



Student Handbook & Code of Conduct  
2025-2026

DeRuyter Central School

**ELEMENTARY**

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# DERUYTER CENTRAL SCHOOL DISTRICT

## 2025-2026 SCHOOL CALENDAR

| Jul-25 |    |    |    |    | <div>DERUYTER<br/>ROCKETS</div> |                                                    | Jan-26             |    |     |    |      | S-19   |      |   |   |        |      |    |     |  |
|--------|----|----|----|----|---------------------------------|----------------------------------------------------|--------------------|----|-----|----|------|--------|------|---|---|--------|------|----|-----|--|
| M      | T  | W  | T  | F  |                                 |                                                    | M                  | T  | W   | T  | F    |        |      |   |   |        |      |    |     |  |
|        | 1  | 2  | 3  | 4  |                                 |                                                    |                    |    |     | 1  | 2    |        |      |   |   |        |      |    |     |  |
| 7      | 8  | 9  | 10 | 11 |                                 |                                                    | 5                  | 6  | 7   | 8  | 9    |        |      |   |   |        |      |    |     |  |
| 14     | 15 | 16 | 17 | 18 |                                 |                                                    | 12                 | 13 | 14  | 15 | 16   |        |      |   |   |        |      |    |     |  |
| 21     | 22 | 23 | 24 | 25 | 19                              | 20                                                 | 21                 | 22 | 23  |    |      |        |      |   |   |        |      |    |     |  |
| 28     | 29 | 30 | 31 |    | 26                              | 27                                                 | 28                 | 29 | 30  |    |      |        |      |   |   |        |      |    |     |  |
| Aug-25 |    |    |    |    |                                 |                                                    | Feb-26             |    |     |    |      | S-15   |      |   |   |        |      |    |     |  |
| M      | T  | W  | T  | F  | 1-Sep                           | Labor Day Holiday                                  | M                  | T  | W   | T  | F    |        |      |   |   |        |      |    |     |  |
|        |    |    |    | 1  | 2-Sep                           | SCD - No Students                                  | 2                  | 3  | 4   | 5  | 6    |        |      |   |   |        |      |    |     |  |
| 4      | 5  | 6  | 7  | 8  | 3-Sep                           | SCD - No Students                                  | 9                  | 10 | 11  | 12 | 13   |        |      |   |   |        |      |    |     |  |
| 11     | 12 | 13 | 14 | 15 | 4-Sep                           | First Day of School                                | 16                 | 17 | 18  | 19 | 20   |        |      |   |   |        |      |    |     |  |
| 18     | 19 | 20 | 21 | 22 | 13-Oct                          | Columbus/Indigenous People's Day                   | 23                 | 24 | 25  | 26 | 27   |        |      |   |   |        |      |    |     |  |
| 25     | 26 | 27 | 28 | 29 | 4-Nov                           | SCD - No Students                                  |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
| T-21   |    |    |    |    | 10-Nov                          | SCD/PTC - No Students                              | T-20               |    |     |    |      | Mar-26 | S-20 |   |   |        |      |    |     |  |
| Sep-25 |    |    |    |    | 11-Nov                          | Veteran's Day Holiday-Observed                     | M                  |    |     |    |      | T      | W    | T | F |        |      |    |     |  |
| M      | T  | W  | T  | F  | 26-28 Nov                       | Thanksgiving Recess                                | 2                  | 3  | 4   | 5  | 6    |        |      |   |   |        |      |    |     |  |
| 1      | 2  | 3  | 4  | 5  | Dec 22-Jan2                     | Christmas Recess                                   | 9                  | 10 | 11  | 12 | 13   |        |      |   |   |        |      |    |     |  |
| 8      | 9  | 10 | 11 | 12 | 19-Jan                          | Martin Luther King Day                             | 16                 | 17 | 18  | 19 | 20   |        |      |   |   |        |      |    |     |  |
| 15     | 16 | 17 | 18 | 19 | Jan 20-23                       | Regents Exams                                      | 23                 | 24 | 25  | 26 | 27   |        |      |   |   |        |      |    |     |  |
| 22     | 23 | 24 | 25 | 26 | Feb 16-20                       | Asian Lunar New Year/President's Day/Winter Recess | 30                 | 31 |     |    |      |        |      |   |   |        |      |    |     |  |
| 29     | 30 |    |    |    | 13-Mar                          | PTC - 1/2 Day                                      | T-19               |    |     |    |      | Apr-26 | S-19 |   |   |        |      |    |     |  |
| T-22   |    |    |    |    | 20-Mar                          | SCD - 1/2 Day                                      | M                  |    |     |    |      | T      | W    | T | F |        |      |    |     |  |
| Oct-25 |    |    |    |    | March 30-April 3                | Spring Recess                                      | 2                  | 3  | 4   | 5  | 6    |        |      |   |   |        |      |    |     |  |
