

**SOUTH JEFFERSON HIGH SCHOOL**  
**HANDBOOK FOR PARENTS AND STUDENTS**  
**2023-2024**



***“HOME OF SPARTAN PRIDE”***

**Dear Parents and Students:**

Welcome to South Jefferson High School, home of the Spartans where school pride, spirit, community outreach, and academic excellence are our focus.

While demonstrating your knowledge and developing your skills, your major responsibility at South Jefferson Senior High School will be to respect yourself, your classmates, teachers and staff members. They in turn will respect you.

This handbook has been developed to help you become familiar with the many resources available as well as essential information with regards to expectations, schedules and extracurricular activities. We want you to do well academically and encourage you to get involved in activities so that you can look back on your years at South Jefferson Senior High School with satisfaction and a feeling of accomplishment.

Have a great year!

Shannon VanCoughnett  
High School Principal

Justin West  
Assistant Principal

**South Jefferson Central School Mission**

Our mission at South Jefferson is to provide the best educational experience possible from the staff, family and community perspectives.

**Vision Statement**

Our vision for the future is straight forward:

- South Jeff’s number one priority is student achievement
- Graduating seniors will be skilled, resourceful and well rounded
- Our schools will be safe
- Everyone at South Jeff will demonstrate respect, compassion, citizenship and professionalism
- Everyone at South Jeff will demonstrate effective and respectful communication

**South Jefferson Central School District**

**Board of Education**

Mrs. Pamela Thomas, President  
Mr. Troy Matteson, Vice President  
Mrs. Carrie Mangino

Mr. Justin VanCoughnett  
Mrs. Stephanie Widrick

Mr. Joseph Eberle  
Mr. James Juczak

**Administration**

Mrs. Christina Chamberlain, Superintendent of Schools  
Mrs. Lisa Parsons, Assistant Superintendent  
Mrs. Sarah OYong, CSE Chairperson  
Mrs. Cora Harvey, Business Manager  
Mrs. Rebecca Dalrymple, Grant Administrator

Mrs. Shannon VanCoughnett, High School Principal  
Mr. Justin West, Assistant Principal  
Mr. Jon Christopher, Middle School Principal  
Mrs. Shelbie Pelton, Technology Administrator

## I. Academic Information

### School Hours

Main Office Hours: 7:00 a.m. – 3:00 p.m.  
 Phone Numbers: Registrar (315) 232-5138  
 Main Office (315) 232-4531 Ext. 2912  
 Safe to School Line Ext. 2971 Food Services Ext. 2933  
 Building & Grounds Ext. 2932 Attendance Office Ext. 2971  
 Guidance Office Ext. 2880 Athletic Coordinator Ext. 2483  
 Nurse's Office Ext. 2970 Principal's Office Ext. 2910

### HIGH SCHOOL BELL SCHEDULE



<u>Period</u>	<u>Time</u>
1	7:42 – 8:22
Announcements	8:23 – 8:28
2	8:32 – 9:13
3	9:17 – 9:58
4	10:02 – 10:43

\*Students/Teachers will follow one of the 3 blocked schedules for periods 5 – 7.

5	10:47 – 11:12 Lunch	5	10:47 – 11:28 Class	5	10:47 – 11:28 Class
6	11:16 – 11:57 Class	6	11:32 – 11:57 Lunch	6	11:32 – 12:13 Class
7	12:01 – 12:42 Class	7	12:01 – 12:42 Class	7	12:17 – 12:42 Lunch

8	12:46 – 1:27
9	1:31 – 2:12

### 2 HOUR DELAY BELL SCHEDULE

#### 2 Hour Delay High School Bell Schedule



<u>Period</u>	<u>Time</u>
1	9:42 – 10:09
2	10:13 – 10:39
3	10:43 – 11:09
4	11:13 – 11:39

\*Students/Teachers will follow one of the 3 blocked schedules for periods 5 – 7.

5	10:47 – 11:12 Lunch	5	10:47 – 11:28 Class	5	10:47 – 11:28 Class
6	11:16 – 11:57 Class	6	11:32 – 11:57 Lunch	6	11:32 – 12:13 Class
7	12:01 – 12:42 Class	7	12:01 – 12:42 Class	7	12:17 – 12:42 Lunch

8	12:46 – 1:27
9	1:31 – 2:12

## CLASS MEETING BELL SCHEDULE

### Class Meeting High School Bell Schedule



<u>Period</u>	<u>Time</u>
Attendance & Announcements	7:42 – 7:46
Class Meetings/Middle School Programming	7:50 – 8:07
1	8:11 – 8:46
2	8:50 – 9:25
3	9:29 – 10:04
4	10:08 – 10:43

\*Students/Teachers will follow one of the 3 blocked schedules for periods 5 – 7.

5	10:47 – 11:12	Lunch	5	10:47 – 11:28	Class	5	10:47 – 11:28	Class
6	11:16 – 11:57	Class	6	11:32 – 11:57	Lunch	6	11:32 – 12:13	Class
7	12:01 – 12:42	Class	7	12:01 – 12:42	Class	7	12:17 – 12:42	Lunch
8							12:46 – 1:27	
9							1:31 – 2:12	

### High School Remote Bell Schedule

<u>Period</u>	<u>Time</u>
1	10:00 – 10:20
2	10:30 – 10:50
3	11:00 – 11:20
4	11:30 – 11:50

5	11:55 – 12:25	Lunch	5	11:55 – 12:15	Class	5	11:55 – 12:15	Class
6	12:30 – 12:50	Class	6	12:20 – 12:50	Lunch	6	12:30 – 12:50	Class
7	12:55 – 1:15	Class	7	12:55 – 1:15	Class	7	12:55 – 1:25	Lunch
8							1:30 – 1:50	
9							1:55 – 2:15	

- 20 minute office hours
- Cycle day schedule stays in tact

### Six-Day Cycle

The six-day cycle will be continued in the 2023/2024 school year.

When school opens on September 6, we will begin with Day 1 of the schedule. September 7 will be Day 2, September 8 will be Day 3, September 9 will be Day 4, September 12 will be Day 5, and September 13 will be Day 6. The second cycle will begin on September 14 with Day 1.

Any time school is closed for vacation, snow days, etc., a day of the cycle will not be missed, as the next school day will simply resume the cycle. The six-day cycle assures that no class is missed more frequently than any other class when school is canceled for inclement weather.

### Marking Periods

The school's formal reporting system includes report cards, 5-week progress reports, regular updates on School Tool and scheduled conferences between parents and teachers. However, parents are always welcome to visit the school to meet with guidance counselors and teachers. Please schedule all such visits by calling the guidance office at (315) 232-4531, Ext. 2

Marking Period	Reports Handed/Mailed Out	
• Quarter 1		
5 week	September 1 – October 6	October 12, 2023
10 week	October 10 – November 4	November 8, 2023
• Quarter 2		
15 week	November 5 – December 16	December 20, 2023
20 week	December 17 – January 27	January 31, 2024
• Quarter 3		
25 week	January 28 – March 2	March 6, 2024
30 week	March 3 – April 6	April 10, 2024
• Quarter 4		
35 week	April 7 – May 11	May 15, 2024
40 week	May 12 – June 28	June 28, 2024

*Teachers can be contacted through email. All email addresses can be found on the [www.spartanpride.org](http://www.spartanpride.org) website.*

### **Guidance and Counseling**

The counseling department of South Jefferson High School is available to work with students regarding schedules, graduation requirements, college and career decisions and personal matters. Through its services, the counseling staff assists students in making realistic decisions, plans for their future, and adjustments in all realms of life.

The high school counselors are Mr. Matthew Sullivan (A-L) and Mrs. Heidi Edgar (M-Z). In addition, there is a school social worker, Amanda Gervera.

The counseling staff has, at its disposal, every student's academic record including standardized test results, report cards and related information. This record is available to the student and his/her parents in order to assist the student in planning academic and career goals. The counseling staff can arrange conferences with parents, teachers and students.

### **Pupil Services Team**

A Pupil Services Team consisting of the guidance and counseling staff, school nurse, administrative staff and other support personnel meets once each six-day cycle to confidentially discuss persistent, severe or unusual situations of specific students. All referrals to the team must be made through the student's guidance counselor. A parent wishing to refer his/her son or daughter should contact the student's guidance counselor.

## **GRADUATION REQUIREMENTS**

### **Credit Requirements for All Students**

- Earn 22 or more units
- Pass 4 units of English (9-12)
- Pass 4 units of Social Studies
- Pass 3 units of Mathematics
- Pass 3 units of Science
- Pass 1 unit of Language other than English
- Pass Health Education (1/2 unit)
- Pass 1 unit of Art, Music or equivalent
- Pass 4 years of Physical Education (1/2 unit each year for a total of 2 units)
- Pass 3.5 units of electives

## **Testing Requirements**

### Local Diploma

- A local diploma is only available to students with an IEP who score a 55% or higher on the **5** required Regents exams or pass **6** Regents Competency Tests.

### Regents Diploma - Score minimum of:

- 65% on Algebra I or Geometry Regents
- 65% on Science Regents
- 65% on Global History & Geography Regents
- 65% on U.S. History Regents
- 65% on English Language Arts Regents

### Advanced Regents Diploma

- *ALL* items included in a Regents Diploma  
**Plus score a minimum of:**
- 65% on Algebra I Regents, Geometry Regents and Algebra II
- 65% on a second Science Regents
- 3 unit sequence in LOTE (Language Other Than English)

Or

\* Students may substitute 5 units of Career and Technology Ed., music or art for the second language requirement.

### Advanced Regents Diploma with Mastery in Math and/or Science

- *ALL* items included in an Advanced Regents Diploma
- Mastery in Math – all 3 scores on the Regents examinations for Algebra I, Geometry, and Algebra II. Must be 85% or higher.
- Mastery in Science – a student must score 85% or higher on 3 Regents examinations in Science. One of the Regents must be Living Environment and the other two Regents scores may come from Earth Science, Chemistry or Physics.
- Mastery in Math and Science – all requirements for Mastery in Science and Mastery in Math have been met.

**For Regents courses, a student must receive both a passing Regents exam grade and a passing final course grade. In the event a student passes the course but not the exam, the student is highly recommended to attend summer school. If the student does not attend summer school, the student may be rescheduled for the course the following school year.**

## **GPA Calculation**

A student's cumulative grade point average (GPA) is calculated by dividing the sum of all final course grades by the total number of credits earned. Physical education credit is required for graduation and is calculated into the GPA.

A student's GPA is typically calculated at the end of the junior year for the purpose of reporting to colleges for admission and scholarship opportunities.

During a student's senior year, the GPA is calculated at the end of the third marking period to determine honor graduate status.

## **Honor Graduates**

At South Jefferson, we have a long standing tradition of acknowledging honor graduates at the graduation ceremony. Students with a grade point average (GPA) of 90.00 or above, as calculated at the end of the third quarter marking period of the senior year, will receive honor graduate status. This overall average is based on all courses and is not rounded up or down at the time of calculation.

## **Honor Diploma Designations**

The words "With Honor" may be added to the Regents and/or Advanced Regents endorsement of a local diploma if a student has earned **an average** of at least 90% in the examinations indicated below:

### **Regents with Honor**

- The Regents examination in Comprehensive English.

- The Regents examination in Global Studies.
- The Regents examination in United States History and Government.
- The Regents examination in Algebra I
- A Regents examination in Science (typically Living Environment)

**Advanced Regents with Honor** (The required 5 listed above plus the exams listed below.)

- The Regents examination in Geometry
- The Regents examination in Algebra
- A second Regents examination in Science (1 Life Science + 1 Physical Science)

**Advanced Regents with Mastery in Math and/or Science with Honor**

- All of the requirements for the Advanced Regents with Honor diploma must be met.
- Mastery in Math – all 3 scores on the Regents examinations for Algebra I, Geometry, and Algebra II. must be 85% or higher individually as well as the average of all 8 Regents examinations must be 90.00 or above.
- Mastery in Science – 1 Life Science and the next two highest Regents scores in Science must be 85% or higher individually as well as the average of all 8 Regents examinations must be 90.00 or above.
- Master in Math and Science – must meet Mastery in Math and Mastery in Science requirements listed above.

### **Academic Course Load and Scheduling**

Students in grade 9-12 will be expected to take six (6) credits, including physical education. Exceptions to this requirement may be made on an individual basis.

Every effort is made to schedule students accurately in the spring for the following year. If changes do have to be made, they must be done according to established guidelines. Permission to change class schedule is secured from the student's school counselor. ***All schedule changes must occur within the first 10 days of each semester.*** Within these 10 days, schedules may be altered, but students are expected to maintain the 6 credits requirement. If unusual circumstances dictate the dropping of a course, the grade for withdrawing with a failing grade (WF) or withdrawing with a passing grade (WP) will be recorded on the transcript of the student. Any modifications to a student's schedule will be made only if it is in the best interest of the student as determined by the parent, school counselor, building principal and teacher. A parent's signature is required for all changes.

***Schedules will not be adjusted for the following reasons:***

- preference for a different teacher
- preference for a different period or semester
- preference for a different lunch period
- preference to be with friends in classes
- preference for senior opportunities during certain periods

All students must attend their classes on their current schedule until the classes are rescheduled.

### **Summer School Information**

In the event a student does not earn course credit, the student may have the option to attend summer school, at the expense of the student. Options for summer school are based upon availability and will be published in the spring. Contact the guidance office with all questions pertaining to summer school options and policies.

Students may also opt to take first time courses. Students should consult with their school counselor to explore this option. Registration materials are available and processed through the high school guidance office from June 1 on.

