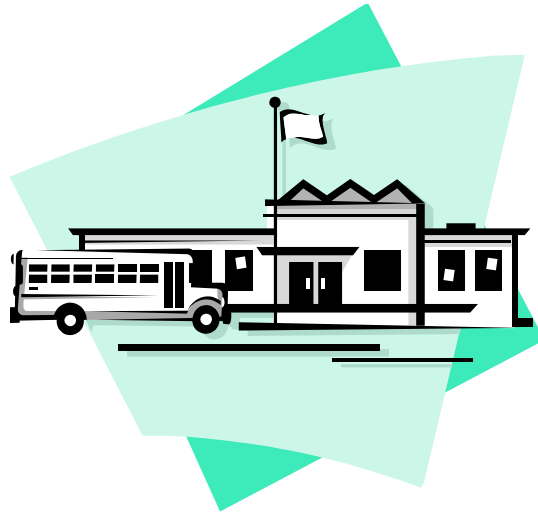


South Jefferson Central School  
*"Home of Spartan Pride"*



## Elementary Handbook

2022-2023

**Maynard P. Wilson Elementary**

Mr. Tony Gianfagna, Principal

**Mannsville Manor Elementary**

Mr. Jim Pelton, Principal

## **School District Information**

### ***Board of Education***

Mrs. Pamela Thomas

Mr. Kenneth Bibbins

Mr. Joseph Eberle II

Mrs. Stephanie Widrick

Mr. Troy Matteson

Mr. Justin VanCoughnett

Mr. James Juczak

### ***Administration***

#### **Superintendent of Schools**

Mr. Scott Slater

#### **Assistant Superintendent**

Mrs. Lisa Parsons

#### **Business Manager**

Mrs. Cora Harvey

## **Building Information**

South Jefferson Central School District

PO Box 10

Adams, NY 13605

### **Maynard P. Wilson**

Mr. Tony Gianfagna, Principal

Mrs. Dufresne, Secretary

Phone: 315.583.5418

Fax: 315.583.5451

13180 US RTE 11

Adams Center, NY 13606

Mrs. Thompson, Greeter

### **Mannsville Manor**

Mr. Jim Pelton, Principal

Mrs. Stinson, Secretary

Phone: 315.465.4281

Fax: 315.465.4088

423 North Main St.

Mannsville, NY 13661

Mrs. Burt, Greeter

### **School Day 7:45AM – 2:45 PM:**

The school day starts at 7:45 AM each day. Students will be considered tardy if they arrive later than 7:45 AM. If you bring your student to school in the morning and would like for him/her to eat breakfast, plan accordingly to allow enough time to eat and get to class on time.

### **Student Pick-Up During the School Day:**

If you plan to pick up your student, please send a note to school with him/her that morning and have the student drop it off in the office. Bus notes will not be accepted after 2 PM unless it is an emergency. If you have an emergency you will need to call and speak with the principal. When you arrive to pick up your child, come to the greeter's desk, sign out your child, and she will call for your student to come down to meet you. For safety purposes, be prepared to show a picture ID. In order to pick up a student, the adult must be listed on the safe to school information. Your student should be picked up no later than 3 PM.

### **Student Pick-Up End of the School Day:**

Students being picked up at the end of the school day must be signed out at the greeter's desk. Dismissal is at approximately 2:35 PM each day *Please note that if a child is picked up before 2:35 the student(s) will be marked as leaving early and recorded as lost academic time.* We will not call into class rooms after 2:15 PM to call for your students. In the event of an emergency or extraordinary circumstance, you may speak to the principal who may grant permission on an individual basis. Designated parent transport students should have their ride at school by 2:30 PM each day, but absolutely, no later than 3:00 PM. If a student's ride has not arrived by 3:00 PM, we will call the primary parent/guardian and then begin to call the emergency contacts if there is no answer until we have reached someone to pick up the child.