| M      | T  | W  | T  | F  | May 22*-25                      | Memorial Day Holiday (22* Depends on Snow Days)    | 9                  | 10 | 11  | 12 | 13   |        |      |   |   |        |      |    |     |  |
|        |    | 1  | 2  | 3  | 9-Jun                           | ELA & Algebra II Regents                           | 16                 | 17 | 18  | 19 | 20   |        |      |   |   |        |      |    |     |  |
| 6      | 7  | 8  | 9  | 10 | 10-Jun                          | Chemistry Regents                                  | 23                 | 24 | 25  | 26 | 27   |        |      |   |   |        |      |    |     |  |
| 13     | 14 | 15 | 16 | 17 | June 17-25                      | Regents Exams                                      | 30                 | 31 |     |    |      |        |      |   |   |        |      |    |     |  |
| 20     | 21 | 22 | 23 | 24 | 19-Jun                          | Juneteenth Observance                              | T-20               |    |     |    |      | May-26 | S-20 |   |   |        |      |    |     |  |
| 27     | 28 | 29 | 30 | 31 | 26-Jun                          | Rating Day/Last Day (26th)                         | M                  |    |     |    |      | T      | W    | T | F |        |      |    |     |  |
| T-16   |    |    |    |    |                                 |                                                    | Total Staff Days   |    | 186 |    | 4    |        |      |   |   | 5      | 6    | 7  | 8   |  |
| Nov-25 |    |    |    |    |                                 |                                                    | Total Student Days |    | 182 |    | 11   |        |      |   |   | 12     | 13   | 14 | 15  |  |
| M      | T  | W  | T  | F  |                                 |                                                    |                    |    |     |    | 18   |        |      |   |   | 19     | 20   | 21 | 22* |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    | 25   |        |      |   |   | 26     | 27   | 28 | 29  |  |
| 3      | 4  | 5  | 6  | 7  |                                 |                                                    |                    |    |     |    | T-19 |        |      |   |   | Jun-26 | S-19 |    |     |  |
| 10     | 11 | 12 | 13 | 14 |                                 |                                                    |                    |    |     |    | M    |        |      |   |   | T      | W    | T  | F   |  |
| 17     | 18 | 19 | 20 | 21 |                                 |                                                    |                    |    |     |    | 1    |        |      |   |   | 2      | 3    | 4  | 5   |  |
| 24     | 25 | 26 | 27 | 28 |                                 |                                                    |                    |    |     |    | 8    |        |      |   |   | 9      | 10   | 11 | 12  |  |
| T-15   |    |    |    |    |                                 |                                                    |                    |    |     |    | 15   |        |      |   |   | 16     | 17   | 18 | 19  |  |
| Dec-25 |    |    |    |    |                                 |                                                    |                    |    |     |    | 22   |        |      |   |   | 23     | 24   | 25 | 26  |  |
| M      | T  | W  | T  | F  |                                 |                                                    |                    |    |     |    | T-19 |        |      |   |   | Jun-26 | S-19 |    |     |  |
| 1      | 2  | 3  | 4  | 5  |                                 |                                                    |                    |    |     |    | M    |        |      |   |   | T      | W    | T  | F   |  |
| 8      | 9  | 10 | 11 | 12 |                                 |                                                    |                    |    |     |    | 1    |        |      |   |   | 2      | 3    | 4  | 5   |  |
| 15     | 16 | 17 | 18 | 19 |                                 |                                                    |                    |    |     |    | 8    |        |      |   |   | 9      | 10   | 11 | 12  |  |
| 22     | 23 | 24 | 25 | 26 |                                 |                                                    |                    |    |     |    | 15   |        |      |   |   | 16     | 17   | 18 | 19  |  |
| 29     | 30 | 31 |    |    |                                 |                                                    |                    |    |     |    | 22   |        |      |   |   | 23     | 24   | 25 | 26  |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    | 29   |        |      |   |   | 30     |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
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|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
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|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
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|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    |     |    |      |        |      |   |   |        |      |    |     |  |
|        |    |    |    |    |                                 |                                                    |                    |    | </  |    |      |        |      |   |   |        |      |    |     |  |