### **Bohlen Technical Center Occupational Education Programs**

South Jefferson students are allowed to attend the occupational education center upon entry into the 11<sup>th</sup> grade if they are able to graduate in two years. BOCES offers the following programs:

- |                     |                         |
|---------------------|-------------------------|
| ● Auto Body Repair  | ● Culinary Arts Baking  |
| ● Auto Service/Tech | ● Culinary Arts Cooking |
| ● Building Projects | ● Electrical Wiring     |
| ● Cosmetology       | ● Medical Careers       |

- Heavy Equipment
- New Visions Health Careers
- Veterinary Practices
- 3D Modeling & Design
- Carpentry
- Criminal Justice
- Early Childhood Education
- Electrical Engineering Technology
- Welding
- Nursing Assistant
- Hospitality Services
- Medical Assisting
- Plumbing and HVAC
- Motorcycle/Marine/Power Sports
- Visual Communications

### **Important Dates**

9 <sup>th</sup> Grade Orientation	August 29, 2023
Open House	September 7, 2023
Financial Aid/College Info Night	September 7, 2023
Picture Day	September 15, 2023
Higher Education Day (JCC)	October 2, 2023
National Honor Society Induction Ceremony	November 2, 2023

### **College Placement Examinations**

Students who wish to register for any of these examinations must contact their guidance counselor as soon as possible:

- PSAT/NMSQT Grade 11 10/14/23 @ 8:00 a.m.
- American College Test (ACT) 9/9/23, 10/28/23, 12/9/23, 2/10/24, 4/13/24, 6/8/24
- Scholastic Aptitude Test (SAT I & II) Grade 11&12 10/7/23, 11/4/23, 12/2/23, 3/9/24, 5/4/24, 6/1/24
- Advance Placement (AP) Tests
- AP Chemistry 5/6/24 @ 12:00 p.m.
- AP English Literature and Composition 5/8/24 @ 8:00 a.m.
- AP US History 5/10/24 @ 8:00 a.m.
- AP English Language & Composition 5/14/24 @ 8:00 a.m.
- AP Calculus 5/13/24 @ 8:00 a.m.

### **College Early Admissions Program**

- A student, who has earned a minimum of sixteen (16) units of credit toward South Jefferson graduation requirements, has attained an overall three (3) year cumulative average of 88% and receives a positive recommendation from the High School Principal and Guidance Counselor may apply for College Early Admissions Program before completing high school graduation requirements.
- A minimum grade of “C” in the college course is required to receive high school credit.
- College courses that are approved for high school credit and are required to meet South Jefferson Central School graduation requirements will be used in the calculation of high school class rank and average.
- Students attending college full-time may participate in athletics at the college, but may not compete interscholastically as a member of a South Jefferson athletic team.

### **Procedures for Transferring or Withdrawing**

To transfer or leave school, the student must report to the Registrar or Guidance Office to get a Withdrawal Form that needs a parent/guardian signature. The student is responsible for returning all course materials and interim grades and teacher signatures. Upon completion of this form, please return it to the Registrar, Mrs. Keeney.

### **School Records**

Every student has a personal school record that is filed in the guidance office. School personnel use this information to better understand you and make recommendations about your program. When potential employers, college admission counselors and military personnel contact the school to request information about you, your records may be consulted.

Parents, please note that military recruiters do contact the school for general contact information of our juniors and seniors. We are required by federal law to release your child's information unless you sign the Military Release Form and it is returned to our office. The Military Release Form is sent home with class schedules in the fall. You may also contact the guidance office to request a copy of the form.

### **Open House**

Open house is a day designed to offer parents an opportunity to meet your student's teachers, visit the school and become familiar with your child's courses and the requirements of each. This year's open house is on Thursday, September 7, 2023. If you would like to discuss your son(s) or daughter(s) progress in a particular class, we would ask that you schedule a conference at another time. Teachers will have a conference request sheet where you can sign up for a conference on either Tuesday, November 7, 2023 from 5:00 p.m. – 8:00 p.m. Thursday, November 9, 2023 from 8:00 a.m.-12:00 a.m. or request a conference at an earlier date if needed. Students are welcome to accompany parents to the open house but should remain with their parents. Refreshments will be available in the cafeteria or at strategic locations in each building.

### **Parent Conferences**

Parent-teacher conferences provide an opportunity to discuss student progress. Individual parent-student conferences are scheduled for Tuesday, November 7, 2023 5:00 p.m.- 8:00 p.m. and Thursday, November 9, 2023, 8:00 a.m.-12:00 a.m. Parents can sign up for a conference at Open house or call Mrs. Dowe at (315) 232-4531 ext. 5 to schedule an appointment.

### **Student Grades Online**

The SchoolTool Parent Portal provides parents with online access to their student(s) grades. If you already have a Parent Portal Account, you DO NOT need to request a new one for the school year. Your existing account will follow your child through to graduation. To request a School Tool Parent Portal Account, visit [www.spartanpride.org](http://www.spartanpride.org) and click on the red A+ button on the top of the web page.

Please note, School Tool is not available during the summer months for scheduling purposes.

## **II. Attendance Information**

### **Attendance Information**

At South Jefferson Central School, our students, individually and collectively, are the focus of all that we do. It is our intention to prepare our students to participate in a democratic society and fulfill the responsibilities of citizenship. We will provide them with the opportunity to learn skills and encourage them to form attitudes that will help them achieve their fullest potential academically, socially and emotionally. Also, we will promote in them a basic set of values, which they can use as a foundation for their own personal growth. We will help our students acquire the confidence and means to set realistic personal goals for their future.

With that in mind, excellent attendance is a critical factor in preparing students for life-long success. School attendance is both a right and responsibility. The South Jefferson CSD is an active partner with students and parents in the task of ensuring that all students meet or exceed the NY State Learning Standards. Because the District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the District has a Student Attendance policy.

### **Attendance Records**

Each student's presence or absence shall be recorded electronically in a register of attendance during each period of instruction.

### **Student Absences and Excuses**



### Excused Absences (Examples)

- sick
- illness in family
- death in family
- doctor's appointment
- educational trip
- religious observance
- suspension

### Unexcused Absences (Examples)

- skip days
- family vacation
- needed at home
- shopping/hair appointment
- babysitting
- missing Bus
- overslept

- Each student's presence or absence shall be recorded electronically in a register of attendance during each period of instruction.
- The attendance clerk will notify parents or guardians of any unexcused absence or unexcused early departure. Attendance for each class will be reported on the 5-week progress reports and on quarterly report cards.
- Students who have an unexcused, late arrival or early departure from scheduled instruction will be subject to a series of incremental interventions including warnings, counseling, loss of privileges, suspension and any other disciplinary penalties available under the Code of Conduct. Students who are experiencing excessive attendance issues will be brought to the attention of the Pupil Personnel Committee to develop a plan of action. In extreme cases of poor attendance, contact will be made with Social Services or Jefferson County Probation.
- South Jefferson recognizes the importance of attendance for the successful academic development of its students. Studies have shown that academic success highly correlates with regular attendance. Students who are chronically absent or tardy are more likely to drop out before graduating than those who attend school regularly. Students will have the opportunity to make-up classes and work missed according to the guidelines listed below.
  - I. Students must complete make-up work within 2 days after they return to school or as determined by the teacher for extended absences. Class work includes discussions, notes, labs, homework and other designated class work. Parents are encouraged to contact the attendance clerk to request homework if their child will be out for an extended period of time.
  - II. Work not made up in the given time could result in a zero for that material.
  - III. A doctor's excuse is required to provide home or hospital tutoring. When approved tutoring occurs, the student will be given credit for attendance. When possible, the tutor will coordinate with the teacher(s).
  - IV. If it is determined that a student is skipping class, he will forfeit the right to make up any work that is missed. He will receive no credit for homework, tests or quizzes collected or administered that day.
  - V. When a student is tardy or returning to school after an absence, he must report to the attendance clerk with a note from a parent/guardian stating the reason for the tardiness or absence. A readmit slip will then be issued to the student.
  - VI. When a student returns from an absence, it is the student's responsibility to present his readmit slip to each of his teachers to find out what work was missed, make arrangements for missed exams and complete the work.
  - VII. The readmit slip is verification that the student has communicated and followed proper procedure with the attendance office.

### **Notification of parents**

The attendance clerk will notify parents or guardians of any unexcused absence, tardiness or unexcused early departure. Attendance for each class will be reported on the 5-week progress reports and on quarterly report cards.

### **Required interventions and possible sanctions**

Students who have an unexcused absence, late arrival or early departure from scheduled instruction will be subject to a series of incremental interventions including counseling, loss of privileges, warnings, suspension and any other disciplinary penalties available under the Code of Conduct. Students who are experiencing excessive attendance issues will be brought to the attention of the Pupil Services Team to develop a plan of action. In extreme cases of poor attendance, contact will be made with Social Services or Jefferson County Probation.

### **Class work make-up procedures**

South Jefferson recognizes the importance of attendance for the successful academic development of its students. Studies have shown that academic success highly correlates with regular attendance. Students who are chronically absent or tardy are more likely to drop out before graduating than those who attend school regularly. Students will have the opportunity to make-up classes and work missed according to the guidelines listed below.

1. Students must complete make-up work within 2 days after they return to school or as determined by the teacher for extended absences. Class work includes discussions, notes, labs, homework, and other designated class work. Parents are encouraged to contact the attendance clerk to request homework if their child will be out for an extended period of time.
2. Work not made up in the given time will result in a zero for that material.
3. A doctor's excuse is required to provide home or hospital tutoring. When approved tutoring occurs, the student will be given credit for attendance. When possible, the tutor will coordinate with the teacher(s).
4. If it is determined that a student is skipping class, he will forfeit the right to make up any work that is missed. He will receive no credit for homework, tests or quizzes collected or administered that day.

### **Guidelines for Returning to School**

1. When a student is tardy or when returning to school after an absence, he must report to the attendance clerk with a note from a parent/guardian stating the reason for the tardiness or absence. A readmit slip will then be issued to the student.
2. When a student returns from an absence it is the student's responsibility to present his readmit slip to each of his teachers to find out what work he missed, and make arrangements for missed exams and complete the work.
3. The readmit slip is verification that the student has checked in with the attendance office.

### **Morning Arrival**

Unless the office grants prior permission, students should not enter the building before 7:15 a.m. unless they arrive on a school bus. Your cooperation as parents/guardians in seeing that your child does not arrive at school before 7:15 a.m., is appreciated. Discipline problems tend to occur while students are waiting to go into the building. Many of these problems can be avoided if the students arrive a few minutes after the designated time so they can go to a supervised area.

### **Leaving School Grounds During the Instructional Day**

South Jefferson Central School District is a closed campus. Students are not allowed to leave the school grounds during the instructional day (7:42 a.m.–2:12 p.m.) without a valid reason such as those listed above. When arriving at school, whether by bus or personal vehicle, students are expected to immediately enter the building and remain on school property until their designated dismissal time. Students are not allowed to walk to Tops or loiter in the parking lot prior to school or during the instructional day.

Should extenuating circumstances arise in which a child should not ride the bus at night or need to leave the building during other school hours, parents may phone the attendance office to make such arrangements. A student will not be released to anyone other than the parents unless written consent is given by the parents or identified on School Tool. These regulations are required by State Law. Text messages will not be accepted.

### **Physical Education Excuses**

All students are required by New York State regulations to participate in physical education unless a written note from a doctor excuses a student for health reasons. It may be possible to get a limited activity slip from the nurse for a day or two,

but the student must report to class. Limited activity excuses for more than two days must be accompanied by a note from the doctor.

### **Excuses for Scheduled Appointments**

Students need a written note from a parent/guardian when plans have been made to meet family needs, or for dental/medical appointments necessary during the school day; otherwise, please schedule appointments after school hours. Students are required to sign in and out through the attendance office and the greeter's desk.

### **Early Dismissal and Late Arrival Opportunities**

The opportunity of early dismissal and late arrival is reserved for seniors with a valid reason for requesting the opportunity. As the agreement states, this is a special opportunity which can be withdrawn as the situation demands.

\*Eligible students should see Mrs. Dowe in the Principal's office.

### **Tardiness**

*Late to school:* Students arriving after the start of first period (7:42 a.m.) are required to report to the attendance office to check in and receive a readmit slip to class. When late to school, it is considered excused for (1) an illness (student must bring note); (2) a medical or dental appointment (student must bring note); (3) a late bus. Within a marking period, only a warning will be issued for the first and second unexcused (ex: overslept), late to school. The third and fourth time a student is late to school for an unexcused reason a lunch detention will be assigned. The fifth time the student is late and thereafter, an after school detention will be assigned. The sixth time being late to school, the student will serve detention and lose school privileges (dances, attending athletic events, senior opps) for the remainder of the marking period. Students receive a clean slate each 10 weeks. Student athletes will be held to a higher standard per the Academic and Extra Co-Curricular Eligibility Agreement. Students who miss one or more classes without an excuse will be considered skipping class and a minimum of one after school detention will be assigned.

*Late to class:* Within a 10 week marking period, the third and fourth time a student arrives late to class without a valid excuse, a lunch detention will be assigned. The fifth time the student is late to class and thereafter, after school detention will be assigned. After the sixth time being late to class, the student will serve detention and lose privileges for the remainder of the marking period. Students receive a clean slate each 10 weeks. Student athletes will be held to a higher standard per the Academic and Extra Co-Curricular Eligibility Agreement.

## **III. Procedures and Policies**

### **Safety Procedures**

#### **Emergency Building Evacuation**

In an emergency situation, if it is determined that an evacuation is necessary, we will leave the building in the same manner as a fire drill unless directed otherwise. Upon leaving the building, students will remain outside with their class in an orderly manner until it is announced for them to re-enter the building. Depending on weather conditions, students might remain outdoors, go to the gym and auditorium as soon as these areas have been checked, or be transported to another location.

All staff members will accompany students during an evacuation and maintain supervision of the group. Teachers must take their attendance books with them. Specific and appropriate directions will be given to teachers as the situation is assessed and plans are made. Cell phones and classroom phones should not be used unless reporting an immediate emergency in the classroom. Student safety will remain the number one issue during any evacuation.

#### **Lockdown Emergency**

In the event of a possibly harmful or potentially dangerous situation, an announcement will be made whenever possible. Staff and students should follow any directions made through use of the public address system. Students and staff in the hallways at the time of a lockdown should report to the nearest classroom. Teachers should take attendance and maintain supervision of the group. If the public address system is not working, other methods of communication will be utilized (classroom phones, emails, etc.). Cell phones and classroom phones should not be used unless reporting an immediate emergency in the classroom. If the fire alarm goes off during a lockdown, do not leave the building or classroom unless directed to do so.

## **Additional Policies and Pertinent Information**

### **Cell Phone and Personal Electronic Device Agreement**

All students with a cell phone or personal electronic device(s) planning to bring one or more of these devices to school must sign and return this Cell Phone and Personal Electronic Device Agreement. The purpose of the boundaries expressed in this Agreement pertaining to personal cell phone and electronic device use is to maintain an academic focus and preserve a safe school environment.