### **Dropping Students Off in the Morning:**

At the Wilson Building, parents can drop students off in front of the building (utilizing the crossing guard if needed) or may enter on School Street (by Transportation) to drop children off near the back parking lot doors. Students should be dropped off no earlier than 7:15 A.M. when a staff member is available for supervision. A driveway has been created, making this drop-off easier for parents. Parents are to enter the back parking lot, drop the students off by the sidewalk, and leave by the new exit. **The main driveway will be used for buses and staff parking only.** Please plan accordingly. As in previous years, we will not be using the entrance by the District Office/playground parking lot due to safety/fire concerns.

### **Drop Off Zone for Wilson Building:**

1. Enter School Street from County Route 177.
2. Proceed straight ahead, passing the bus garage and the bus entrance.
3. Take the first right into the parking lot, following the painted arrows.
4. Vehicles are called forward in groups of 4 to the drop off zones (1, 2,3,4). Please use all 4 drop off zones.
5. Children will depart the vehicles in these zones and follow the directions of the adults down the sidewalk to the student side entrance.
6. After student is dropped off, vehicles will depart in groups of 4 by continuing to follow the arrows and turning left to exit the parking lot onto School street.

At the **Mannsville building**, students should be dropped off at the gymnasium entrance. **Only buses will be allowed in front of the building during arrival (7:15 a.m. – 7:45 a.m.) and dismissal (2:30 p.m. – 3:00 p.m.)**

Parents: Please drive down to the gym doors to pick up your child(ren). Please stay in your vehicle. Someone will come out, find out who you are here to pick up, and check your I.D., they will then radio in and have your student come out.

### **Visitor's Pass:**

The school policy is to welcome those visitors who have an appointment or legitimate business at the school. Guests and visitors must check in with the greeter at the visitor entrance (main) to sign in and obtain a visitor's pass before proceeding through the school. To increase academic achievement, we will not disrupt the education instruction of students in the classroom. Parents can make appointments with teachers before or after school or during their scheduled prep time. Please don't be offended if a staff member questions your presence if you do not have a visitor's pass displayed. We strive to keep our children safe.

### **Student's School Records:**

Every student has a personal school record that is filed in the main office. School personnel use this information to better understand the student. Parents have the right to view their child's permanent folder. If you would like to do this, please make an appointment with your building principal.

### **Bicycle Riding on School Property:**

**Students are permitted to ride their bicycles to school as long as they observe the safety rules.** Bicycles are never to be ridden on school property between 7:10 A.M. and 3:00 P.M., Monday through Friday. Upon reaching the school grounds, students are to walk their bicycles to the bicycle rack. Bike riders are required to wear helmets and are encouraged to lock their bikes before entering school.

### **Use of Skateboards and Rollerblades on School Property:**

Skateboarding and rollerblading are prohibited at the Wilson Elementary building. Mannsville Manor Elementary will allow skateboarders to use their facilities *after school hours only, and in specified areas only.*

### **Toys from Home on School Property:**

Toys should only be out in school on "share days". We ask that all toys be kept in student book bags during school hours. This includes: Pokemon cards, fidget spinners and any new toy trend that may be a distraction while in school.

### **Birthday/Party Invitations**

Birthday and/or party invitations are not allowed to be distributed in the classrooms. Each year we will send out class directories. This will allow parents/guardians the ability to have contact information for their student(s) classmates.

## **Health and Safety**

### **Physical Exams:**

Dr. Gianfagna completes physical exams with the assistance of the school nurse for students in grades Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup> and special education students as well as students new to our district. Parents will be notified of any concerns.

Parents may supply a report of physical examination conducted by a private physician on an approved district form. You must inform the school nurse in September if you prefer your own physician.

### **Medications in School:**

If a student needs over-the-counter or prescription medication during school hours, the following must occur:

1. The student must have written permission from their physician.
2. Parents must provide written 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).
4. At the prescribed time, the student is to report to the nurse's office to take such medication under the supervision of the school nurse.
5. The parents need to bring in the medicine or send it with a responsible adult. Do not send medication with the child.

### Injuries and Illness at School:

Students sometimes suffer injuries while in school or on school grounds. Students need to report all injuries to the teacher in charge or the school nurse within twenty-four hours after the occurrence. If school is not in session, report the injury on the first day that school resumes. 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 on-site clinic, family physician or emergency room. South Jefferson does provide supplementary student accident insurance coverage. All bills must be submitted to the parents' carrier first. When submitting a claim, you must 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, he/she should report to the school nurse in the health office. The school nurse will notify parents, if necessary, as quickly as possible.