## **DeRuyter Central School Board of Education**

Mrs. Jodi Wiesing, President  
Mrs. Lisa Benedict  
Mrs. Elizabeth Pierce

Mr. Dan Degear, Vice President  
Mr. Connor Langevin

### **Superintendent of Schools**

Dr. Neal Capone  
315-852-3400 x 7403  
Mrs. Juanita Hayes – Secretary  
315-852-3400 x 7403

### **Business Executive**

Ms. Amanda Graham-Quirk  
315-852-3400 x 7502  
Mrs. Katy Denkenberger – District Treasurer  
315-852-3400 x 7501  
Mrs. Kelly Covert – Accounts Payable  
315-852-3400 x 7108

### **Director of Special Education**

#### **PreK-4 Principal**

Mrs. Jenny Valente  
315-852-3400 x 7122  
Mrs. Janene Kascha – Office Support  
315-852-3400 x 7122  
Mr. Andrew Scherrer – School Psychologist  
315-852-3400 x 7104

### **School Nurse**

Mrs. Jessica Vadala  
315-852-3400 x 7112

### **Student Medical/Family Health Network**

315-852- 3400 x 7110

### **School Counselor**

Mrs. Anne Chesbrough (Grades PK-4)  
315-852-3400 x 7130

### **School Social Worker**

Mrs. Wendy Hutton  
315-852-3400 x7107

### **Head Custodian**

Mr. Jody VanDee  
315-852-3400 x 7301

### **Technology Coordinator**

Mrs. Nancy Haws  
315-852-3400 x 7205

### **Transportation Assistant**

Mrs. Sarah Rouse  
315-852-3400 x 7408

## **Teacher/Staff Members**

|                         |                       |                     |
|-------------------------|-----------------------|---------------------|
| <b>Pre-Kindergarten</b> | Mrs. Corrine Parker   |                     |
| <b>Kindergarten</b>     | Mrs. Marley Barber    | Mrs. Kristi Volles  |
| <b>1st grade</b>        | Mrs. Melissa Wheatley |                     |
| <b>2nd Grade</b>        | Mrs. Karen Nieman     | Mrs. Regina Raleigh |
| <b>3rd Grade</b>        | Ms. Kylie Stenger     | Mrs. Shala Wykstra  |
| <b>4th Grade</b>        | Mrs. Lisa Hirt        | Ms. Linda Ladd      |

|                  |                                                                                          |
|------------------|------------------------------------------------------------------------------------------|
| <b>AIS (K-4)</b> | Mrs. Samantha Filippi (Reading)<br>Miss Molly LaHart (Reading)<br>Mrs. Karen West (Math) |
|------------------|------------------------------------------------------------------------------------------|