The following two zones were created for the purpose of indicating where cell phones and personal electronic devices can be used:

- **RED ZONE:** While in a RED ZONE, student use of any personal electronic device (cell phone, smart watch, tablet, etc.) is restricted. Red zones are defined as follows:
  1. **Instructional classrooms (including the library, computer lab and PE areas) and offices:** Personal electronic devices must be stored in the manner determined by the classroom teacher (ie: pocket organizer, bin, or other storage) by the time the bell rings, which signifies the start of instructional time, and must remain in the storage area for the duration of the class period.
  2. **Restricted study halls, ISS, detention, locker rooms and bathrooms:** USE IS STRICTLY PROHIBITED.
- **GREEN ZONE:** While in a GREEN ZONE, student use of personal electronic devices (cell phone, smart watch, tablets, etc.) is allowed under the assumption of responsible use. Green zones are defined as follows:
  1. **Cafeteria, study halls with privileges, buses and high school hallways between instructional periods (4 minutes only).**

### **Student Expectations and Requirements:**

- Refusing to surrender a phone or personal electronic device to a staff member when asked will be considered insubordination and, per our Code of Conduct, the student may be assigned a full day of ISS.
- Use of any personal electronic device to send harassing or threatening messages to another person via any form of social media or texting will result in significant consequences and may include State Police involvement and/or the loss of privilege to carry a phone or personal device during the school day for a period of time determined by administration. This includes personal exchanges which occur outside of the school day brought to administration which result in a disruption to the learning environment.
- Under no circumstances should pictures, video or audio recordings be taken of another person while in school without prior permission from a supervising adult and the person being photographed or recorded. In addition, “selfies” or self-recordings which are deemed inappropriate are also prohibited. Significant consequences will result if either occurs, which may also include a referral to law enforcement, a suspension and/or forfeiture of cell phone privileges entirely.
- If a student is observed using a cell phone or personal electronic device during an assessment without authorization, a zero will be assigned for the assessment, the student’s parent will be notified by the teacher and an additional consequence may be assigned as outlined below.
- Students will be expected to relinquish their cell phone to administration or their designee if sent to ISS.
- Headphones or earbuds are required in all green zones when listening to music or other audio files to prevent distractions to others. However, they **may not be worn in your ears while in the hallways for safety reasons and music should be turned off.**
- Students cannot bring distracting or disruptive devices such as beepers, scanners, pagers, two-way radios, and laser pointers into school or have such a device in their possession on school property (including buses).
- School personnel are not responsible for lost, stolen or damaged electronics, including cell phones. If a student decides to bring his/her device or cell phone to school, he/she assumes the risk of damage or theft and is therefore recommended to take any and all precautions to prevent such outcomes (i.e. keeping it stored in a locker protected by a secure lock and refraining from sharing lockers or combinations with friends).
- Office phones are available if a student needs to contact a parent or if a parent needs to leave a message for their child to avoid disruptions to learning and possible consequences resulting from violating any of the aforementioned expectations regarding responsible cell phone use.

### **Consequences for Violations of the Agreement:**

1 <sup>st</sup> Offense	=	phone or electronic device will be confiscated and may be picked up in the principal's office at the end of the day by the student; a lunch detention is assigned and a written notice is sent home.
2 <sup>nd</sup> Offense	=	phone or electronic device is confiscated and may be picked up in the principal's office at the end of the day by the student; after school detention is assigned; written notice sent home.
3 <sup>rd</sup> Offense	=	phone or electronic device confiscated and may be picked up in the principal's office at the end of the day by the student; after school detention assigned; parent meeting will be scheduled; parent and student will review and sign a new Cell Phone and Personal Electronic Device Agreement.
Subsequent Offenses	=	a minimum of a full day of ISS, the loss of all extra-curricular activities and school privileges for at least one week, and a recommended parent meeting with the school counselor and administrator; the student's privilege to carry a cell phone in school will be revoked at this time. Consequences will continue to escalate with each infraction.

### **Insubordination and Disrespectful Behavior**

Students are expected to be respectful and subordinate to all staff members. Students who are disrespectful and/or insubordinate will be immediately referred to the office where consequences will be assigned. Examples of disrespectful/insubordinate behaviors are: refusal to surrender cell phone when asked, refusal to report to the office when asked, refusal to move to a different seat in the cafeteria or classroom when asked, making rude/inappropriate comments, being argumentative and, in general, not doing what is asked of the student.

### **Visitors**

The school policy is to welcome only those visitors who have legitimate business at the school. Guests and visitors must report to the Greeter in the main foyer to sign in and obtain a pass. Students are not allowed to bring guests to school during the school day since this could interfere with the learning process.

### **Food and Open Containers**

Students are allowed to have water bottles at school. Open juice boxes, Gatorade, coffee or other drinks are not permitted in the hallways or lockers during the school day. Teachers have the choice as to whether or not they allow food or drinks other than water in their classroom. Otherwise, all food and drink are to be consumed in the cafeteria. High energy drinks are not permitted in school at any time.

### **Study Hall Regulations**

The following regulations apply to all study halls:

1. As the name implies, this is a time of study, order and quiet.
2. Students are expected to be on time.
3. Students will be expected to sit in their assigned seats.
4. Students should arrive prepared with work to complete or material to study.
5. Passes to the bathroom will be issued one student at a time.
6. Students must sign up for the library in the morning if they wish to remain there during their study hall period; students signed up for the library must report there on time and may not go to breakfast or visit other locations before arriving.
7. If a student needs to visit a teacher during study hall they should arrive at study hall with a pre-signed pass.
8. Students may be allowed to purchase breakfast before 4<sup>th</sup> period and *after* attendance is taken; students will have no more than fifteen minutes to eat breakfast and return to study hall.
9. If a student is asked to leave the library or computer lab and/or loses his/her privileges for a period of time due to misconduct, the student will report to ISS in lieu of study hall for the duration of the loss of privileges.

These rules are intended to help ensure students' safety and an optimum learning environment, so neglecting any of these rules will likely result in a referral to administration whereas loss of privileges or more severe consequences will result.

### **Course Failure Restrictions**

Students failing one or more courses in any 5-week marking period will be placed on the ineligible list and may be scheduled to an academic structured study hall. Students may go to see a teacher for academic assistance if they have a note from the teacher **prior** to reporting to a restricted study hall.

Seniors that are failing more than one course or the same course two consecutive marking periods, may be assigned to an academic structured study hall.

Students will have an opportunity to regain their privileges by successfully completing the Academic & Extra/Co-Curricular Eligibility form. Please see pages 22-23 for specific details.

### **Student Driving**

Driving a vehicle is a serious responsibility. It is imperative that students who drive do so in a safe and responsible manner. Students are granted permission to drive to school subject to the following conditions:

1. Parking permits are required for student vehicles and can be obtained in the Principal's office.
2. Student drivers must follow the same arrival and departure times as students riding buses. Any student who arrives after 7:42 a.m. is considered tardy. Tardy students must sign in at the attendance office. Drivers who are habitually late are subject to consequences, including possible loss of their driving privilege.
3. Staff parking is located in the 1<sup>st</sup> 4 rows (2 sets of double rows) and the parking spaces along the east end of the parking lot adjacent to the football stadium. The designated handicap spaces are to be used only by those who legally qualify to park there.
4. The speed limit on school property is 10 M.P.H. Drivers are to obey all traffic signs and markings. Student drivers are to enter and exit using the south driveway closest to Top's.
5. Secure your belongings by locking your vehicle. The district is not responsible for lost or stolen items you bring on campus.
6. Upon arrival or dismissal at school students are to immediately enter the building and report to designated areas until the bell rings or leave school premises. Students are not permitted to loiter or "hang out" in the parking area or in private vehicles.
7. Students are not allowed to go to their vehicles during the school day unless granted permission for necessary reasons by administration. It is the student's responsibility to bring all necessary materials into the building upon arrival at school.
8. Students are not allowed to leave school property during the instructional day (7:42 a.m. – 2:12 p.m.). Permission to leave school will only be allowed for verified appointments, family illness/funeral or situations approved by administration. In these situations, parents may be contacted and written permission will be required. Students permitted to leave during the instructional day are required to sign out with attendance and the greeter.
9. Seniors with approved early dismissal and/or late arrival must sign in/out with attendance AND the greeter.
10. Students enrolled at BTC are expected to utilize district transportation. Permission for a student to drive to or from BTC will be allowed if an approved parking permit is obtained from BTC which requires parent/guardian approval. Students are NOT allowed to transport other students without prior written permission and a phone conversation with the parents of both students. Failure to follow this rule will result in loss of driving privileges for the driver for a designated time and ISS for the rider.

Students are expected to drive in a safe and responsible manner and to abide by New York State Vehicle and Traffic Laws at all times. Driving to school is a privilege which can be revoked if any of the above stated rules and regulations are violated.

### **After School Activities**

After 2:30 p.m., students are either to be participating in a sports activity, attending detention or working in a classroom under direct adult supervision. Students waiting for a ride home or the late bus are expected to go to the cafeteria and remain there. Buses are provided Monday – Friday at 4:45 p.m. Late passes are required for all students to ride the late bus and will be issued by supervising staff.

### **Off-Road Vehicles**

Go-karts, trail bikes, snowmobiles and similar off-road vehicles are prohibited on school property since they create a hazard to students and to others using the grounds for athletic purposes.

**Skateboards on School Property**

Skateboarding, rollerblading and other activities of this nature will not be allowed at the Clarke Building.

**Closed Campus**

Students are not allowed to leave the school grounds during the instructional day (7:42 a.m.–2:12 p.m.). When arriving at school whether by school transportation or personal vehicle, students are expected to stay on school property until their designated dismissal time. Students are not allowed to leave school to go to lunch or to be in the parking lot at any time.

## CODE OF CONDUCT STUDENT CONTRACT

Student Name (Please Print) \_\_\_\_\_

The South Jefferson Code of Conduct lists school laws, the responsibilities of students and others in our school, as well as defines ranges of penalties if the Code is violated. As a student at South Jeff, the Code of Conduct is posted on [spartanpride.org](http://spartanpride.org) and specific policy information is included in student's agenda. The purpose of this student contract is to summarize and highlight the priorities of our Code of Conduct.

### **As a South Jeff student, I understand:**

- I have responsibilities and rights as a student at South Jeff.
- If I ride on the school bus, the same Code of Conduct applies as in school.
- We have a written Code of Conduct that defines school laws and consequences.
- Teachers, administrators, staff, parents, and others within the school community also have responsibilities to students.
- In order to participate in extracurricular activities, I must do well in my classes and demonstrate good effort.
- If I need extra help with my school work, I can schedule it by asking my teacher, staying after school for academic support and/or speaking with my guidance counselor.
- If I am failing one or more courses during any marking period, I may lose privileges. By successfully utilizing the Eligibility Agreement, I may maintain my privileges.
- Penalties for violating the Code of Conduct will be assigned according to the severity of the misconduct and the anticipated effect in changing student behavior. The ranges of possible penalties and actions that can be imposed are listed in the district's Code of Conduct.
- If I do not participate in any extra/co-curricular activities and violate the Code of Conduct, other privileges may be removed (such as dances, attending sporting events, etc.).
- Any student who violates the Code of Conduct in regards to the use, possession, distribution of alcohol, tobacco products, and/or the misuse of controlled substances and/or other serious Code of Conduct offenses, will be referred to the Pupil Services Team and/or the Extra/Co-curricular Review Committee. The Team or Committee will recommend an appropriate educational program and/or disciplinary action/consequence in which the student will be mandated to participate and successfully complete before being permitted to participate in any extra/co-curricular activities. The student will also be subject to losing all school sponsored activities, except school sponsored community service for a period based upon the decision of the Extra/Co-curricular Review Committee.
- If I do not return a completed Cell Phone & Personal Electronic Device Agreement with parent/guardian signature, I will not be permitted to have a cell phone at school.

I have read and understand the above information about the Code of Conduct and as a student I will abide by South Jefferson's Code of Conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Academic Eligibility Calendar 2023-2024

### Philosophy

The South Jefferson Central School District supports both academic programs and extra/co-curricular activities for all students. In order to be eligible to participate in these activities, students must accept responsibility for good academic progress and effort in their education program. Additionally, as a student at South Jefferson Central School, you are expected to conduct yourself appropriately, model good citizenship, and abide by our school's Code of Conduct in both academic programs and when participating in extra/co-curricular activities.

Formal lines of communication between parents, student, and the school must be in place when a student is failing course work. Academic Intervention Services are available for students who need additional academic support. Students will be supported and held accountable for their progress in school and, to that end we support an academic eligibility policy.

### Academic Eligibility Important Information

- Parents and students will be notified of academic progress every five weeks through progress reports or report cards. Teachers will also update grades on School Tool weekly for parents to monitor.
- Parents can contact teachers or administrators via phone or email if you have concerns about your child's academic progress any time throughout the school year.
- For students who do not participate in any formal extra/co-curricular activities, other privileges during the school day will also be subject to the academic eligibility policy.
- Students must attend a full day of school in order to be eligible to participate in any extra/co-curricular activities on that day, including athletic practices and contests. With an approved excused absence, a student may participate in extra/co-curricular activities if prior approval is granted by an administrator.
- Prior to participation in extra/co-curricular activities, your child must submit a signed copy of this eligibility agreement.

### Probationary Date for Academic Eligibility

#### 5 weeks

-Probationary list posted on October 12<sup>th</sup>  
-Probationary period 10/12-10/26

#### 10 weeks

-Probationary list posted on November 8<sup>th</sup>  
-Probationary period 11/08-11/22

#### 15 weeks

-Probationary list posted on December 20<sup>th</sup>  
-Probationary period 12/20-01/03

#### 20 weeks

-Probationary list posted on January 31<sup>st</sup>  
-Probationary period 01/31-02/14

#### 25 weeks

-Probationary list posted on March 6<sup>th</sup>  
-Probationary period 03/6-03/20

#### 30 weeks

-Probationary list posted on April 10<sup>th</sup>  
-Probationary period 04/10-04/24

#### 35 weeks

-Probationary list posted on May 15<sup>th</sup>  
-Probationary period 05/15-05/29

\*If students are failing one or more courses they will be placed in the restricted study hall. If students are failing one or more courses, they are allowed to practice, but NOT participate in games or competitions. After the 2 week period, students must have a form signed by all teachers. If they are passing at that time, they can return to normal study hall and return to full participation in games and competitions.