### Fire Drills:

New York State Education Department mandates require that public schools conduct a minimum of 8 fire drills and 4 lock downs a year. Fire drills will be conducted early in the school year, taking advantage of good weather, and scheduled during each period of the day, so that all students will have the opportunity to evacuate the building from each assigned room. It is important during any kind of drill or emergency situation to remain calm, quiet, and follow instructions. We will also conduct a more involved emergency drill that may include transportation at least once a year.

## Acceptable Use Policy 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 (Wifi and BYOD). 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.

<sup>1</sup> For a more detailed description of the district's Internet filtering service and categories that are deemed appropriate contact the District Computer Leader.

### Personal Electronics Policy:

During school hours, electronics are not permitted. They should be turned off and stored in the student's backpack or locker. The school will not be responsible for lost or stolen items.

## Student Attendance

### REGULATIONS FOR ELEMENTARY SCHOOL ATTENDANCE

#### 1. Statement of Overall Objectives and Purposes:

It is our mission at the elementary level to prepare students for higher-level instruction at the middle and high school level. Students will be prepared in all buildings to participate in a democratic society and fulfill the responsibilities of citizens of this country. Elementary education will provide students with the fundamental skills and encourage them to form attitudes that will help them achieve to their fullest potential. We also will provide students with a basic set of values, which can be used as a foundation for their own personal growth.

Evidence suggests that attendance is a critical factor in preparing students for success. School attendance is both a right and a responsibility. The South Jefferson Central School District is an active partner with students and parents to ensure that all students meet or exceed the New York State Learning Standards. Because the District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;

- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To verify that individual students are complying with education laws relating to compulsory attendance;
- e) To determine the District's average daily attendance for State aid purposes.

## **2. Notification of Parents:**

The attendance clerk will notify parents or guardians of any unexcused absences, tardiness, or unexcused early departure and remind them of the attendance policy. Pupil Services Team (PST) will send a letter to parents of students with absences in excess of 10 days. The attendance office or designated attendance personnel will call the homes of all students absent on a daily basis unless the parent/guardian calls the safe-to-school line to report the absence.

## **3. 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, in-school suspension, and any other disciplinary penalties available under the Code of Conduct. Additionally, students are to report to class on time. If a student reports to school later, he/she should have a pass from the attendance clerk (the school nurse in Mannsville). The Pupil Services Team (PST) will review all students with excessive attendance problems to determine appropriate action, such as filing a PINS (Person in Need of Supervision) petition with Jefferson county probation and/or contacting outside agencies. *Parents are also responsible for positive school attendance particularly at the elementary level. The school district will support parental efforts towards excellent student attendance. In situations of chronic student absenteeism, past attendance concerns may be used to document attendance concerns during the current school year.*

## **4. Procedure for Monitoring Attendance in the Elementary School:**

### Procedure to Monitor Student Attendance

To address concerns about student absences, the following procedure will be followed:

Every 5 weeks an attendance report will be run to identify students who are missing excessive amount of school. "Excessive" days will be defined as:

- More than 5 days during the first 5 weeks of school
- More than 10 days during the first 10 weeks of school
- More than 15 days during the first 15 weeks of school
- More than 20 days for the remainder of the school year.

If a student does not report to school during the first two weeks, or if the student misses excessive days during the first two weeks of school, this will be addressed individually by a designated member of the Pupil Services team.

All reports printed at the 5 week interval that corresponds with the sending of progress reports will be forwarded to grade level, CSI, individual classroom teacher, or team meetings by the designated Pupil services team member to determine if:

- The teacher(s) has made an initial contact to express concerns over attendance
- The number of days missed is adversely affecting the child's academic performance.

The names of those students whose family has been contacted and who are adversely affected academically will be returned to the designated member of the Pupil Services team. These students will be discussed at a PST meeting, a plan will be developed, and a case manager will be assigned to monitor the situation.