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Special Education (K-4)</b> | Mrs. Stacy Inman<br>Mrs. Destini Dorr |
|--------------------------------|---------------------------------------|

|                         |                 |
|-------------------------|-----------------|
| <b>Speech Therapist</b> | Mrs. Jamie Mody |
|-------------------------|-----------------|

|                               |                           |
|-------------------------------|---------------------------|
| <b>Occupational Therapist</b> | Ms. Hope Thilburg (BOCES) |
|-------------------------------|---------------------------|

|                           |                             |
|---------------------------|-----------------------------|
| <b>Physical Therapist</b> | Mrs. Jessica Degear (BOCES) |
|---------------------------|-----------------------------|

### **Teaching Assistants/Aides (Elementary)**

|                        |                    |                       |
|------------------------|--------------------|-----------------------|
| Ms. Amanda Cook        | Mrs. Kathy Cook    | Mrs. Amy Denkenberger |
| Mrs. Yvonne Fish       | Mrs. Holly Harris  | Mr. Alan Ingerto      |
| Mrs. Michelle McDougal | Mr. Colton Roberts | Mrs. Angela Wood      |

|            |                    |
|------------|--------------------|
| <b>ENL</b> | Mrs. Mary Shamblen |
|------------|--------------------|

|                                |                |
|--------------------------------|----------------|
| <b>School Resource Officer</b> | Mr. David Coye |
|--------------------------------|----------------|

## **PK-4 Special Area Staff**

|                                 |                                                               |
|---------------------------------|---------------------------------------------------------------|
| <b>Art</b>                      | Mrs. Erin Brown                                               |
| <b>Health (Grades 3-4)</b>      | Mrs. Melissa Newton                                           |
| <b>General Music/Chorus</b>     | Ms. Adrienne Cox                                              |
| <b>Instrumental Music</b>       | Mrs. Lisa Stearns                                             |
| <b>PK-12 Physical Education</b> | Mrs. Jamie Doolittle<br>Mrs. Jessica Zech<br>Mr. Brian Wright |
| <b>Security Window</b>          | Mrs. Tammy Baker                                              |

## **Bus Drivers**

**Transportation Assistant** – Ms. Sarah Rouse

**Mechanic** – Mr. Terry Leete

Ms. Amy Calhoun

Mrs. Shelley Campbell

Mr. Greg Coon

Mr. Jason Covert

Mr. James Fuller

Mr. Jeff Randall

Mr. Ed Stafford

Mrs. Shelly Stafford

Mr. Jim Tiffany

## **Cafeteria Staff**

**Cook Manager** – Ms. Sarah Snyder

Mrs. Caren Newton

Mrs. Maureen Pigott

## **Custodial Staff/Grounds Crew**

**Head Custodian** – Mr. Jody VanDee

Mr. Travis Baker

Miss Madison Leete

Mr. Eric Salisbury

Mr. Mike Stith

Mrs. Chris Warner

## Grades PK-4 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 2025-2026

| Marking period                                      | Report Card Sent Home |
|-----------------------------------------------------|-----------------------|
| 10 Week (1 <sup>st</sup> quarter)<br>(ends 11/7/25) | 11/14/25              |
| 20 Week (2 <sup>nd</sup> quarter)<br>(ends 1/23/26) | 1/30/26               |
| 30 Week (3 <sup>rd</sup> quarter)<br>(ends 4/10/26) | 4/17/26               |
| 40 Week (4 <sup>th</sup> quarter)<br>(ends 6/19/26) | Last day of school    |

## NYS Testing Grades 3-4

Students in Grades 3 and 4 will participate in New York State ELA and Math assessments. These are untimed, computer-based assessments and are administered over two day sessions for each exam. These assessments will be completed between April 6<sup>th</sup> and May 15<sup>th</sup>, 2026. Specific testing dates for both ELA and Math will be communicated via ParentSquare, District calendar, and District website.

## Arrival to School Procedures

**Students should not arrive to school before 7:50 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/guardians 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-4 will be dismissed at 2:50 p.m.
- The buses will leave promptly at 3:00 p.m.