# ACADEMIC & EXTRA/CO-CURRICULAR ELIGIBILITY AGREEMENT

Student Name (Please Print) \_\_\_\_\_

## Philosophy

The South Jefferson Central School District proudly supports both academic programs and extra/co-curricular activities for all students; however, students must accept responsibility, act with integrity and demonstrate consistent effort in their academic pursuits in order to be eligible to participate in extra/co-curricular activities. Students are also expected to behave appropriately, as outlined in our district's Code of Conduct. To that end, the following expectations and procedures have been established:

### **Extra/Co-curricular activities include, but are not limited to, the following groups/organizations:**

- All modified, junior varsity and varsity athletic teams
- Any organization/club with an advisor/coach appointed by the Board of Education

## Essential Information and Expectations

- Parents and students will be notified of academic progress every five weeks through progress reports or report cards. Teachers will also update grades on School Tool weekly for students and parents to monitor.
- Parents are encouraged to contact teachers via phone, app or email if they have concerns about their child's academic progress or eligibility status any time throughout the school year.
- Students must attend a full day of school in order to be eligible to participate in any extra/co-curricular activities on that day, including athletic practices and contests, dances, field trips, etc. With an approved excused absence, a student may participate in extra/co-curricular activities if prior approval is granted by an administrator.
- Students are expected to be on time to school. Students arriving late will not be eligible to participate in practices, athletic competitions or club activities for that day unless there is a legitimate reason for being late.
- Any disciplinary action, including action resulting from academic probation, is subject to the appropriate due process procedures as defined in the Code of Conduct, particularly when suspension from activities is recommended.
- A specific club or organization may be subject to additional requirements and disciplinary procedures through regional, state or national by-laws beyond this agreement.
- Coaches or advisors may also require additional expectations and/or guidelines.
- If a student is failing one or more course(s) for any five week marking period, he/she will be placed on a probationary list and the academic and extra/co-curricular procedures outlined below are applied if the student prefers to regain eligibility.
- Prior to participation in extracurricular activities, students must submit a signed copy of this eligibility policy.

## Academic Procedures (Applies to All Students, 9-12):

### **If failing one class:**

- The student may petition the teacher of the failing class to regain eligibility.
- If the teacher does not approve, the student should follow the plan as outlined below for failing two or more classes.

### **If failing two or more classes:**

- 1) The student will lose privileges for a minimum of two weeks.
  - Students will be assigned to a structured study hall and forfeit other school privileges. These may include dances, athletic events and other school sponsored events on school property.
  - Students participating in athletics or extra-curricular clubs will be allowed to practice but not participate in games, scrimmages or, in the case of clubs, other functions as determined by club advisors if and only if the student immediately demonstrates initiative by completing the Eligibility Contract. Students will be expected to meet the terms and conditions after two weeks to regain full eligibility.

- 2) During the two week academic probationary period, the student is required to attend a minimum of two extra help sessions with an academic focus specific to the course(s) the student is failing. Sessions include help from a teacher, making up a lab or PE class, approved peer tutoring or staying for after school detention.
  
- 3) Any time after the two week probationary period, a student may turn in a successfully completed Eligibility Contract to regain privileges. We recognize that students may require more than two weeks to achieve passing grades.

**Extra/Co-Curricular Procedures (Applies to All Students):**

- A report of any serious violation of the Code of Conduct will promptly be investigated by school administration and/or the Athletic Coordinator. Examples of serious violations include, but are not limited to, the following: the use, sale, possession, and/or distribution of alcohol, tobacco or drugs; any conduct which results in involves law enforcement; bullying, harassment or intimidation; blatant insubordination.
  
- Upon verified findings of a Code of Conduct violation, the administrator investigating the situation will convene the Extra/Co-curricular Review Committee\* within two instructional days from the time of the initial findings.
  
- The Committee will discuss the violation and determine the disciplinary actions/consequences to be imposed. The Committee will be responsible for making the final decision which may include: suspension from the club or team for a specified amount of time and/or specified number of events; removal from a club or team for the remainder of the season; designated community service; meeting with a member of the Pupil Services Team; or, any combination thereof.
  
- The student or the Committee may request a meeting with one another to discuss the Code of Conduct violation prior to a determination.
  
- The administrator directly involved in the investigation will communicate the decision made by the Committee to the student, parent/guardian and coach/advisor within a twenty-four hour period. If additional information is requested by the Committee, the final decision will be delayed until all the requested information is presented. A temporary recommendation will be made based on the evidence presented at the initial meeting.
  
- Students suspended from school or assigned in-school suspension for a full day are automatically ineligible from participating in extra/co-curricular activities for the period of the suspension.
  
- An appeal for reinstatement under rare conditions may be submitted on behalf of a student by a staff member, advisor or coach. All appeals are reviewed by the Extra/Co-Curricular Review Committee before a final judgment is determined regarding the student's eligibility.

*The Extra/Co-curricular Review Committee shall consist of five members: three staff members, Athletic Coordinator, and at least one administrator. The staff members will be appointed by the administration and will remain constant for an entire school year.*

**It is the responsibility of each student to know and abide by the Code of Conduct to avoid sanctions.**

We have read and understand the above policy and procedures for extra/co-curricular participation and as a student I will abide by the Code of Conduct in order to participate in extra/co-curricular activities.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# ELIGIBILITY CONTRACT

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

You are currently not eligible to participate in games/contests, enjoy senior opportunities or study hall privileges, and/or participate in non-academic club functions. However, by signing this contract and successfully completing the outlined steps you have the opportunity to regain your eligibility.

## Academic Procedures

### **If failing one class:**

- 1) You may petition the teacher of the failing class to regain eligibility if and only if your failing grade is a result of a valid reason.

#### ***Valid reasons to petition may include:***

- *consistent effort but poor test/quiz result*
- *subpar grades due to legitimate absences*
- *attending extra help sessions but still performing poorly on assessments*
- *focused and attentive in class but still having difficulty grasping concepts*

#### ***Reasons petitions may be denied:***

- *incomplete/missing assignments*
- *work is submitted late*
- *infrequent attendance*
- *inconsistent classroom participation*
- *no effort to seek extra help as needed*
- *behavior interferes with learning*

Eligibility petitions can be picked up in the athletic office or the principal's office.

- 2) If the teacher does not approve, you should follow the plan as outlined below for failing two or more classes.

### **If failing two or more classes:**

- 1) You will lose privileges for a **minimum** of two weeks.
- You will be assigned to a structured study hall and forfeit other school privileges. These may include dances, athletic events and other school sponsored events on school property.
  - If you are currently involved in athletics or extra-curricular clubs, you will be allowed to practice but not participate in games, scrimmages or, in the case of clubs, other functions as determined by club advisors.
- 2) During the two weeks, you are required to attend two extra help sessions with an academic focus specific to the course(s) you are failing. Sessions include receiving direct help from a teacher, making up a lab or PE class, pre-approved peer tutoring or completing work independently during after school detention.

**Session 1:** Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

**Session 2:** Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

- 3) Print your grades after the two week probationary period and attach to this form. If all grades are passing, obtain a signature from each teacher on the back of this form then submit it to the athletic office or the principal's office to regain eligibility.
- 4) If you are failing *only* one class after two weeks then you may follow the procedures outlined above for failing one class.

# ELIGIBILITY CONTRACT

(This form may be used if failing two or more classes.)

Students must complete an academic update below by asking each teacher to provide updated academic information and sign to verify. **This should be entirely filled out BEFORE handing to teachers.** Completed contracts must be submitted by the student to the athletic office or the principal's office for review before eligibility is restored.

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

Subject: _____	Teacher Signature: _____
Current Status:    Passing    Failing            OR    Current Grade: _____	
Comments: _____ _____	

**Date received:** \_\_\_\_\_ **Earliest date will be approved:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**ELIGIBILITY PETITION**  
(This form may be used if failing *only* one class.)

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date Petition picked up: \_\_\_\_\_

Quarter/Progress Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

***This section must be completed by the student BEFORE submitting to the teacher for consideration.***

I am requesting to retain my eligibility for \_\_\_\_\_ (sport/club).

Reason I am currently failing:

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*Note: Only valid reasons will be considered, such as: consistent effort but poor test/quiz results subpar grades due to legitimate absences; attending extra help sessions but still performing poorly on assessments, focused and attentive in class but still having difficulty grasping concepts, etc.*

My plan to improve my grades includes the following:

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***Teacher section ONLY.***

Petition Approved: \_\_\_\_ Yes \_\_\_\_ No

Conditions of approval or reasons for disapproval:

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I understand if I do not meet the teacher's conditions stated above then the teacher may void the petition and I would remain ineligible, and thus lose privileges, until my grades are passing.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to the Athletic or Principal's office**

## South Jefferson Central School District Acceptable Use Guidelines for Computer Technology

Computer Technologies and Internet access are available to students, faculty, staff and the community of the SJCS. The SJCS district believes that computers, electronic devices, and the Internet offer vast, diverse and unique resources. Our goal in providing these resources is to promote educational excellence at SJCS by facilitating resource sharing, innovation, communication and collaboration.

The SJCS district incorporates a computer data network consisting of electronic digital devices, district programs, student and staff data, and a high-speed Internet infrastructure that provides users access to information and people all over the world. The Internet also contains material that may not be considered to be of educational value in the context of the school setting. To protect students, the SJCS district employs an Internet filtering service to restrict access to materials deemed inappropriate for school.

The use of the District's Data Network is considered a privilege, not a right. All students are expected to follow the generally accepted rules of proper use. Each student will be issued a computer account on the network for the purpose of saving files and collaborating on projects. The SJCS district reserves the right to review, monitor and restrict data stored on school equipment, and to investigate suspected inappropriate use of resources. Theft or vandalism of school property, including computers and electronic devices, is strictly prohibited and considered illegal. In accordance with guidelines outlined in respective student handbooks, personal electronic devices may be brought in and used by students, and the district will provide wireless internet access (Wi-Fi). The SJCS district is not responsible for loss of data or for lost, stolen or damaged electronics.

### **Student responsibilities:**

- Students will only use district owned computing devices for **school related purposes**.
- Students will keep their school computer account **passwords confidential**.
- Students will never provide personal information to anyone over the Internet.
- Students will only access their own user accounts.
- Students will always use school **appropriate language** on all files created, printed, and/or saved at or for school.
- The mobile device camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, school personnel or the campus beyond the scope of the assignment and without the knowledge and consent of the subject(s). Photos or video taken with the mobile device for academic assignments must conform to the mission and philosophy of South Jefferson Central School.
- Students will abide by **copyright and anti-plagiarism** rules.
- Students who are granted a **school email account** are permitted to use that account for academic purposes only. Use of any other form of email is prohibited on district owned computing devices.
- Students will **ONLY** use **software programs, applications (apps), and websites** that have been approved for use by district staff. This includes the use of such items on personal devices while students are on school property.
- Students will **NOT bypass** or attempt to circumvent the district's **Internet Filtering Service**<sup>1</sup>.
- Students should **NOT** physically alter, change settings, or attempt to **destroy any district owned electronic computing devices** or accessories such as mouse pads, headphones, etc.
- Students should **ONLY access files and folders** that the student has been given permission by faculty to access.
- **Remote access** to the SJCS network is strictly prohibited.

### **Prohibited Use**

- Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or any other content not aligned with the school's mission and philosophy.
- Use of chat rooms or messaging services not authorized by the teacher for academic use.
- Spamming: sending mass or inappropriate emails.

### **Consequences**

Violations will be dealt with by school administration and consequences will follow as deemed appropriate. Any user identified as a security risk or having a history of problems with computer systems will be denied access to SJCS computer technology.

For a more detailed description of the district's Internet filtering service and categories that are deemed appropriate contact the District Computer Leader.

## **IV. General Information**

### **Charges/Fines and Issuance of Report Cards**

All students are responsible for charges due for lost or damaged library books, money owed to clubs or activities, gym locks, textbooks, musical instruments, music or other items which are considered property of the school on loan to students. Make sure you make all payments before your last test.

### **Library/Media Center**

1. The Library/Media Center provides a wide range of quality and reliable sources to meet the informational needs of students and faculty. The center is one of the school's electronic and communication centers and currently houses over 30 computers.
2. The Library/Media Center opens at 7:45 a.m. each morning. Students may use the facilities at that time or they may sign up to use the library during designated periods within the school day. Additionally, the Library/Media Center may be opened after school if the demand is needed. Please contact the Library/Media Specialist concerning your individual needs.
3. Seniors should read the Senior Opportunities rule sheet supplied by the office concerning library rules for seniors with opportunities. Seniors need to sign in at the desk each period they come into the library.
4. The Library/Media Center subscribes to over 70 print magazines and several web-based databases, which are accessed via the school computer network. For research purposes, most of the print magazines are kept for five years and stored in the magazine room. Please ask the library staff to pull them for you. If a student needs a magazine or book that cannot be found in our library, he/she should ask the library staff about our interlibrary loan service. Most interlibrary loans take 5 to 10 days to receive. Plan ahead.
5. General library books are loaned for 2 weeks at a time. Educational magazines (except the most current issue) may be signed out for 3 days and some encyclopedias and reference books may be signed out at the end of 8<sup>th</sup> period for overnight use. They must be returned before 1<sup>st</sup> period of the next school day for in school use.
6. The library does not have a photocopy machine and the library staff has limited time to make copies. Students are strongly urged to take notes.
7. The library personnel are available to help students and teachers. Please feel free to ask them for help at any time.

### **Library Rules**

- Students may sign up for the library before 1<sup>st</sup> period and in between classes. When signing up, students must indicate their reason for being in the library.
- The library space should be used purposefully for completing homework, reading and/or conducting research; it is NOT an area to hang out. Students may NOT sign up another student.
- The library is a "red zone" indicating no personal electronic or cell phone use allowed. Computers in the library are to be used for academic purposes only, according to the Acceptable Use Policy (AUP).
- Students will remain quiet so as not to distract other students, adults or classes using the library.
- Students must come to the library prepared, bringing all necessary items for academic work.
- Because spilled food and drink can damage books and computers, food and drink are NOT allowed in the library. Library materials and computers are expensive; treat them with care.
- Students may borrow a maximum of three books at one time during a loan period of two weeks. Library books may be renewed upon request as long as no one has placed a reserve for the book.
- Students who have overdue library materials will not be able to borrow any items until delinquent materials are returned or payment is made. Students with overdue materials (5 days overdue) may have library privileges suspended pending return of the overdue materials.



- Some of our reference materials may be borrowed overnight but must be returned the following day before school starts.
- No student(s) should be sent to the library from any class (other than study hall) without adult supervision and/or contacting the librarian.
- Students who disobey library rules and/or are sent out of the library will be sent to ISS, NOT back to study hall. Library privileges may be revoked for a period of time and further disciplinary action may result.