All reports printed at the time of report cards will be compared with report card comments and grades to determine if a plan should be developed by the Pupil Services team with the goal of improving attendance. The Plan developed may include a written attendance letter, a phone call or parent /teacher meeting with a designated Pupil Services team member present, or counseling for the student. If a student is determined to be missing excessive amount of school and is failing any academic subjects, the Pupil Services team may decide that a call to Child Protective Services is indicated.

During the 4<sup>th</sup> quarter, the Pupil Services team will review the list of students who have missed 20 or more days of school during the academic year. At this time the Pupil Services team may decide to send an end of the year letter to inform the parent of the total number of days missed and any plan that has been developed to help improve attendance during the following year. All students who have failed any academic subject or who are being advanced and who have missed an excessive amount of school time will receive an end of the year letter.

#### **5. Class Work Make-up Procedures for Excused Absences:**

- A. Students must complete make-up work within 2 days after they return to school or as determined by the teacher and principal for extended absences. Class work includes discussions, notes, labs, homework, or other designated class work. Additionally, parents are encouraged to contact teachers if they have concerns regarding the time allowed to complete makeup work.
- B. Teachers will be required to track makeup work. The grade for the makeup work must be counted in the average and students should not receive a zero for the work that was missed but was subsequently completed.
- C. Work not completed in the given time frame will result in a score of zero.
- D. A doctor's excuse is required to provide home or hospital tutoring. If the tutoring is provided, the student will be given credit for attendance. Tutors should make every effort to coordinate lessons with the classroom teacher.

#### **6. School Incentives:**

- A. The definition of perfect attendance for the purposes of awarding incentives is attendance at school every day. Students shall be considered in attendance for the entire day after having been in attendance for 3.5 hours of the school day. Where specific questions arise regarding this definition of perfect attendance, we will rely upon the discretion of the building principal. We will also recognize "excellent attendance", which is when a student misses 3 days or less of school in a given year.
- B. Students with perfect attendance for one full school year shall be awarded an attendance certificate and other incentives at the direction of the principal.
- C. Incentives can be given for perfect attendance quarterly.

#### **7. Guidelines:**

##### **Mannsville Building:**

- A. When a student is tardy for school or when returning to school after an absence, students must report to the nurse with a note from a parent/guardian stating the reason for tardiness or each absence. A re-admit slip will then be issued to the student marked either *excused* or *unexcused*, which the student must take to the teacher.
- B. When a student returns from an absence, it is his/her responsibility to present his/her re-admit slip to the teacher, to find out what work was missed and make arrangements to complete the missed assignments.

## Wilson Building:

A. When a student is tardy for school or when returning to school after an absence, students must report to the *greeter* with a note from a parent/guardian stating the reason for tardiness or each absence. A re-admit slip will then be issued to the student marked either *excused* or *unexcused*, which the student must take to the teacher.

B. When a student returns from an absence, it is his/her responsibility to present his/her re-admit slip to the teacher, to find out what work was missed and make arrangements to complete the missed assignments.

### **8. Extracurricular Participation:**

Students are expected to be in attendance at school for the full day to be able to participate in after school activities that day. Any changes from the above must be made in advance whenever possible, and approved by the principal.

### **9. 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 him/ her 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 the PE class. Limited activity excuses for more than two days must be accompanied by a note from the doctor.

## School Details

### Where to Find Lost Items

Our policy concerning lost and found items is that they are to be reported or turned in at the office. If the situation warrants, an announcement will be made. Students may check the clothes racks in the south lobby (Wilson Building) or outside the nurse's office (Mannsville Building) at any time. Items not claimed at the end of each semester will be donated to a local charity.

### Snow Days

We have seven (6) snow days in our 2022-2023 school calendar for snow and inclement weather, if needed. If school is to be closed because of weather conditions, it will be announced as early as possible, usually by 6:30 a.m.