All independent walkers and pick-ups in grades PK-4 should report to the elementary gym. Students being picked up in grades PK-4 will need to be signed out from the elementary gym. Students will only be released to individuals with approval from their 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. Rouse's office (315-852-3400 x 7408) **as early as possible, but not later than 1:00 pm.**

## Drop Off of Students Riding Buses in PK-4

It is important for parents/guardians to note that **students in grades PK-4 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 the parent/guardian 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/guardian may grant permission for their child in 4<sup>th</sup> grade 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-4 student will be allowed to leave the building without a parent/guardian or person designated by the parent/guardian.
2. Parents/guardians 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/guardian of the student unless the parent/guardian has provided their name as an authorized person to pick up the child.

Parents/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/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/guardian has been personally contacted by the Principal/designee and has approved the release.

## **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/Security office at 315-852-3400 x 7106.** 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, dentist or mental health appointments, court appearance, approved school-related activity, and religious observation.** Other absences are considered illegal by the State of New York and our Board of Education.

An absence will be recorded as unexcused until communication with the parent/guardian is provided to the school. Any absence, tardy, or early departure for which a student has no valid school-approved excuse is recorded as unexcused until an electronic (parent/guardian ParentSquare message/email), or written note with parent's/guardian's signature is provided to the school. Phone calls cannot be accepted as excuses. After three (3) or more consecutive unexcused absences, phone contact with the family will be made by the school counselor to learn the nature of the student's absence and offer any needed support in regards to improving attendance.

Within two (2) school days of the student's return to school following an absence or tardy arrival, the parent/guardian should provide the school with a written excuse containing the student's full given name, grade level, the reason for the absence or tardy, the exact date of the absence(s) or tardy, and parent's/guardian's signature. Submitting an attendance note through ParentSquare or via email ([tabaker@deruytercentral.org](mailto:tabaker@deruytercentral.org)) are also acceptable.

### **Absences and Participation in Field Trips and Extracurricular Activities**

Students with an absence rate above 10% of possible school days are considered chronically absent by New York State. Chronic absenteeism damages a student's ability to be successful due to missing valuable instruction and not having access to educational and social-emotional supports and services. Students who are at or above a 10% absence rate may not be permitted to attend field trip or stay after school for enrichment activities. These decisions will be made on a case-by-case basis with the principal, school counselor, teacher and parent/guardian.

### **Homework for Absentees**

If a student is absent from school, homework assignments may be requested by calling the PK-4 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 the following 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 parent/guardian 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. ParentSquare and email ([tabaker@deruytercentral.org](mailto:tabaker@deruytercentral.org)) may also be used to submit excuses.

## Emergency Contact Phone Numbers

It is imperative that the school be able to contact parents/guardians 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-4 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 a communication platform and emergency notification system called ParentSquare.** This system will send 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. Please ensure you are properly connected to ParentSquare.

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/guardians 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.

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. DeRuyter Elementary School utilizes a yearlong permission slip that is sent home to be signed and returned at the beginning of each school year. Signing and returning this yearlong permission slip provides the school with your permission to take your child on all off-campus field trips for the duration of the school year.

*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 parent/guardian. For any other transportation arrangements, permission slips must be turned in to the office before the event, with the approval by parent/guardian 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**

| <b>Be Respectful</b>                                                                                                                                                                                              | <b>Be Responsible</b>                                                                                                                | <b>Be Safe</b>                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use kind, respectful language. Swearing or other inappropriate language is not to be used.<br>Obey the bus driver, and help keep the bus neat, clean, and safe.<br>Follow the driver's directions the first time. | Be ready to board the bus quickly and safely.<br>The use of illegal substances is forbidden.<br>Keep your property in your backpack. | Stay seated while the bus is in motion.<br>Upon entering or exiting buses, pass in front of the bus, never behind.<br>Head or arms must not be out the window at any time.<br>Quarreling, fighting or rough play will not be tolerated. Keep your hands to yourself. |

Drivers will report discipline problems to an administrator and parent/guardian via a transportation discipline report.