## **School Nurse**

### **Physical Exams**

Dr. Joseph Gianfagna gives sport physicals and physicals required by New York State with the assistance of the school nurse. Physicals are required for students in grades 7, 10, and students with special needs as well as new students to our district. Parents will be notified of any concerns that are identified during a physical. If preferred, parents may supply a report of physical conducted by a private physician on an approved district form. You should inform the school nurse in September if you prefer your own physician to conduct your child's physical. This information serves as notification that students are required to receive physicals at specified times while attending school.

### **Sports Physicals**

Sports physicals are composed of three parts:

1. Screening by the nurse (i.e. height, weight, BP).
2. Completion of a health history.
3. Actual physical by our school doctor.

If you should choose to have your own physician complete your sport physical, please pick up a physical and health history form from the main office or nurse. Take the complete health history form to your appointment for the doctor to check while doing your physical. Return both forms to your school nurse.

The physical shall be valid for a period of 12-months through the last day of the month in which the physical was conducted. Before participation in each sports season, the parent must complete an interval health history in order for the 12-month physical to be valid. The purpose of the interview/interval health history is to ensure that any health problems occurring since the last physical are identified and considered. If the 12 month period for the physical expires during a sport season, participants may complete the season as long as a health history was conducted prior to the season.

### **Medications in School**

If a student needs over-the-counter or prescription medication during school hours, the school nurse must be contacted and the following guidelines must be adhered to:

1. The student must have written permission from their physician.
2. Parents must write permission.
3. Medicine needs to be in a labeled container from the pharmacy (have the pharmacy make two containers; one for school and one for home). Over the counter medications must be provided in the original bottle.
4. At the prescribed time, the student is to report to the health office to take such medication under the supervision of the school nurse (except those instances where students have presented written doctor and parental permission to carry their own medication and self-administer, such as inhalers).
5. The parents need to bring in the medicine or send it with a responsible adult.

### **Injuries and Illness at School**

Students sometimes suffer injuries in the school or on school grounds. Be sure to report all injuries, no matter how slight and minor, within twenty-four hours of the occurrence. If school is not in session, report the injury on the first day school resumes after the accident to the school nurse and/or the teacher in charge. Minor cuts and abrasions will be treated with first aid in the school health office. More serious injuries, which cannot be fully treated by the school nurse, will be referred to the family physician or emergency room. South Jefferson does provide supplementary student accident insurance coverage. All bills must be submitted to the parent's carrier first. When submitting a claim, you should have proof of payment or notice of

denial from your own insurance company. The parent is responsible for submitting a claim to the school insurance company if necessary.

If a student becomes ill at school, they should report to the school nurse in the health office. Students should not use the pay phone or a cell phone to contact their parents when ill. The school nurse will notify parents when deemed appropriate. If it is decided that the student will be going home due to illness, students are required to sign out in the attendance office prior to leaving.

### **Food Services**

The SJCS district provides lunch for all students who attend our school district. It is a proven fact that well-nourished children function better, look better and feel better.

Currently in effect there is a State of New York law which restricts the sale of certain foods in public school buildings until after the last scheduled lunch period. The law prohibits the sale of certain sweetened foods: sweetened soda water, chewing gum, candy including hard candy, jellies gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn, and water ices except those which contain fruit or fruit juices. Students are not to have open containers of soft drink or juice in their lockers or in the halls during the school day. Water bottles only will be allowed during the school day. Food is to be consumed in the cafeteria only.

### **Dining Room Expectations for Grades 9-12**

Below are the cafeteria expectations that we require our students to follow. Failure to follow these rules will result in consequences to be determined by the administration.

1. Backpacks will NOT be allowed in the lunch line.
2. Be respectful at all times to all people. It is unreasonable to expect other students, cafeteria staff and school officials to tolerate rude and disrespectful behavior.
3. Have your money and your identification ready as you enter the cafeteria line. If you forget your money and cannot pay for lunch, report to the cafeteria staff for instructions.
4. Enter the lunch line at the end of the line. Do NOT cut in front of others in the lunch line.
5. Do NOT throw food or anything else in the cafeteria.
6. When finished eating:
  - You must pick-up any trash or food that is yours.
  - Place paper items and other nonfood items in the trash cans.
  - Leave uneaten food on your plate.
  - Place silverware in containers provided.
7. All students must take their own trays to the kitchen.
8. You may charge for breakfast or lunch. You must pay the charge back within three school days.

### **Lockers**

All student lockers are the property of the South Jefferson Central School District. The school district loans a hall and gym locker with a combination to all students. Students are to use only the lockers loaned to them and are not to exchange lockers or locker combinations with other students. Lockers should remain locked at all times and students should not leave money or valuable property in their locker. If necessary, the main office will keep such things until needed or you are ready to go home. ***The school will not be responsible for articles that are reported lost or stolen from lockers.*** School officials reserve the right to search lockers or any of the contents therein if there is reasonable suspicion that a student violated the Code of Conduct. School officials may also invite law enforcement officers to perform canine inspections of the lockers and school grounds anytime during the year.

## **Passes**

Passes are required for students in the hallways between classes. Passes should include the date, time, destination, and teacher signature. Students should remember that they are to go directly to the destination indicated on their pass.

- All signed passes must be obtained from the teacher either during class or before the instructional day begins. They may not be picked up between classes.
- Students are not to be in the hall without a pass during class times, including lunch, unless a teacher escorts them.

## **Emergency School Closings**

In the event of a school closing or a delayed opening, information will be communicated via local media sources and our school messenger system. The decision to close or delay school openings will be made, if possible, prior to 6:30 a.m.

## **Textbooks**

All students are responsible for any school equipment, materials or books loaned to them including graphing calculators. They are expected to return these articles in reasonable condition or pay for items lost or stolen. Fines for damaging or losing textbooks will be calculated based upon the age and replacement cost of the book.

## **V. Student Activities**

### **Extra/Co-Curricular Activities**

Listed below are the High School extracurricular activities and the sponsors:

☐ Art Club	Ms. Judith Whitney
☐ Dance Company	Ms. Christi Johnson
☐ Drama Club	Mrs. Sarah Crossway
☐ FFA	Mrs. Melissa Cronk
☐ Key Club	Mrs. Abby Stone
☐ Musical Advisors	Mrs. Connie Bast
☐ National Honor Society	Miss. Makayla Keister
☐ Odyssey of the Mind	Mrs. Tina Groff
☐ SADD	Mrs. Heidi Edgar
☐ Senior High Student Council	Mrs. Amanda Gervera
☐ Whiz Quiz	Ms. Alyssa Freeland
☐ Yearbook	Ms. Judith Whitney
☐ Chess Club	Mr. Eric Chrisman
☐ Trap Club	Mr. Kris Lamoureux
☐ Sources of Strength	Mr. Randy Fuller, Mrs. Jen Fraser, Ms. Michelle Whitley, Mrs. Amanda Gervera
☐ Class of 2024	Mrs. Benita Cataldo & Mrs. Brenna Shepard
☐ Class of 2025	Mrs. Laura Trombley & Mrs. Brianna Jaspersohn
☐ Class of 2026	Mrs. Sarah Morris & Mrs. Melissa Fregoe-Cronk
☐ Class of 2027	Mrs. Brittany Dowe

## ☐ **Interscholastic Sports**

Sports are offered at all three levels (Modified, JV and Varsity) unless otherwise noted.

### **Fall**

Tennis (G Varsity)  
Football (B JV & Varsity)  
Soccer (G/B JV & Varsity)  
Cross Country (G/B Modified & Varsity)  
Cheerleading (JV & Varsity)  
Swimming (G Modified & Varsity)

### **Winter**

Basketball (G/B JV & Varsity)  
Wrestling (B JV & Varsity)  
Volleyball (G JV & Varsity)  
Swimming (B Modified & Varsity)  
Indoor Track (G/B Varsity)

### **Spring**

Baseball (B JV & Varsity)  
Softball (G JV & Varsity)  
Track (G/B Modified & Varsity)  
Lacrosse (G/B Modified & Varsity)

## **Music Program**

Vocal music offers two major music credit-bearing performance groups. Girls' chorus is available to 9<sup>th</sup> and 10<sup>th</sup> grade girls. Mixed chorus includes 9<sup>th</sup> – 12<sup>th</sup> grade boys and 11<sup>th</sup> and 12<sup>th</sup> grade girls. Spartan Swing and Girls' Show Choir Ensembles are by audition and/or teacher recommendation. These ensembles are offered for ½ unit of credit.

Instrumental music also offers two major performing groups. Concert band is made up of students taking band in grades 9-12. Wind ensemble will be composed of more advanced students. Selection for wind ensemble will be by ability and the need for balanced instrumentation at the discretion of the director. Stage band is also offered and members are selected by the director. These ensembles are offered for ½ unit of credit. Students also attend an instrumental lesson once a cycle.

Parents of students in grades 9-12 who join band or chorus must be prepared to adhere to the following stipulations which are inherent to the goals of the curriculum:

### **Attendance Policy**

- All performances are an extension of the school day music curriculum and are mandatory. Concerts are graded as final exams. They are the culmination of weeks and months of preparation, and in the interest of all chorus members, concert attendance by everyone is necessary and expected.
- Only in extremely urgent situations can a chorus member be excused from a performance (ie: personal illness or a death in the family). In this unfortunate event, please contact the ensemble director as soon as possible prior to the concert. This will provide the necessary time to reassign parts, if necessary, and make any other needed changes for the performance. A note from a parent/guardian will be required explaining the absence. Students with excused absences will be given the opportunity to make-up the concert to replace the missing grade.
- Failure to attend a concert and attempting to explain the absence at a later date is inconsiderate to both the director and other chorus members and is unacceptable. Students with an unexcused absence will be given a grade of 0%.

### **Concert Dress**

Please adhere to the following guidelines for concert dress.

#### **Girls Chorus & Mixed Chorus:**

##### **• Girls**

Solid black blouse (NO spaghetti straps)  
Solid black skirt (at least knee length) OR long dress pants  
Neutral/solid black nylons/stockings if worn  
Black, sensible dress shoes (NO flip flops)

##### **• Boys**

Black dress pants  
Black dress shoes and socks  
(NO sneakers or flip flops)  
Solid white button down shirt  
Long black colored tie

In the case that you do not have or do not wear the appropriate items, clothing is available for you to borrow. Please let the ensemble director know ahead of time if you need to borrow an item.

Girls Show Choir & Swing Choir: Students will be provided with an outfit (girls-dress, sash, gloves, boys- vest, tie). Students are responsible to care and clean their clothes and return items in good condition at the end of the school year.

### **National Honor Society**

South Jefferson Central School is a member of the National Honor Society of Secondary Schools. Students in 11<sup>th</sup> and 12<sup>th</sup> grade who qualify in the areas of **Scholarship, Leadership, Character and Service** have the opportunity to be considered for membership in this organization. The society aims to create enthusiasm for scholarship, leadership, service and to encourage development of character in all students at South Jefferson.

To be eligible for membership, candidates must first meet the **scholarship** requirement by obtaining an 88 average over 4 semesters for juniors or 6 semesters for seniors. **The average is determined at the end of the sophomore or junior year and is not rounded up or down.** Beginning with the class of 2023, students will be required to have a 90 average to be inducted in their junior year. Once a student has met the first qualification of scholarship, he/she will be given a Student Activity Information Form to complete. The form will require the student to verify service and leadership activities. A five member faculty council will review the completed Student Activity Information Forms and consider faculty input in the process of selecting students for induction. Eligible juniors or seniors will be inducted into the National Honor Society at the November Induction Ceremony.

Once in Honor Society, members will be expected to maintain the qualities that granted them initial entry into the organization. Students will be required to participate in five hours of community service each ten week marking period. Community service can be through the school or an outside group. We encourage all students to strive for the high goals established by the National Honor Society.

### **Student Council**

The members of each class elect members of the Senior High Student Council in May. Each class elects one representative per 25 students with approximately 6 representatives from each class. Four individuals are elected to the officer's positions from the pool of representatives.

Student Council Officers and representatives have a major responsibility in communicating and addressing the needs, whenever possible, of the student bodies. Through Student Council, a variety of activities will be scheduled for the student body working collaboratively with the different clubs and classes. While complying with school procedures, the Student Council hopes to generate positive school spirit through detailed planning and preparation of various activities.

### **High School Dances & Prom**

School advisors will provide specific rules that govern the procedure for planning a school dance/prom. The prom is a special occasion sponsored by the junior class. The same procedure exists for the prom as a dance, except for information provided to you by class advisors and administration. The following are specifics to both dances and prom:

- South Jefferson Code of Conduct applies while attending school dances.
- Only South Jefferson students, grades 9-12, and approved guests (grades 9 and above) will be admitted to dances. No student over the age of 21 will be admitted. Students may obtain a guest pass from the principal's secretary Mrs. Dowe or the greeter. Guest's behavior will be the responsibility of the host student.
- Dances typically are on Friday or Saturday nights. All senior high students are required to be at the dance/prom by 9:00 p.m. If a student cannot arrive by 9:00 p.m., they are to sign up before noon on Friday in the principal's office giving their anticipated time and reason for late arrival.
- Prom is typically on a Saturday night with hours 7 p.m. – 11:00 p.m. and held on a date collaboratively determined with the junior class and administration. The prom is open to 11<sup>th</sup> and 12<sup>th</sup> grade students and their guests who must at least be in 9<sup>th</sup> grade
- Students must be in attendance the entire day of a dance or Friday before Saturday dances. Attendance lists are checked. Students who are late to school unexcused, are ineligible to attend.
- Coats/jackets are not typically locked up so it is important not to bring expensive coats or place valuable items in your coat. Expensive jackets may be locked up by requesting permission from administration or teacher chaperone.

- Students and guests who leave a senior high dance before 10 p.m. must sign out and a parent/guardian will be contacted. Neither students nor their guests may re-enter the building once they leave the dance except with special permission from the advisor present at the dance. When leaving, students are to sign out and leave school property.
- If a student wishes to leave prom prior to 10:00 p.m., a staff member must speak to a parent or guardian prior to the student leaving
- Any student reported violating any school regulation will be required to call home to make arrangements for someone to pick him/her up.
- No smoking, vaping, drinking of alcoholic beverages or possession of illegal drugs or weapons is permitted by South Jefferson students or their guests on school property.
- Students violating school rules will be assigned appropriate consequences.