Information on school closings at South Jefferson will be carried over the following radio stations:

	WATN	Watertown
	WHEN	Syracuse
	WNCQ	Watertown
	WTNY	Watertown
	WOTT	Watertown
	WNDR	Syracuse
	WSYR	Syracuse



**Any school closings/delay messages will go out via Parent Square. If your family does not have a Parent Square account, please contact your students' building to get an invite. It is highly recommended that you also download the Parent Square app on your smartphone or other device so you can get the most up to date information.**

and the following television stations:

WWNY	Watertown
NEWS 10	

It may also be necessary on other days to close early because of inclement weather.

### **Student Assignment to Teachers**

We will use the following criteria when assigning students to classrooms for the 2021-2022 school year.

1. Our staff is not large enough to permit parents to request a specific teacher. If parents prefer to have their child not assigned to a particular teacher, the reason(s) must be provided to the building principal in writing before May 1.
2. We strive to achieve heterogeneous grouping as much as possible and as much as practical.
3. We try to achieve a balanced ratio of boys and girls in a classroom.
4. Members of the same family are usually assigned to separate classrooms.
5. Students who must repeat a grade may be assigned to a different teacher.
6. Teachers create class lists as a team. They begin this work in the spring for assignments for the following year. The teacher teams provide the lists to the building principal, who then will assign teacher names to each list.
7. We always try to assign students with particular issues to the most advisable learning situations.

### **Report Card Dates 2020-2021**

<b>Marking Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Report Cards Sent Home</b>
Marking Period 1	9/1/2022	11/5/2022	11/10/2022
Marking Period 2	11/6/2022	1/28/2023	2/2/2023
Marking Period 3	1/29/2023	4/1/2023	4/6/2023
Marking Period 4	4/2/2023	6/30/2023	6/24/2023

### **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.

### Cyberbullying

The Dignity for All Students Act mandates that schools investigate any reported incidents of cyberbullying that may interfere with creating a comfortable, safe educational environment within the school setting. In recent years, technology has given people a new means of bullying each other. Cyberbullying takes place through the use of computers, cell phones and other electronic devices.

Examples of what constitutes cyberbullying include communications that seek to [intimidate](#), control, [manipulate](#), put down, [falsely discredit](#), or [humiliate](#) the recipient. The actions are deliberate, repeated, and hostile behavior intended to harm another. Cyberbullying has been defined by [The National Crime Prevention Council](#): "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."<sup>[1][2]</sup>

A cyberbully may be a person whom the target knows or an online stranger. A cyberbully may be anonymous and may solicit involvement of other people online who do not even know the target. This is known as a 'digital pile-on.'<sup>[3]</sup>

Examples of cyberbullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by e-mail or on social networks

- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Bullying online is very different from face-to-face bullying because messages and images can be:

- Sent 24 hours a day, 7 days a week, 365 days a year
- Shared to a very wide audience
- Sent anonymously

What to do if cyberbullying occurs:

- Do not erase or delete the message/posting before printing a copy or in the case of text messages, keep the message to show as evidence.
- Report incidents of cyberbullying to someone who can help. (Ignoring it does not make it go away) This includes notifying parents, school officials if the bullying carries into the school setting, or police officials.
- Parents need to become involved and monitor the use of technology if it is reported that their child is either involved in bullying behavior or is being bullied through the inappropriate use of technology.

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: Christopher Hanson (232-4531 ext 2903)

High School DASA Coordinators: Heidi Edgar (232-4531 ext. 2800)

Middle School DASA Coordinator: Nicky Sech (232-4531 ext. 2917)

Wilson Elementary DASA Coordinator: Shannan Marsell (583-5418)

Mannsville Elementary DASA Coordinator: Laurie Rowsam (486-4281)

Our DASA form can be found on our website: [spartanpride.org/Southjefferson CSD/Our District/Plans & Policies/DASA](http://spartanpride.org/Southjefferson CSD/Our District/Plans & Policies/DASA)

## General School Regulations

### 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 best educational experience possible from the staff, community, and parent perspectives. Our vision is the continual improvement of school achievement. To that end, a safe and orderly learning environment will be provided to students; an environment in which all are expected to treat others in a respectful manner, and one in which the individual can expect to be treated with respect.