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

Any inappropriate acts on the bus can cause harm and injury. Consequences such as a problem 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 parent/guardian 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 parent/guardian.

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

On Tuesdays, Wednesdays and Thursdays each week there is a late bus to transport students home following after school enrichment. 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. Please contact Mr. Rafferty with questions regarding after school enrichment.

### ***Bus Passes***

Requests for bus passes or changes must go to Mrs. Rouse, Transportation Assistant, **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***

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. 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.

***Student's Responsibilities***

- Maintain and use agenda by writing down all assignments (Grades 3-4).
- Complete homework assignments accurately, neatly and submit on time.
- Seek assistance from teachers and parents/guardians 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 parent/guardian 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/guardian.

***Parent/guardian'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 himself/herself, 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 one evening a month at the school and we would love it if you could join us. If you are interested in learning more about how to become involved, email [pto@deruytercentral.org](mailto:pto@deruytercentral.org).

## **CODE OF CONDUCT**

### **MISSION STATEMENT**

The DeRuyter Central School District, in partnership with parents/guardians 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/guardians 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/guardian***

Parent/guardian, or person in parent/guardianal 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 who:

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:

- Showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Programs and posting related to special events
- 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/guardian'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/guardians 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 26, 2025**. 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/guardians***

All parents/guardians are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parent/guardian 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/guardians 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/guardians:
  - (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/guardians 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/guardian/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/guardian 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.

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

**“Sec” – Secondary (MS: Grades 5-8 or HS: Grades 9-12)**

**“Elem” – Elementary (Grades PK-4)**

**Subject: COMPLAINTS AND GRIEVANCES BY STUDENTS****Policy: 7550**

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- 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)



## DCS Policy

## Section: 7

## STUDENTS

**Subject: COMPLAINTS AND GRIEVANCES BY STUDENTS**

**Policy: 7550**

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*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. Students may enter the building at 7:50am. They may report either to the cafeteria for breakfast or to their classroom/first period class.
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 cell phones, smart watches, earbuds) must be powered off and must be kept in the student's backpack for the entirety of the school day.
7. Backpacks/Book Bags (of all sizes) will be stored in lockers, cubbies, or provided hooks/storage.
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 displayed by a student in grades PK-4 will be addressed on a case-by-case basis by the classroom teacher, principal, school counselor and parent/guardian. The objective will be for the student to learn and understand the importance of academic integrity.

## 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 2024-2025 school year for each building are:

|                      |                      |                                                        |
|----------------------|----------------------|--------------------------------------------------------|
| DeRuyter Elementary  | Mrs. Jenny Valente   | 315-852-3400 Ext. 7122<br>valente@deruytercentral.org  |
| DeRuyter High School | Mr. Stephen Rafferty | 315-852-3400 Ext. 7105<br>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 7:50 until the bell at 8:05.
- 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.

## **Cell Phone/Electronic Devices Policy**

In the elementary school (PK-4), all electronic devices (including, but not limited to, cell phones, smart watches, earbuds, music players, personal digital devices/gaming devices) must be powered off and left in backpacks for the entirety of the school day. This is also necessary to be compliant with the State mandated bell-to-bell internet enabled device ban. There will be consequences for failure to comply with this policy. A first offense will result in a reminder of this policy from the teacher to both the student and parent/guardian and for the student to turn off the device and security it in their backpack for the remainder of the day. A second offense will result in a disciplinary referral and the device will be secured in the principal's office until the end of the day. Further offenses will result in the device being secured in the SRO's office until a parent/guardian can come and pick up the device. It is strongly recommended that elementary students leave devices home to avoid them becoming lost or broken.