### **Dignity for All Students Act**

The South Jefferson Board of Education, administration, and staff are committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and visitors is essential to achieving this goal.

The District has had a long-standing set of expectations for conduct on school property, at school functions and on school buses. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, dignity, honesty and integrity.

The intent of the Dignity for All Students Act (DASA) is to provide all public-school students with an environment free from discrimination and harassment, as well as to foster civility, mutual respect, citizenship, character, tolerance, dignity, honesty and integrity in public schools.

DASA emphasizes the importance of tolerance and respect for others by students and adults alike. Therefore, all members of the school community, including essential partners such as school board members, parents, students, teachers, guidance counselors, administrators, and support staff, have important roles to play in the prevention of conduct that endangers the health and safety of students or adversely affects the educational process by creating a hostile environment.

Each of these essential partners has a responsibility to model tolerance and respect for others and to report all incidents of harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender to the appropriate school authorities.

Any conduct that endangers the safety, health or welfare of others is prohibited on school grounds and at school functions by the District's Code of Conduct. The Dignity for All Students Act supports the District's Code of Conduct by specifically prohibiting and further emphasizing the harmful nature of:

- Discrimination- Negative actions taken or decisions made that are based in whole or in part on an individual's race, age, religion, gender, military status, sexual orientation or disability.
- Harassment- Conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation or gender that reasonably causes a student to fear for his/her safety or that substantially interferes with his/her educational performance or mental, emotional or physical well-being. Bullying is a form of harassment.
- Cyber-bullying – The use, both on and off school property, of information technology such as e-mail, instant messaging, cell phones, blogs, chat rooms, pagers, gaming systems and social media websites to deliberately harass or threaten others.

The District is committed to investigating all complaints, verbal or written, formal or informal, of allegations of discrimination and harassment and to taking prompt, appropriate action to protect individuals from further discrimination and harassment and to address the inappropriate conduct.

Prevention is the cornerstone of the District's efforts to create and maintain a positive learning environment for all students. Through the work of its Pupil Personnel Team and its building level and district-wide shared decision making committees,

the District will provide students with educational programs such as Responsive Classroom, 212, Life Skills and Rachel's Challenge designed to not only decrease incidents of discrimination and harassment but to help students build more supporting relationships with one another. Staff members, parents and community members will be sensitized, through district-wide professional development and informational programs, to the warning signs of discrimination and harassment, as well as to their responsibilities to become actively involved in the prevention of such conduct.

To support the District's efforts in implementing the policies, procedures and programs that help create a safe, supportive learning environment for all students, a District-wide DASA Coordinator and DASA Coordinators in each building have been identified:

District-wide DASA Coordinator:	Jeff Stevenson (232-4531)
High School DASA Coordinator:	Shannon VanCoughnett (232-4531 ext. 2910)
Middle School DASA Coordinator:	Jon Christopher (232-4531 ext. 2917)
Wilson Elementary DASA Coordinator:	Tony Gianfagna (583-5418)
Mannsville Elementary DASA Coordinator:	Jim Pelton (486-4281)

# South Jefferson Central School District

## CODE OF CONDUCT

### I. PURPOSE OF THIS CODE

This Code of Conduct is adopted by the Board of Education of the South Jefferson Central School and is required by Project SAVE and § 100.2(1) of the Regulations of the Commissioner of Education.

This Code defines the District's expectations for conduct on District Property and at District Functions on or off school property. It also identifies the range of penalties for unacceptable conduct. Unless otherwise indicated, this Code applies to the conduct of students, employees, student's parents/guardians and other visitors on District Property, at a District Function, or that otherwise affects the District's educational program, mission, vision, and goals.

### II. PHILOSOPHY

Our mission at the South Jefferson Central School District is to provide students the best educational experience possible from the parent, student, community, and staff perspectives. Our vision is to provide a safe, welcoming, and engaging learning environment that supports all students' progress toward rigorous NYS Learning Standards for college and career readiness. To that end, our Code of Conduct is designed to promote a safe and orderly learning environment in which all are expected to treat others in a respectful manner.

### III. BILL OF STUDENTS' RIGHTS AND RESPONSIBILITIES

#### A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules, and when requested, receive an explanation of those rules from school personnel.
4. Expect that discipline will be fairly administered and imposed for the development of good character, good conduct, and good habits.
5. Exchange informative material on issues of public concern, in an orderly manner during non-instructional time, unless the information is lewd, vulgar, indecent, contains sexual innuendo, or promotes weapons, alcohol, tobacco, or drugs.

#### B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Understand the various roles students play in incidents deemed bullying/harassment and intentionally avoid contributing to a problem, including merely being a by-stander to a situation.
4. Report any real or perceived safety concern witnessed in person or seen on social media (alleged bullying, harassment, threat of violence or self-harm), to school administrators or another trusted adult so appropriate and timely action can occur to ensure everyone's safety and well-being.



5. Demonstrate digital citizenship by being knowledgeable about the magnitude of social media and its potential harmful and long-lasting effects and, thus, knowingly avoid using any form of social media to intimidate, threaten or defame another person.
6. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
7. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
8. Exhibit academic integrity by submitting work that is both original in idea and content.
9. Dress appropriately for school and school functions per the district's dress code.
10. Respect the rights and diversity of all people in our school.
11. Conduct themselves as representatives of the District when participating in or attending all school-sponsored events on and off district property and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **IV. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY**

### **A. All District Staff**

All district staff members are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' problem-solving abilities, resilience and confidence to learn.
2. Report any concern or incident of bullying/harassment to school administration orally within twenty-four (24) hours after becoming aware of an incident and follow up with written notification within forty-eight (48) hours of said awareness, per DASA legislation requirements.
3. Know school policies and rules, and enforce them in a fair and consistent manner within the school setting.
4. Communicate regularly with students, parents and others within the school community to promote student growth, progress, development and safety.

### **B. The Administration Staff**

The role of a district administrator is to:

1. Promote a safe, orderly and stimulating school environment, supporting teaching and student learning.
2. Ensure that students, staff, and parents have the opportunity to communicate regularly with the principal and approach the principal to address concerns.
3. Evaluate on a regular basis all instructional programs and staff performance.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly, fairly and consistently.
6. Work with students, teachers, counselors, support staff and parents to establish cooperative techniques for bringing about an effective educational program.

### C. The Superintendent

The role of the Superintendent of Schools is to:

1. Educate district administrators on the provisions of this Code, Board policies and state and federal laws that relate to the discipline of students and the maintenance of public order on district Property and at District Functions.
2. Visit all school buildings on a regular basis, attend school functions, and become familiar with district operations.
3. Inform the Board about new developments and trends relating to the discipline of students.
4. Supervise and maintain a well-trained staff at all levels.
5. Keep the community informed of all district activities through regular publications, announcements, meetings, and other appropriate forms of communication.
6. Recommend programs to the Board that provide for the needs of all students, including those with special needs.
7. Support the staff by enforcing student discipline in accordance with district policies and the requirements of New York State law.
8. Be fair and consistent in rendering decisions regarding students whose behavior problems have been referred to the Superintendent.

### D. The Board

The role of the Board is to:

1. Support student, teacher, administrator, and parent organizations, school safety personnel and other school personnel by approving and supporting a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the Code of Conduct and other policies that guide the operations of the District.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.
4. Develop a fiscally responsible budget that provides for the personnel, facilities, programs and services that support the academic and social emotional development of all students in the District.

### E. Parents/Guardians

An effective partnership between school personnel and parents/guardians helps promote a positive educational experience for students. To that end, the role of parents is to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Promote regular attendance and recognize the connection between achievement and attendance.
3. Be knowledgeable about and support the District in implementing the Dress Code and the Code of Conduct.
4. Convey to their children a supportive attitude toward education and the District with appropriate verbal communication and demeanor with all school employees. Teach their child(ren), by word and example, respect for law and authority.
5. Establish and maintain good relationships with teachers, other parents, and all school community members.
6. Work with school staff to help their children deal effectively with peer pressure and various forms of conflict.
7. Report concerns, including actual or perceived incidents of bullying/harassment, to school administration in a timely manner via email, phone call or online reporting system as is necessary to appropriately address problems.
8. Regularly monitor their children's social media activity, including the use of cell phones, social media apps and their access to web sites/games which allow conversation between their children and other individuals.
9. Communicate with school officials of changes in the home situation that may affect student conduct or performance.
10. Encourage and support their child(ren) in completing homework assignments.

11. Recognize that primary responsibility for their child's welfare, health and physical and mental development rests with the parents and promptly bring concerns to District administration's attention so that they can be addressed.

## F. Visitors

The Board encourages parents and other community members to visit the District's schools while keeping in mind that the safety and security of all members of the school community is considered to be the highest priority. Since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. All visitors to the school must report to the designated area upon arrival at the school to sign the visitors register and be issued a visitor's identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the appropriate area before leaving the building. Visitors are required to comply with all current safety and security procedures and must follow the directives of the authorized staff member and/or school official immediately. Failure to follow these directions can result in immediate removal from school property. Visitors attending district functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
2. All visitors are required to abide by the rules for conduct on district property contained in this Code.
3. School staff are not able to take class time to discuss individual matters with visitors. Any request to meet with a teacher to discuss individual student matters should be made in advance. The building principal may attend any parent/teacher meeting upon request or at his/her discretion.
4. Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits in advance with the building principal so that class disruption is kept to a minimum. These visits are at the sole discretion of the building principals.
5. The building principal has authority over all persons in the building and on the school grounds.
6. The Superintendent may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
7. The Superintendent may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes both on school property and at district-sponsored functions on or off school property.
8. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.
9. The Board hereby delegates authority to enforce these rules and regulations to the Superintendent. The Superintendent may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.

## G. Dignity Act Coordinators:

To comply with the Dignity Act, a District-wide DASA Coordinator shall be appointed by the Board of Education and at least one staff member in each school shall be appointed by the Board as a Building-level DASA Coordinator. DASA Coordinators shall:

1. Be thoroughly trained to handle human relations, cultural diversity, bullying prevention and intervention, and conflict resolution.
2. Be comfortable speaking with students and colleagues regarding serious issues of discrimination and harassment.
3. Be knowledgeable about the Dignity for All Students Act and Education Law 13[3].
4. Be listed on the District's website and be accessible to students, staff, parents/guardians and community members.
5. Provide annual training for staff members in the recognition of harassment and discrimination and in the reporting procedures required when such behavior is identified or brought to their attention.
6. Promptly investigate and appropriately respond to reported incidents of harassment or discrimination in the same manner as all other infractions of the Code of Conduct and in accordance with any and/or all other applicable school/district policies related to student discipline.

## V. STANDARDS AND PROCEDURES TO ASSURE SAFETY OF STUDENTS AND SCHOOL PERSONNEL

The District's standards and procedures for assuring the security and safety of students and school personnel are set forth in the District-wide School Safety Plan and its Building Level Safety Plans, copies of which are available for inspection by the public at the District Office and may be viewed on the District web page, except those portions of said plans which are confidential.

All school employees shall be provided with in-service education regarding the terms and procedures set forth in the Code of Conduct as well as annual school safety training for violence prevention and intervention training.

STATUTORY REFERENCE: Education Law §2801, the "Safe Schools against Violence in Education Act of 2000," and also as the "Project SAVE" Law (L. 2000, Ch. 181).

### Definitions

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **School Property** means 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, as defined in Vehicle and Traffic Law §142.
2. **School Function** means any school-sponsored curricular or extra-curricular event or activity, whether on or off school property, if sanctioned or approved by the school, including but not limited to off-site athletic events, school dances, field trips, or any other school-sponsored activity.
3. **“Disruptive Student”** means an elementary or secondary student under twenty-one years of age who interrupts or stops the normal flow of activity or substantially interferes with the teacher's or staff member's authority in the classroom or school sponsored related activity.
4. **“Violent Student”** means an elementary or secondary student under twenty-one years of age who:
  - a. commits an act of violence upon a teacher, administrator, or other school employee, or attempts to do so.
  - a. commits an act while on school property or at a school function, of violence upon another student, or any other person lawfully on school property, or a school function, or attempts to do so.
  - b. possesses or displays, while on school property or school function, or what appears to be, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death.
  - c. threatens, while on school property or at a school function, to use any instrument that appears capable of causing physical injury or death.
  - d. knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school District employee, or any person lawfully on school District property.
  - e. knowingly and intentionally damages or destroys school District property.
5. **Harassment/Bullying** means the creation of a hostile environment by conduct or threats, intimidation or abuse, including cyberbullying as defined in Education Law § 11[8], that have or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
  - a. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or,
  - a. reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
  - b. occurs off school property and creates 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 purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.  
(Education Law § 11[7])

6. **Vandalism** means intentional destruction or defacing of property.

7. **Insubordination** means overt or covert refusal to comply with authority.

8. **“Inappropriate”** means any action or verbalization that does not fit the particular situation, circumstance, or standard.

9. **Threat** means a stated or implied intent to do harm.

10. **“Disruptive”** means any act that interrupts or stops the normal flow of activity.

11. **Hazing** means committing an act against a student, or coercing a student into committing an act that creates a risk of emotional, physical, or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

a. any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).

a. any hurtful, aggressive, destructive, or disruptive behavior, such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.

b. any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the students, or discourages the student from remaining in school.

c. any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school District policies or regulations.

12. **Assault** means the physical and verbal abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

13. **Civil Rights** are rights, benefits or protection that is guaranteed to an individual by either the federal or New York State Constitution of statute.

14. **Controlled Substance** means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law regulations that apply to this Code.

0. **Substance Abuse** means use or abuse of tobacco, alcohol, banned substances or illegal drugs.

0. **Cyberbullying** means harassment/bullying, as defined by above, through any form or electronic communication.

Acts of harassment and bullying that are prohibited include those acts based on a person’s real or perceived membership in the following groups including, but not limited to:

a. race

a. color

b. weight

c. national origin

d. ethnic group

e. religion

f. religious practice

g. disability

h. sex

i. sexual orientation

j. gender (which includes a person’s actual or perceived sex, as well as a gender identity and expression)

17. **“Disabled Student”** shall mean a student who has been classified as from a disability pursuant to the provisions of IDEA and Article 89 of the Education Law, or one who the District is deemed to know has a disability within the meaning of 34 CFR § 300.527.

0. **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provisions of reasonable accommodations, do not prevent the complaint from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law § 11[4] and Executive Law § 292[21])

19. **Discrimination** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

20. **District Function** means any District-sponsored curricular or extra-curricular event or activity on or off school property.