### **III. BILL OF STUDENT'S 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. Shall not prohibit students during non-instructional time, and in an orderly manner from exchanging informative material on issues of public concern, 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. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond to directions given by teachers, administrators and other school personnel in a respectful and appropriate manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to disciplinary issues/actions.
8. Dress appropriately for school and school functions per the district's dress code.
9. Accept responsibility for their actions.
10. 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. Teachers and Other Professional Staff**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Support student learning through the use of research-based instructional strategies.
3. Demonstrate interest in teaching and concern for student achievement and reinforce positive student behavior.
4. Know school policies and rules, and enforce them in a fair and consistent manner within the school setting.
5. Maintain an open line of communication between students and parents regarding:
  - A. Course objectives and requirements
  - B. Marking/grading procedures
  - C. Assignment deadlines
  - D. Expectations for students
  - E. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

## **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.
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, 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 to develop 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 District Code of Conduct.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

#### **E. Parents**

Parents and guardians are partners with the school to promote and support academic excellence. To that end, the role of parents will be to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn. Ensure their children attend school regularly and on time.
3. Ensure absences are excused.
4. Insist their children be dressed and groomed in a manner consistent with the student dress code.
5. Help their children understand that in an academic setting appropriate rules are required to maintain a safe, orderly environment.
6. Know school rules and help their children understand them.
7. Convey to their children a supportive attitude toward education and the district by appropriate verbal communication and demeanor with all school employees. Teach their child(ren), by word and example, respect for law and authority.
8. Establish and maintain good relationships with teachers, other parents, and all school community members.
9. Work with school staff to help their children deal effectively with peer pressure.
10. Communicate with school officials of changes in the home situation that may affect student conduct of performance.
11. Encourage and support their child(ren) in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare, health and physical and mental development rests with the parents.

#### **F. Visitors**

The Board encourages parents and other appropriate visitors to visit the District's schools. 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. 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.
2. The Superintendent may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. 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.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.
5. The building principal has authority over all persons in the building and on the school grounds.
6. 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 visitors 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.

7. 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.
8. School staff are not able to take class time to discuss individual matters with visitors.
9. All visitors are required to abide by the rules for conduct on District Property contained in this Code.

## **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, 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 District 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** shall mean 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** is 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.
  - B. 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.
  - C. Possesses or displays, while on school property or school function, or what appears to be, a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death.
  - D. Threatens, while on school property or at a school function, to use any instrument that appears capable of causing physical injury or death.
  - E. 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.
  - F. Knowingly and intentionally damages or destroys school District property.
5. **Harassment-** repeated verbal or physical actions that are unwanted by the receiver either in person or through technology.
6. **Vandalism-** intentional destruction or defacing of property.
7. **Insubordination-** overt or covert refusal to comply with authority.
8. **Inappropriate-** any action or verbalization that does not fit the particular situation, circumstance, or standard.
9. **Threat-** stated or implied intent to do harm.
10. **Disruptive-** any act that interrupts or stops the normal flow of activity.
11. **Hazing-** 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).
  - B. 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.
  - C. Substance Abuse- use or abuse of tobacco, alcohol, banned substances or illegal drugs.
  - D. 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.
  - E. 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-** 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-** a right, benefit or protection that is guaranteed to an individual by either the federal or New York State Constitution of statute.
14. **Controlled Substance-** 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.
15. **Disabled Student-** 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.
16. **District Function-** any District-sponsored curricular or extra-curricular event or activity on or off school property.
17. **Explosive-** 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.
18. **Illegal Drugs-** 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.
19. **Illegal Substances-** 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.
20. **Interim Alternative Educational Setting ("IAES")-** 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.
21. **In-School Suspension-** 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.
22. **Intimidation-** engaging in actions or statements that put an individual in fear of bodily or emotional harm.
23. **Parent-** the biological, adoptive, or foster parent, guardian or person in parental relation to a student.
24. **Removal-** 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.
25. **Removal-** 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.
26. **Suspension-** the disciplinary removal of a student from his or her regular educational program and activities in accordance with the Education Law §3214.

27. **Visitor-** 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.

28. **Weapon-** 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.