**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 future 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 in relationship to their age and developmental stage. School officials reserve the right to determine what acceptable and unacceptable attire is. Students and their parents/guardians 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** at the PK-4 level includes, but is not limited to: tube tops, bare midriffs (front and/or back) low-cut and/or sagging pants, swimsuits, 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. It is recommended that shorts or leggings be worn under short skirts and dresses.
6. Ensure that undergarments are completely covered with outer clothing.
7. 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.)
8. No jewelry (watches, rings, necklaces, bracelets, piercings, etc) will be worn during physical education.
9. Hats, hoods, 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. Students in grades PK-4 are not permitted to wear hats (unless on a special occasion or planned spirit day) to ensure attention to learning and promote safety.
10. Appropriate gear is required for safe outdoor play in the winter months. This includes coat that zips/closes, hat, hood or earmuffs, snow pants, boots and mittens/gloves.

Students in grades PK-4 will be provided with alternate clothing items from the nurse's office as needed.

**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. The school counselor can also assist in sensitive situations involving dress code/proper attire.

Each building Principal or his/her designee shall be responsible for informing all students and their parents/guardians 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 School Devices**

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, distributing, or completing searches of offensive or inappropriate materials, videos or pictures.
2. Using obscene language or sending offensive messages.
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 using the educational resource inappropriately (ex: using a school device for personal entertainment purposes or to access inappropriate content).
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/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 School Device Usage:**

1. Violations may result in suspension and/or revocation of student access to the District's devices, computer system, and internet 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 approval).
  - Patrons with overdue (or non-paid for lost/damaged items) may need approval 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> - 4<sup>th</sup>: 3 items for 1 week
  - 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/guardian/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 parent/guardian 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/guardian 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/guardians 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

parent/guardian 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 parent/guardian 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/guardians 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 parent/guardian 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***

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, parent/guardian, 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, parent/guardian, Athletic Director/Activity Advisor and Principal. The student will be referred to a counseling program

- D. Marijuana
- E. Abuse of 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, parent/guardian, 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, parent/guardian, 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 parent/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/guardians 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. Discipline at the elementary level is intended to be twofold; hold the student accountable for his/her actions and to support and teach.

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 and developmental capacity
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. The opportunity to teach the student coping strategies and reteach and practice school expectations
6. Information from parent/guardian, teachers and/or others, as appropriate
7. 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><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>-Warning/Verbal Reprimand</li> <li>-Time-Out or Out of classroom</li> <li>-Loss of Privilege (ie: recess, special event)</li> <li>-Communicate with parent/guardian</li> <li>-Detention (Lunch &amp; After School)</li> <li>-*Restitution</li> </ul> <p><b>Supports:</b></p> <ul style="list-style-type: none"> <li>-Conference with student</li> <li>-Reteach/practice</li> <li>-Counseling</li> <li>-Alternate workspace</li> </ul> | <p><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>-Removal from Class</li> <li>-*Suspension               <ul style="list-style-type: none"> <li>-In-School/in the office</li> <li>-Out of School</li> </ul> </li> <li>-*Termination of the school day (student sent home)</li> <li>-*Restitution</li> </ul> <p><b>Supports:</b></p> <ul style="list-style-type: none"> <li>-Implementation of Behavior Support Plan</li> <li>-Referral to Behavior Support TA</li> <li>-Counseling</li> <li>-Conference with parent/guardian/guardian</li> </ul> | <p>Options</p> <ul style="list-style-type: none"> <li>-*Alternative Placement</li> <li>-**Permanent Suspension</li> </ul> |