21. **“Emotional Harm”** that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe and pervasive as to unreasonably and substantially interfere with a student’s education.

22. **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worked placed within a school under a public assistance employment program, pursuant to title 9-B of article 5 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 (Education Law §§ 11[4] and 1125[3])

23. **Explosive** means an explosive device of a nature or in a quantity that is sufficient to cause any injury to a person or property of others, including the District property.

24. **Gender** means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law § 11[6])

25. **Illegal Drugs** means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

26. **Illegal Substances** means alcohol, narcotic drugs, inhalants, stimulants, depressants, hallucinogens, marijuana, synthetic marijuana, bath salts, cocaine, heroin, steroids, look-alike drugs, over the counter substances, and any substances commonly referred to as designer drugs (ecstasy, ketamine, methamphetamines) or other illegal substances.

27. **Interim Alternative Educational Setting (“IAES”)** means a temporary educational placement for a disabled student for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum to continue to receive appropriate services and modifications, including those described on the student's current individualized education program (“IEP”), and to meet the goals set out in such IEP, and includes services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent such behavior from recurring.

28. **In-School Suspension** means the temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will receive substantially equivalent, alternative education.

29. **Intimidation** means engaging in actions or statements that put an individual in fear of bodily or emotional harm.

30. **Parent** means the biological, adoptive, or foster parent, guardian or person in parental relation to a student.

31. **Removal** means, as it relates to a *disabled student*, the removal for disciplinary reasons from the student's current educational placement, other than a suspension and change in placement to an interim alternative educational setting (IAES), ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

32. **Removal** means, as it relates to a *non-disabled student* who is disruptive or disorderly in class, the removal from the classroom to ensure that the other students continue to learn. A classroom teacher may remove a student from class for up to 2 days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only. For purposes of this Code, the removal commences on the second consecutive day that a student is asked to leave a teacher's classroom (the first day being considered the discretionary use of a classroom management technique by the teacher). Detention can be considered during the removal period.

33. **School Bus** means any motor vehicle owned by a public or government 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 or operated for compensation for the transportation pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law § 11[1] and Vehicle and Traffic Law § 11[2])

34. **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5])

35. **Suspension** means the disciplinary removal of a student from his or her regular educational program and activities in accordance with the Education Law §3214.

36. **Visitor** means anyone on District Property or at a District Function who is not a District employee or a District student in which the individual is physically present.

37. **Weapon** means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for or what appears to be a weapon, 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, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, throwing star, club, electronic stun gun, craft knife, pepper spray, ammunition or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

- a. a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paint ball gun;
- a. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
- b. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
- c. a sandbag or sandclub;
- d. a sling shot or slungshot;
- e. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nin-chuck, or shirken;
- f. an explosive, including but not limited to, a firecracker or other fireworks;
- g. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
- h. an imitation gun;
- i. loaded or blank cartridges or other ammunition; or
- j. any other deadly or dangerous instrument

## VI. VIOLATIONS OF THE CODE OF CONDUCT

### A. Acts of Misconduct Defined

The Board expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on District Property and at a District Function and such conduct is punishable by the penalties set forth in Section VII Penalties for Violators of the Code of Conduct.

1. **Act of Violence:** to strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a teacher, administrator, student, parent, other District employee or any member of the school community lawfully on District Property; or to intentionally damage or destroy District Property; or to commit any act that is included within the definition of a Violent Student, as defined herein. Acts of Violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.

2. **Arson:** Deliberately starting a fire with intent to damage or destroy property, with or without a weapon. The fire may be started by using matches, lighters or other devices capable of producing sufficient heat (i.e. magnifying glass) to ignite other combustible items, including, but not limited to, paper, linens, clothing, and aerosol cans, with or without a weapon. Property includes any object belonging to the school, students, school staff or visitors to the school, including personal items of the arsonist.

3. **Assault:** the physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

4. **Bias Harassment:** the act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability and sexual orientation. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability or a sexual orientation.

5. **Bomb Threat:** the intentional false claim that an Explosive device is located on District Property or at a District Function.

6. **Cheating:** the act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.

7. **Defamation:** includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.

8. **Destruction of Property:** the destruction, defacing or other impairment of District Property or property belonging to other persons.

9. **Disorderly Conduct:** conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized District activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.

10. **Disruptive Conduct:** conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other District employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct of classes or other District activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the District's educational program.



11. **Drug or Alcohol Violation:** the possession, use, exchange, distribution or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications, or other drugs or substances which stimulate or are purported by the student to be any of the above including look alike drugs/substances.) Insubordination while under investigation for a drug violation will also be considered a drug violation.

12. **Extortion:** any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining goods, including money, services or information, from that individual.

13. **False Alarm:** Causing a fire alarm or other disaster alarm to be activated by either falsely reporting or activating a fire alarm or other type of disaster alarm, with or without a weapon.

14. **Fighting:** combative physical contact or other violent encounters between two or more persons.

15. **Forgery:** the involvement in the imitation or fabrication of another's signature or written work.

16. **Gambling:** the risking of something of value upon the outcome of a contest of chance or a future contingent event upon an agreement or understanding that one will receive something of value in the event of a certain outcome.

17. **Harassment/Intimidation/Bullying/Hazing/Discrimination of Students or Staff Members:** Defined herein, the District adheres to the Dignity for All Students Act (S.1987B) and prohibits all forms of sexual harassment, homosexual harassment, racial, national origin, ethnicity, religion, disability, gender identity, weight, body image, harassment, and disability-related violations of students' or staff members' rights. Behaviors prohibited include, but not limited to: threatening, stalking, or seeking to coerce or compel a person to do something. intentionally placing or attempting to place another person in fear of imminent physical injury. engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process.

**Cyberbullying** means using technology tools to threaten, ridicule, humiliate, taunt, and spread rumors about their targets that impact the school climate and morale, as defined herein.

The creation of a hostile environment by conduct, verbal threats, intimidation or abuse that has or would unreasonably interfere with educational performance, opportunities, benefits or physical or emotional well-being or cause fear for physical safety.

prohibits discrimination based on an individual's actual or perceived race, color, weight, body image, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

18. **Hazing:** includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

19. **Indecent Exposure:** the act of exposure to sight of the private parts of the body in a lewd or indecent manner.

20. **Insubordination:** the refusal or failure to comply with any District rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from District personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other District employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of District Property, and the failure to comply with the lawful directions of District employees or law enforcement officers acting in performance of their duties.

21. **Littering:** the general distribution of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on District Property.
22. **Loitering:** remaining in an undesignated area after being assigned to a specific classroom/location. Loitering also includes congregating in the halls to impede traffic, or standing next to the building as well as other district areas.
23. **Obscene Material:** the act of selling, using or possessing obscene material.
24. **Other Misconduct:** the act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any District rule or regulation, including the District's School Safety Plans.
25. **Parking Violations:** the act of parking any vehicle on District Property without completing and submitting a Student Driving Contract for approval from administration, or parking in unauthorized areas. The District assumes no liability for vandalism/ theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
26. **Plagiarism:** the unauthorized use of another's material that is represented as one's own work.
27. **Possession of an Explosive:** the use, actual or constructive possession, or the sale of an Explosive.
28. **Possession of a Weapon:** the use, actual or constructive possession; or the sale of a Weapon.  
Weapons Possession: Possession of one or more of the weapons listed below, except possession in a classroom or laboratory as part of an instructional program or in a school-related activity under the supervision of a teacher or other school personnel as authorized by school officials. Possession includes bringing a weapon to or possessing a weapon at school.
29. **Reckless Endangerment:** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury, with or without a weapon. The following are examples of incidents that did not result in physical injury but should be reported as reckless endangerment:
- a. Throwing an object at another student. The object thrown must be capable of causing a grave risk of death or serious physical injury. A serious physical injury requires hospitalization or treatment in an emergency room and includes, but is not limited to, a bullet wound, a serious stab or puncture wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.
  - a. Incidents involving a person choking another individual, including, but not limited to incidents where a student offender refuses to obey staff directives or interventions to stop choking his or her victim.
  - b. Brandishing a weapon on a school bus threatening other students, bus driver and/or bus monitor with harm or injury.
  - c. Driving a car erratically and recklessly in a school parking lot while other student(s), staff, or individuals are present.
30. **Repeatedly Disruptive Conduct:** misconduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester, or three or more occasions during a trimester.
31. **Sexual Harassment:** the act of threatening bodily harm or by repeatedly tormenting another person based on gender. Sexual harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another's clothing, pinching, whistling or other noises, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effective of being offensive based on a person's gender.
32. **Tardy:** means arriving to the scheduled classroom after the bell signaling all students should be in class, without a pass. Tardy to school means arriving to school after first period has begun.
33. **Theft:** the unlawful use, taking possession of, or control over, property belonging to the District or another individual.
34. **Tobacco Violations- Use, Sale or Possession** - the act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on District Property or school sponsored events.

35. **Traffic Violation:** the operation of a motor vehicle on District Property at a speed in excess of ten (10) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on District Property. The only motor vehicles allowed to be operated on District Property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the District's driveways, parking fields or other portions of District Property for the purpose of attending District activities or conducting business or performing services for the District.

36. **Trespassing:** the entry upon or use of District Property without proper authorization in situations where said property is restricted in entry or use: As it relates to students, trespassing includes a student's presence in any District building or property other than the school he or she regularly attends without permission from the administrator in charge of the building.

37. **Ttruancy:** the act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or failing to attend classes in consecutive periods, or missing the BOCES bus.

38. **Vandalism:** the willful destruction of the real or person property of the District or another person. (In addition to suspension, restitution in the form of money or work will be expected).

**Vaping:** to inhale or exhale the vapor from an electronic device typically for the purpose of ingesting nicotine or other stimulants.

39. **Violation of Civil Rights:** conduct that has the effect of depriving another of a civil right.

## VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

### Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School 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.

Disciplinary action, when necessary, will be firm, fair and consistent as to be the most effective in changing student behavior. A progressive approach will also be taken when considering consequences: a student's second offense for the same infraction will typically result in steeper consequences than the first offense, and so on. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

### Range of Potential Responses

#### 1. Scope

The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code. (Violations of the Code)

#### 2. Actions Preceding Penalties

District authorities may use a range of possible responses to misconduct committed by a student. In most circumstances, a primary response will be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors. In addition, the District may attempt any or all of the following corrective actions:

- A. Warning- Either a verbal or written warning may be given in the appropriate case.
- A. Parent Conference- The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the District.
- B. Pupil Services Referral- Students may be referred for support services in appropriate cases.
- C. Behavioral Plan- The student, parents or guardians, and District authorities may agree that the student needs to develop a behavior management plan to address certain inappropriate behaviors.
- D. Court Intervention- Court assistance in the form of a PINS (Person in Need of Supervision) petition.

- E. ISS/Alternate Classroom
- F. Conference with Administration

Or other actions determined to be appropriate by the District-

### 3. Range of Penalties

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

- A. In-school suspension/Alternate Classroom or Time-Out Area
- A. Detention: Detention may be assigned in appropriate cases.
- B. Suspension from School: The principal may suspend a student from attendance at school for a period not to exceed five (5) school days. The parent or guardian will be notified of such suspension by telephone and/or letter.
- C. Suspension from Other Activities: Students may also be suspended from transportation, athletic participation, social or extracurricular activities or other privileges upon compliance with fundamental due process procedures.
- D. Superintendent's Hearing: A disciplinary hearing may be scheduled before the Superintendent of Schools, or his designee, pursuant to the applicable provisions of the Education Law. At the conclusion of such hearing, the Superintendent may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school.
- E. Personal Liability: The District may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parent of the student for damages to personal property.
- F. Police Notification: In cases involving criminal conduct, District authorities may refer the matter to appropriate law enforcement authorities.

### 4. Academic Sanctions

In addition to other penalties provided herein, the principal and/or the Superintendent may deny credit for work done and teachers may also deny the right to make-up an assignment or test for Cheating, Leaving a final examination without permission, plagiarism and other misconduct that is related to academic performance.

### 5. Detention Alternative

In lieu of out-of-school suspension for some infractions, the district reserves the right to provide alternate suspension after school hours on the weekdays.

### 6. Progressive Discipline

Depending upon the nature of the violation, it is the Board's desire that student discipline be progressive (that is, a student's first violation should merit a lighter penalty than subsequent violations). The individual determining the penalty should consider all other relevant factors in arriving at an appropriate penalty. Depending upon the nature of the violation, the possible penalties listed in the section below may be imposed either alone or in combination.

