <p>Use quiet voices</p> <p>Use your manners (please, thank you)</p>	<p>Raise hand for help</p> <p>Help clean up</p> <p>Discard trash in trash can and return tray</p>	<p>Eat your own food</p> <p>Walk</p> <p>Stay seated</p> <p>Put unwanted, unopened food on share table</p>
<b>Playground/Outside</b>	<p>Follow adult directions</p> <p>Take turns on playground equipment</p> <p>Include everyone</p>	<p>Keep playground clean</p> <p>Line up at signal</p>	<p>Walk to and from playground/annex</p> <p>Use crosswalks</p> <p>Stay within playground boundaries and use equipment as intended</p> <p>Leave mulch on ground</p>
<b>Restrooms</b>	<p>Knock on door</p> <p>Use quiet voices</p> <p>Give others privacy</p>	<p>Flush toilet after use</p> <p>Turn off faucets</p> <p>Dispose of trash in garbage can</p> <p>Return to room promptly</p> <p>Report problems to an adult</p>	<p>Keep feet on floor</p> <p>Keep water in sink</p> <p>Wash hands</p>
<b>"Learning Areas" Classroom</b>	<p>Follow classroom expectations and adult directions</p> <p>Make your own best choices</p> <p>Help others</p>	<p>Work the whole time</p> <p>Get started right away</p> <p>Take care of materials</p> <p>Ignore distractions</p>	<p>Use materials and supplies as intended</p>
<b>Technology</b>	<p>Use equipment as intended</p> <p>Use kind words and actions when communicating via technology</p>	<p>Take care of your device</p> <p>Check your login information</p>	<p>Be on appropriate and approved websites only</p> <p>See something, say something to an adult</p> <p>Keep personal information private</p>

Expectation/Location	Be Respectful	Be Responsible	Be Safe
<b>Bus</b>	Follow adult directions Use polite language Use a quiet voice	Be on time Take care of belongings Keep bus clean	Stay seated in your assigned seat Hands, feet and belongings to self Ask for help if needed Watch for driver's signal before crossing

## IMPORTANT NOTICE

### PHOTOS AND VIDEOS

Each year many pictures are taken of our students. The photos and videos might be taken by the classroom teacher, local media, or a student teacher for his/her portfolio. These photos might be used on bulletin boards, in newsletters, or in our local news. The videos are usually used for a student teacher's requirements for certification by NYS. We recognize that some parents might not want their child to be in these photos/videos. (Please note that this does not include the school pictures that are taken annually and have a class composite with them.) **Please return the slip to your child's teacher if you do NOT want your child to participate in the outlined activities.** We will then take steps to avoid such situations.

---

### REQUEST FOR CHILD TO NOT APPEAR IN SCHOOL PHOTOS/VIDEOS

\_\_\_\_\_ It is ok for my child to appear in any photos/videos taken at school.

\_\_\_\_\_ I **DO NOT** want my child to appear in any photos/videos taken at school.

\_\_\_\_\_  
Parent Signature

Child's Name \_\_\_\_\_

Child's Teacher \_\_\_\_\_

Date \_\_\_\_\_

**Please note that a new form must be submitted each year.**