\*Administrator Action Only

\*\*Superintendent action only

| <b><u>Offense</u></b>                           | <b><u>Definition</u></b>                                                                                                                                                                                                                                                                                          | <b><u>Range Of Consequences</u></b> |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Absence (unlawful)</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.                                                                                                                                       | I-II                                |
| <b>Alcohol/Illegal Substance Violation</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. | II-III                              |
| <b>Arson/Fire</b>                               | Attempting to, aiding in, or setting fire to a building or other property.                                                                                                                                                                                                                                        | II-III                              |
| <b>Cyberbullying</b>                            | As defined in this Code of Conduct                                                                                                                                                                                                                                                                                | I-II-III                            |
| <b>Computer/Electronic Communication Misuse</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.                                                                                                                                 | I-II                                |
| <b>Defamation</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.                                                                                                                                      | I-II                                |
| <b>Destruction of Property/Vandalism</b>        | Damage, destruction, or defacement (graffiti) of property belonging to another or the school.                                                                                                                                                                                                                     | II-III                              |
| <b>Discrimination</b>                           | As defined in this Code of Conduct                                                                                                                                                                                                                                                                                | I-II-III                            |
| <b>Disrespect Toward Others</b>                 | Inappropriate comment of physical gesture to a student, teacher, staff member, or other adult.                                                                                                                                                                                                                    | I-II                                |
| <b>Disorderly Conduct</b>                       | Behavior disturbing the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.                                                                                                                                                                 | I-II-III                            |
| <b>Disruption-Classroom</b>                     | Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.                                                                                                                                                                 | I-II-III                            |
| <b>Disruption-School</b>                        | Behavior that interferes with the safe and orderly environment of the school or school activity.                                                                                                                                                                                                                  | I-II-III                            |
| <b>Electronic Devices</b>                       | Use of electronic devices (cell phones, smart watch, etc.) during the school day without the permission of a staff member.                                                                                                                                                                                        | I-II                                |
| <b>False Alarms/Bomb Threats</b>                | Initiating a report or warning of fire, or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.                                                                                                                                                                                    | II-III                              |
| <b>Fighting</b>                                 | A hostile confrontation with physical contact involving two or more students.                                                                                                                                                                                                                                     | II-III                              |

| <b><u>Offense</u></b>                            | <b><u>Definition</u></b>                                                                                                                                                                                                   | <b><u>Range Of Consequences</u></b> |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Harassment and/or Bullying                       | As defined in this Code of Conduct                                                                                                                                                                                         | I-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                            |
| Sexual Harassment                                | Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person.                                                                                                         | I-II-III                            |
| 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 parent/guardian 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/guardian 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/guardians 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 parent/guardian 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, recess or lunch detention as a penalty for elementary student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents/guardians will be notified that after school detention has been assigned prior to a student attending. After school detention will be scheduled on days when transportation home is available.

### ***Termination of School Day***

In instances where a student exhibits unsafe, disruptive behavior for an extended period of time with no positive response to provided support and intervention, the parent/guardian will be contacted to pick their child up. It is imperative that our students are provided with a safe environment to learn and our staff is afforded a safe environment in which to teach. When students demonstrate that they cannot or will not behave in a safe manner we cannot have them remain in school.

### ***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/guardian 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/guardian 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 Extra-Curricular Activities and Other Privileges***

A student subjected to a suspension from 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/guardian 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/guardian 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, in an administrator's office or in a counselor'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 school counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code 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, with the collaboration of the principal and the submission of a discipline referral. The removal from class applies to the class of the removing teacher only. The student will be held in the elementary office or ISS room for the days assigned by the teacher. The teacher must also provide classwork for the student to complete during the removal period. The student will be afforded at least one session with the school counselor and will participate in a re-entry conference with the teacher prior to returning to class.

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 parent/guardian by phone, that the student has been removed from class and why. The administrator must also inform the parent/guardian 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/guardians. 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/guardians.

If, at the informal meeting, the student denies the charges, the teacher must explain why the student was removed and give the student's parent/guardian 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/guardian 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 §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 parent/guardian 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 parent/guardian. 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 parent/guardian.

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 parent/guardian 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 parent/guardian.

At the conference, the parent/guardian 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 parent/guardian in writing of his or her decision. If the parents/guardians 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 parent/guardian 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 proceeding 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 parent/guardian 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 parent/guardian, 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 parent/guardian 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 parent/guardian 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/guardian 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/guardian 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/guardian and relevant members of the CSE. The parent/guardian must receive written notice prior to the meeting to ensure that the parent/guardian 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 parent/guardian 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/guardian 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/guardian 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-4 School Wide Expectations: Be Respectful, Be Responsible, Be Safe

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

## 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/guardians 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.

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### 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/guardian Signature

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

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

Date \_\_\_\_\_

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