#### B. Penalties for Specific Violations

The following range of penalties may be imposed by District authorities upon a finding that a student has committed the specific conduct specified herein:

#### **Abbreviation Key**

Pupil Services Team (PST)

In-School-Suspension (ISS)

Out-of-School Suspension (OSS)

**Act of Violence:** 3-5 days OSS, Parent Meeting; Loss of School Privileges; Possible Superintendent's Hearing; PST Referral

**Arson:** 5 days OSS, Superintendent's Hearing, Police Involvement; PST Referral

**Assault:** 1-5 days OSS, Parent Meeting; Loss of School Privileges; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Bias Harassment:** Parent Conference-OSS, Parent Meeting; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Bomb Threat:** 5 days OSS, Police Involvement, Parent Meeting; Possible Superintendent's Hearing; PST Referral

**Cheating:** Parent Conference-ISS; Possible PST Referral

**Defamation:** Parent Conference-ISS, Possible PST Referral

**Destruction of Property:** Detention-OSS, Parent Conference, Liability for Damages; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Disorderly Conduct:** Parent Conference-OSS; Loss of School Privileges; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Disruptive Conduct:** Parent Conference-OSS; Loss of School Privileges; Possible Superintendent's Hearing; PST Referral

**Drug or Alcohol Use, Sale or Possession:** 3-5 days OSS, Parent Meeting; Loss of School Privileges; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Extortion:** Parent Conference-OSS, Parent Meeting; Possible Police Involvement; Possible PST Referral

**False Alarm:** 5 days OSS, Police Involvement, Parent Meeting; Possible Superintendent's Hearing; PST Referral

**Fighting** 3-5 days OSS, Loss of School Privileges, Parent Meeting; Possible Police Involvement; Possible Superintendent's Hearing; PST Referral

**Forgery** Detention-ISS, Parent Conference; Possible PST Referral

**Gambling** Detention-OSS, Parent Conference; Possible PST Referral

**Harassment** Detention-OSS, Parent Conference; Possible Loss of School Privileges; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Hazing** ISS-OSS, Parent Conference; Possible Loss of School Privileges; Possible Superintendent's Hearing; Possible PST Referral

**Indecent Exposure** ISS-OSS, Parent Conference; Possible Loss of School Privileges; Possible Superintendent's Hearing; Possible PST Referral

**Insubordination** Detention-OSS, Parent Conference; Possible Loss of School Privileges; Possible Superintendent's Hearing; Possible PST Referral

**Littering** Detention-ISS, Parent Conference; Possible Loss of School Privileges; Possible Police Involvement

**Loitering** Detention-OSS, Parent Conference; Possible Loss of School Privileges; Possible Police Involvement; Possible PST Referral

**Parking Violations** Warning-ISS; Possible Loss of Driving Privileges; Possible Police Involvement

**Plagiarism** Detention-ISS, Parent Conference; Possible Denial of Credits/Work, Possible Superintendent's Hearing; Possible PST Referral

**Pornography** ISS-OSS, Parent Conference, Possible Superintendent's Hearing; Possible Police Involvement; Possible PST Referral

**Possession of a Weapon** 3-5 days OSS, Parent Meeting; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Reckless Endangerment** 3-5 days OSS, Parent Meeting; Loss of School Privileges; Possible Superintendent's Hearing; PST Referral

**Repeatedly Disruptive Conduct** ISS-OSS, Parent Conference, Possible Superintendent's Hearing; Possible Police Involvement; Possible PST Referral

**Sexual Harassment** ISS-OSS, Parent Meeting; Loss of School Privileges; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Tardy** Lunch Detention-Detention; Parent Conference; Possible Loss of School Privileges

**Theft** Detention-OSS, Parent Conference, Restitution; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Tobacco Violation** ISS-OSS, Parent Conference; Possible Loss of School Privileges; Possible Superintendent's Hearing; PST Referral

**Traffic Violation** Removing of Driving Privileges, Police Involvement, Parent Conference

**Trespassing** 1-5 days OSS, Parent Conference; Loss of School Privileges; Possible Police Involvement; PST Referral

**Truancy** Parent Meeting, Outside Agency Involvement; PST Referral

**Vandalism** Detention-OSS, Parent Conference, Liability for Damages; Possible Superintendent's Hearing; Possible Police Involvement; PST Referral

**Violation of Civil Rights** Due Process and other appropriate actions Possible PST

## **VIII. TEACHER REMOVAL OF DISRUPTIVE STUDENTS**

### **A. Purpose**

A Disruptive Student or disorderly student impairs a teacher's ability to teach and interferes with the ability of other students in the classroom to learn. The Board expects that, in most instances, the classroom teacher will be able to control disruptive or disorderly student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive or disorderly student from the classroom to ensure that the other students may continue to learn. For purpose of this Section X, "removal" shall have the meaning set forth in Section IV.A.14 of this Code.

### **B. Right to Remove Disruptive or Disorderly Student**

A classroom teacher may remove a student from class for up to two (2) days if the teacher determines that the student is a "disruptive or disorderly student." The removal from class applies to the class of the removing teacher only.

### **C. Teacher's Conference with the Student**

1. Immediate Conference with the Student: If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must explain to the student, before the student is removed, why he or she is being removed from the class. The student must also be given the opportunity to present his or her version of the relevant events. Only after this informal discussion may a teacher remove a student from class.
2. Exception to the Rule: If the student poses a continuing danger to person or property or an ongoing threat of disruption to the academic process, the teacher may order the student to be removed immediately. In this event, the teacher must 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 of the time of removal.

#### D. The Principal's Role

1. Teacher's Meeting with the Principal or the Principal's Designee: The teacher must inform the principal of the reason(s) for the removal in writing if possible.
2. Notice to the Parent: Within twenty-four (24) hours after the student's removal, the principal or another district administrator designated by *the principal must notify the student's parent, in writing, that the student has been removed from class*. The notice must explain the reason(s) for the removal and also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal and behavior modification(s) to remedy the cause for the removal. A written notice can be delivered personally to the parent or sent by express mail addressed to the last known address for the parent, or by some other means that is reasonably calculated to assure receipt of the notice within twenty-four (24) hours of the student's removal. Notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
3. Conference with Parents: If the student denies the charges in the informal meeting, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.
4. Principal's Review of the Removal: The principal or the principal's designee may overturn the removal of the student from class if the principal finds that (a) the charges against the student are not supported by substantial evidence, or (b) the student's removal is otherwise in violation of law, or (c) the conduct warrants suspension from school pursuant to Education Law §3214, and a suspension will be imposed.

## IX. DISCIPLINE PROCEDURES

### A. For Non-Disabled Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the District employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. Reporting: All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.
2. For Detentions: Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified and the student has appropriate transportation home following detention. Lunch/recess detention can be given at the discretion of the administration with parental follow-up as needed.

3. For Suspensions from Athletics or Extra-curricular Activities: A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.
4. For In-School Suspensions: District authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is 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 violation in "in-school suspension." A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty.
5. For Suspensions from School: Suspension from school is a severe penalty. Students who face possible suspension from instruction shall be afforded the procedural protections guaranteed by Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty.

### Short-term Suspensions

When the principal proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214 (3), he or she must immediately notify the student orally and, if the student denies the misconduct, explain the reasons for the proposed suspension. The principal must also notify the student's parent 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 and shall be delivered to the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of 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 to disruption to the academic process. If the student's presence does pose such a danger or threat or disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing, of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Board of Education with the District Clerk within ten (10) business days of the date of the decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the decision.

### Long-term Suspensions

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have all the rights guaranteed by Education Law §3214.

### 6. For Permanent Suspensions

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



## 7. Review by Superintendent

The Superintendent may reduce the minimum penalties established above on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent will determine if a lesser suspension period or some other form of discipline may be more effective considering the following:

- a. the student's age
- a. the student's grade in school
- b. the student's prior disciplinary record
- c. input from parents, teachers and/or others
- d. other extenuating circumstances

### B. For Students with Disabilities

The District will uphold all regulations in regards to the discipline of Students with Disabilities (Reference IDEA and NY State regulation.)

## **X. APPEALS FROM IMPOSITION OF DISCIPLINE**

### A. Appeals to the Board

Appeals from all decisions of the Superintendent relative to this Code shall be taken to the Board. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall be filed with the District Clerk no later than ten (10) business days from the date of the decision which is the subject of said appeal, unless the party appealing can show that extraordinary circumstances prevented the timely filing of the appeal. The Board may adopt in whole or in part the decision of the Superintendent and will make its decision in writing. The Board's decision shall be based solely upon the record before it.

### B. Appeals to the Commissioner

Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

## **XI. MISCONDUCT**

### Misconduct at a District Function

The Superintendent shall be responsible for enforcing the conduct required by the Code at District functions, on or off District property, and may designate other District employees or agents to take action consistent with this Code.

When an individual, either a student or an adult, is committing prohibited conduct that, in the judgment of the Superintendent or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from the District Property or the District Function. Anyone who violates this Code while at a District Function shall be subject to immediate ejection from the District Function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The District may initiate disciplinary action against any student, as appropriate. The District may also pursue civil and/or criminal sanctions against any person violating this Code.

## Misconduct Committed Off District Property

Students, staff, and visitors may be disciplined for misconduct that is not committed on District Property or at a District Function if such misconduct threatens the health, safety or welfare of a student, teacher or other member or the School district staff.

## Misconduct Not Specifically Defined

The definitions of misconduct set forth in this section are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the District, shall be punishable by penalty to be imposed in the discretion of the appropriate District personnel.

## School Building Authority

The principal of each District school building is hereby delegated the authority to establish standards of conduct and rules for local matters, school building activities and the granting or withholding of student privileges. These standards and rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices and laser pointers; and other local matters related to discipline and order in the building. These rules are subject to the approval of the Superintendent, and the Board where appropriate.

## District Employee

Any person who, while on District Property or at a District Function, on or off District property, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be subject to administrative process and contractual requirements found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law.

## Visitor Misconduct

Any unauthorized person on District Property will be reported to the school principal or Superintendent of Schools. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code, if any, to remain on District Property or at the District Function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by the law.

## **XII. THE DISTRICT'S DRESS CODE**

All students are expected to dress appropriately for school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should set the example for acceptable student dress and should assist with and help students develop an understanding of what is appropriate appearance in the school and in society. When these efforts fail, teachers and administration will enforce the school Dress Code Policy.

1. Shirts or dresses with plunging necklines, tube tops/strapless tops, halter tops, midriff or fishnet shirts, sheer or see through tops and muscle shirts are not allowed. Clothing at extra-curricular activities such as school dances or concerts will be reviewed and allowed at the discretion of the school administrator.

2. Shorts, skirts or dresses must be at an appropriate length to cover under garments as well as allow for participation in appropriate activities while maintaining modesty. Articles of clothing that expose skin at the waist line are not allowed. Any clothing which is excessively revealing, including torn or ripped clothing, will not be allowed.
3. Undergarments, including boxer shorts and thongs, must be completely covered with clothing.
4. Shirts or other articles of clothing, including bandanas, armbands and/or jewelry which may promote/advertise weapons, gangs, violence, alcohol, tobacco products or drugs, or which are sexually suggestive, abusive or offensive, are not allowed.
5. Shirts or other articles of clothing which put down a person/people on the basis of gender, race, sexual orientation, religious belief or disability are not allowed.
6. Footwear must be worn at all times. Footwear must be safe.
7. Hats, caps, bandanas, hoods, masks, sunglasses or other face/head coverings shall not be worn in the building except for medical or religious purposes or for school sponsored special events.
8. Pajamas cannot be worn in school except for school sponsored special events.
9. Wallet chains, belt chains and clothing chains are not allowed. Any item that could be used as a weapon is not appropriate for school.
10. Clothing, jewelry or body piercings that present a safety hazard are not allowed.
11. Outdoor clothing such as trench coats, overcoats, ski jackets, etc. are also not allowed.
12. The District shall not prohibit students from wearing clothing, including shirts and armbands, that communicate views on issues of public concern symbolically or through text, unless the clothing is lewd, vulgar, indecent, profane or contains sexual innuendo, or promotes weapons, alcohol, tobacco products or drugs, or unless the clothing violates school rules specifically pertaining to modesty in physical appearance or prohibiting head coverings worn on the head during school hours.
13. School officials reserve the right to regulate student conduct consistent with existing and subsequently developed law governing this jurisdiction as to the extent of students' First Amendment rights.

Students who violate the District's dress code shall be required to modify their apparel by replacing, covering and/or removing the offending item. Any student who refuses to do so shall be subject to disciplinary action. Students may be given a warning the first time they violate the dress code policy and will be assigned consequences for each occurrence thereafter. The ultimate determination of what is considered appropriate dress lies with the building administration or appointed designee.

### **XIII: LOCKERS**

All student lockers are the property of the South Jefferson Central School District. The school district loans a hall and gym locker to all students. Each locker has a combination lock. Students are to use lockers loaned to them and are not to exchange lockers or locker combinations with other students. Do not leave money or valuable property in your lockers. If necessary, the main office will keep such things until needed or you are ready to go home. Lockers should remain locked at all times. **The school will not be responsible for articles that are reported lost or stolen from lockers.** School officials reserve the right to search lockers or any of the contents therein if there is reasonable suspicion resulting in evidence that the student violated the Code of Conduct.

### **XIV. SCHOOL BUS – BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES**

Pupils riding on buses are reminded that conduct expected in school is also expected while riding on South Jefferson Central School District buses. Please, remember that your driver has a big responsibility for your safe transportation. Conduct yourself in such a way that your driver may give his/her full attention to the road and your safe delivery.

1. Be on time meeting the bus. Remember the bus travels on a time schedule.
2. Students should stand and wait at least twenty (20) feet away from the roadway while waiting for a bus.
3. Always keep your hands and any part of your body inside the bus.
4. Never throw any object within the bus or out a window.
5. Always remain seated until the bus stops.

6. Look carefully in both directions before you cross the road at a distance of, at least, fifteen (15) feet from the front of the bus.
7. No student is to travel on a bus other than his/her own without written permission from his/her parents/guardian in elementary, middle school, and when appropriate, high school. The note from the parent/guardian is taken to the building office where it is verified with the bus garage, initialed, and returned to the student who gives it to the bus driver.
8. Students are required to board their primary bus at their primary building. Students should not be transferring to another bus at either elementary building unless their primary bus is not at Clarke.
9. There will be no smoking or use of any other tobacco product on school buses at any time.
10. There is to be no eating or drinking on a school bus while it is in motion, unless allowed by the bus driver.
11. Students may not shout, talk loudly, swear or otherwise be disruptive on the bus as such behavior is distracting to the bus driver.
12. Parents of Pre K – 5<sup>th</sup> grade students should notify their child's main office of any changes in transportation arrangements that occur.
13. If a pupil misses a bus, he/she should not walk home without permission but report to the office so other arrangements can be made.
14. Cooperate with your driver at all times and follow all directions given by your driver. Students who fail to obey the rules outlined above will be subject to school discipline. The bus driver is responsible for handling discipline on the school bus. Students who fail to change their behavior after a driver's warning will be sent to the main office for further disciplinary action. A student who continually violates the disciplinary code may lose his/her bus riding privileges.

### Bus Referral/Disciplinary Process:

Step 1: The bus driver informs an administrator of the offense by submitting a referral. The administrator will investigate the incident and determine appropriate disciplinary action. *A copy of the report is sent to the parents.*

Step 2: In the event of a second offense, progressive discipline will apply. Consequences may include a short-term suspension of bus privileges depending on the offense.

Step 3: For the third offense, upon receiving a referral from the bus driver, the administrator may suspend the student's bus privileges until a conference has been arranged with the student, the parents, the bus driver, and the administrator. Following the conference, the administrator will make a decision regarding the student's bus privileges.

In cases of extreme offenses, the student's bus privileges may be immediately suspended pending a conference with the parent, student, bus driver and administrator. Refusal to do as the driver requests, or any other serious behavioral incident, will result in an immediate long-term suspension of bus privileges. The Superintendent of Schools will be informed of all extreme offenses on the school bus.

Parent concerns regarding transportation:

Any concerns regarding school bus transportation should be brought to the attention of the building principal in a timely manner so they can be addressed appropriately. Discussing concerns with a bus driver at a bus stop is not an acceptable or effective way to address concerns.

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