## 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-** the intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the District, to personal property of District students or staff, or to personal property of third parties.
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-** the intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the District, or any of its employees of any other claim or fire or threat thereof when none exists.

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-** 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:

- A. Threatening, stalking, or seeking to coerce or compel a person to do something.
- B. Intentionally placing or attempting to place another person in fear of imminent physical injury.
- C. 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.
- D. Cyberbullying which using technology tools to threaten, ridicule, humiliate, taunt, and spread rumors about their targets that impacts the school climate and morale.
- E. 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.
- F. 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 a parking permit, 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.
29. **Reckless Endangerment-** the commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
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-** tardy to homeroom means arriving to their assigned room after the bell, but before the attendance has been sent to the main office. Tardy to school means arriving to school after the beginning of the school day and attendance has been sent to the main office.
33. **Theft-** the unlawful use, taking possession of, or control over, property belonging to the District or another individual.

34. **Tobacco Violations-** 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 at 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. **Truancy-** 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 personal property of the District or another person. (In addition to suspension, restitution in the form of money or work will be expected).
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. 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.
- B. 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.
- C. Pupil Services Referral- Students may be referred for support services in appropriate cases.

- D. 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.
- E. Court Intervention- Court assistance in the form of a PINS (Person in Need of Supervision) petition.
- F. ISS/Alternate Classroom
- G. Conference with Administration
- H. 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**

b. **Detention:** Detention may be assigned in appropriate cases.

c. **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.

d. **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.

e. **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.

f. **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.

g. **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 take into account 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:

<b>Conduct</b>	<b>Penalty Action Taken</b>	<b>Interventions</b>
	(Pupil Services Team) PST	
<b>Act of Violence</b>	3-5 days Suspension- Superintendent's Hearing	Possible PST
<b>Arson</b>	5 days Suspension- Superintendent's Hearing	Possible PST
<b>Assault</b>	1-5 days Suspension- Superintendent's Hearing	Possible PST
<b>Bias Harassment</b>	Parent Conference, In-school Suspension, Detention up to out of school Suspension, Alternative Classroom, Superintendent's Hearing	Possible PST
<b>Bomb Threat</b>	5 days Suspension, Superintendent's Hearing,	Possible PST
<b>Cheating</b>	Parent Conference, In-school Suspension, Detention up to out of school Suspension, Alternative Classroom, Superintendent's Hearing	Possible PST
<b>Defamation</b>	Parent Conference, In-school Suspension, Detention up to out of school Suspension, Alternative Classroom, Superintendent's Hearing	Possible PST
<b>Destruction of Property</b>	Parent Conference, In-school Suspension, Detention up to out of school Suspension, Alternative Classroom, Liability for Damages, Superintendent's Hearing	Possible PST
<b>Disorderly Conduct</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school Suspension, Superintendent's Hearing	Possible PST
<b>Disruptive Conduct</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school Suspension, Superintendent's Hearing	Possible PST
<b>Drug or Alcohol Violation</b>	5 days Suspension with a Superintendent's Hearing, Police Notification	
<b>Extortion</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's hearing	Possible PST

<b>False Alarm</b>	5 days Suspension with a Superintendent's Hearing, Police Notification	
<b>Fighting</b>	Parent Conference, In-school Suspension, Alt. classroom, detention up to out of school suspension, Superintendent's hearing	Possible PST
<b>Forgery</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's hearing	Possible PST
<b>Gambling</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension	Possible PST
<b>Harassment</b>	Parent Conference, 1-5 days In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Hazing</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Indecent Exposure</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Insubordination</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Littering</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension	Possible PST
<b>Loitering</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension	Possible PST
<b>Other Misconduct</b>	Parent Conference, In-school Suspension Alt. Classroom, detention up to out of school suspension, Superintendent's Hearing	Possible PST,
<b>Parking Violations</b>	Removing of Driving Privileges to Suspension & Police Notification	
<b>Plagiarism</b>	Possible denial of Credits, Parent Conference, In-school Suspension, Alternate Classroom,	Possible PST

	Detention up to out of school Suspension, Superintendent's Hearing	
<b>Pornography</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Possession of A Weapon</b>	Suspension, Superintendent's Hearing, & Police notification, Expulsion	Possible PST
<b>Reckless Endangerment</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing	Possible PST,
<b>Repeatedly Disruptive Conduct</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Sexual Harassment</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing	Possible PST
<b>Tardy</b>	Detention	
<b>Theft</b>	Parent Conference, In-school Suspension, Alt. Classroom, Detention up to out of school suspension, Superintendent's Hearing, Police notification	Possible PST
<b>Tobacco Violation</b>	Parent Conference, In-school Suspension, Alt Classroom, Detention up to out of school Suspension	Possible PST
<b>Traffic Violation</b>	Removing of Driving Privileges & Police Notification	
<b>Trespassing</b>	Parent Conference, In-school Suspension, Alt Classroom, Detention up to out of school suspension & Police notification, Superintendent's Hearing	
<b>Truancy</b>	Parent Notification, PINS Petitions, possible outside PST, agency referral	
<b>Vandalism</b>	Parent Conference, In-school Suspension, Alt. Classroom, detention up to out of school suspension, Superintendent's Hearing, Police notification	Possible PST
<b>Violation of Civil Rights</b>	Due process and other appropriate actions	Possible PST

#### VIII. TEACHER REMOVAL OF DISRUPTIVE STUDENTS

## **A. Purpose**

A disruptive 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 Parents

Within 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 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 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.

#### a. 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 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 30 days of the decision.

#### **b. 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
- B. The student's grade in school
- C. The student's prior disciplinary record
- D. Input from parents, teachers and/or others
- E. 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 and understanding of what is appropriate appearance in the school and in society. When these efforts fail, teachers and administration will enforce 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, over coats, 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 but 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. BUS REGULATIONS

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. Never stand on the road or street 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. Dispose of trash properly.
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, ten (10) feet from the front of the bus.
7. Students can only ride a bus to their "Primary" or "Secondary" location per information given to the office on the "blue" transportation sheet. Students will be allowed one primary location and one alternate location. **Phone calls or emails will not be accepted to change the afternoon location. A written note must occur 24 hours in advance** if the student is to go to their alternate location. Requests to change any location other than what is written on our transportation form cannot be accepted. The bus garage and bus drivers CANNOT authorize changes to the "Blue" transportation form. Student(s) must bring the note to the office. The note needs to include the date that the student(s) will go to the secondary location. The note must also be signed by a parent/guardian. Any changes to the "Blue Transportation form" **will require 48 hours** for changes to take effect.
8. There will be no smoking or use of any other tobacco product on school buses at any time.
9. There is to be no eating or drinking on a school bus while it is in motion.
10. Students should use a safe volume on the bus. Drivers need to concentrate on driving.
11. If you come to school on a bus and are not going home on a bus, please notify the building office.
12. If a pupil misses a bus, you do not walk home without permission. Report to the office so arrangements can be made.
13. 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.

#### D. Visitors

The Board encourages parents and other District citizens to visit the District's schools. However, 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. The building principal has authority over all persons in the building and on the school grounds.
2. All visitors to the school must report to the designated greeter area upon arrival at the school to sign the visitors register and be issued a visitors identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the greeter before leaving the building. Visitors attending District functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents or citizens 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.

4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on District Property contained in this Code.

#### **E. 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.

#### **F. Misconduct Not Specifically Defined**

The definitions of misconduct set forth in Section VI. A. (Violations of the Code) 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.

#### **G. School Building Rules**

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.

### **VI. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT**

#### **A. 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. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

#### **B. 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 V. 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.
- b. 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.
- c. Pupil Services Referral: Students may be referred for support services in appropriate cases.
- d. 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.
- e. Court Intervention: Court assistance in the form of a PINS (Person in Need of Supervision) petition.
- f. ISS/ Alternate Classroom
- g. Conference with Administration
- h. 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
- b) Detention: Detention may be assigned in appropriate cases.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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 discipline 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 take into account all other relevant factors in arriving at an appropriate penalty. Depending upon the nature of the violation, the possible penalties listed in Section VI.B may be imposed either alone or in combination.