

POLICY

2002

6150

Personnel

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol use may impair an employee's job performance.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties, (consistent with local, state and federal law), up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Additionally, confidentiality shall be insured as required by state and federal law.

The Superintendent shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Education Law Sections 913, 1711(5)(e), and 3020-a
Civil Service Law Section 75
Drug-Free Schools and Communities Act
Amendment of 1989
(Public Law 101-226)
20 United States Code (U.S.C.) Section 3171 et seq.

Adopted: 2/28/02

POLICY

2002

6151

Personnel

SUBJECT: DRUG-FREE WORKPLACE

It shall be the general policy of the Board of Education to affirm that all programs in the District that receive Federal funds shall guarantee that their workplaces are free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) 1308.11-1308.15. An acknowledgment form shall be signed by the Superintendent indicating that the District is in full compliance with the Drug-Free Workplace Act. This policy shall guarantee that not only Federally funded programs, but the entire District is free of controlled substances.

"Workplace" is defined as a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

The Board of Education directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

Drug-Free Workplace Act
(Public Law 100-690)
34 Code of Federal Regulations (CFR) Part 85

Adopted: 2/28/02

POLICY

2002

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Students

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol and other substances to include the following elements:

Primary Prevention

Preventing or delaying alcohol and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K-12 curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol and other substances uses/abuse;
- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
- c) An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/alcohol-free special events, service projects and extracurricular activities that will develop a positive peer influence.

Intervention

School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- a) Counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.

(Continued)

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Students

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS) (Cont'd.)

- b) Referring students to community or other outside agencies when their use/abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol and other substance use/abuse.
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Bill of Student Rights and Responsibilities.

Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the District's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Drug-Free Schools and Communities Act
Amendment of 1989 (Public Law 101-226)
20 United States Code (U.S.C) Section 3171 et seq.

Adopted: 2/28/02

DeRuyter Central School District

CODE OF CONDUCT

The Mission Statement of the DeRuyter Central School District is to accept the responsibility of assuring that students reach their educational, physical, and emotional potential in a safe environment.

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

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

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

Board Approved
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Family Educational Rights and Privacy Act (FERPA)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed to military recruiters without their prior written consent.¹

If you do not want DeRuyter Central School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **October 5, 2008**. DeRuyter School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date of birth
- Major field of study
- Dates of attendance
- Grade

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Board Approved
Class Daily Schedule

| Period | Time | Notes |
|--------|---------------|------------------------------|
| 1 | 8:30 – 9:09 | Attendance and Announcements |
| 2 | 9:12 – 9:50 | |
| 3 | 9:53 – 10:31 | |
| 4 | 10:34 - 11:12 | |
| 5A | 11:15 – 11:53 | |
| 5 B | 11:53 – 12:23 | High School Lunch |
| 5 C | 11:12 – 11:42 | Middle School Lunch |
| 5 D | 11:42 – 12:20 | |
| 6 | 12:23 – 1:01 | |
| 7 | 1:04 – 1:43 | |
| 8 | 1:46 - 2:23 | |
| 9 | 2:26 – 3:04 | |
| | | |

NOTE:

- 8:25 a.m. BOCES Bus leaves DeRuyter
- 11:40 a.m. BOCES Bus arrives back at DeRuyter
- 11:45 a.m. BOCES Bus leaves DeRuyter
- 2:45 p.m. BOCES Bus arrives back at DeRuyter.

NOTE: K will be dismissed at 3 p.m.; grades 1 - 12 students will be dismissed at 3:04 p.m. The buses will leave promptly at 3:10. Walkers are to leave only through the front door (front foyer) –facing Railroad Street.

Emergency School Closings

In the case of an emergency school closing will contact 93 Q, 92.1, 94.5, 101.5, 104.7, 106.9, 107.9, 570, 620, 920, WIXT –9, WTVH-5, WSTM-3 with all emergency closing information. Please do not call the school.

Report Card and Progress Report Dates

School Year 2007 –2008

| Marking period | Ends | Report Card Sent Home |
|-----------------------------------|---------|-----------------------|
| 5 Week | Oct 3 | Oct 9 |
| 10 Week (1 st quarter) | Nov 7 | Nov 14 |
| 15 Week | Dec. 12 | Dec 18 |
| 20 Week (2 nd quarter) | Jan 30 | Feb 5 |
| 25 Week | Mar. 13 | Mar 19 |
| 30 Week (3 rd quarter) | Apr 9 | Apr 19 |
| 35 Week | May 22 | May 29 |
| 40 Week (4 th quarter) | June 15 | Jun 30 |

Student Dismissal Precautions

The Principal in the District shall maintain lists of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released in the custody of any individual who is not the parent or guardian of the student unless the individual's name appears on the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent or guardian may amend, in writing, a list submitted pursuant to this procedure at any time.

Certified copies of any court order or divorce decrees provided by the custodial parent/guardian, which restrict a parent's/guardian's ability to seek the release of his/her child, shall be maintained by the Principal. Individuals seeking the release from school of a student must report to the High School Office and present identification deemed satisfactory by the school Principal. The Principal/designee must check the authorized list and relevant court orders or divorce decrees before a student may be released.

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

Definitions

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

Disruptive Student

An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process of substantially interferes with the teacher's authority over the classroom.

Parent

Parent, guardian or person in parental relation to a student

School Property

In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, at locations used for school sponsored events, or in or on a school bus as defined in Vehicle and Traffic Law § 142.

School function

Any school-sponsored extra-curricular event or activity

Violent student

A student under the age of 21 whom:

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

Weapon

A firearm as defined in 18 USC § 921 for purposes of the Gun-Free School Act, and a dangerous weapon as defined in USC § 930 (g)(w) for the purpose of Discipline for Students with Disabilities. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used.

In addition, Students who make threats to use weapons not in their possession, (i.e. written bomb threats) will be subject to disciplinary action.

Student Rights and Responsibilities

A student in the DeRuyter Central School shall have the right

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

It shall be the responsibility of each student in the DeRuyter Central School District

1. To become familiar with and abide by all rules and regulations pertaining to student conduct.
2. To work to the best of his/her ability in all academic and co-curricular pursuits and strive toward the highest level of achievement possible.
3. To conduct himself/herself, when participating in or attending school-sponsored co-curricular events as a representative of DeRuyter Central School District, and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship.
4. To be in regular attendance in school and in class.

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5. To be responsible for contributing to the maintenance of an environment that is conducive to learning, show respect to all persons and to property.
6. To make constructive contributions to our school and to report with honesty and truthfulness the circumstances of school related issues.

Student Inquiry and Expression

Speech

The first amendment to the Constitution guarantees the right of freedom of speech to all Americans, including students.

It is the responsibility of students to realize that this does not give them the right to interfere with the orderly conduct of classes, coerce others, or to violate the rights of those who disagree with a given point of view. Student speech may be subject to disciplinary action by school officials if such speech is slanderous; clearly and immediately causes others to damage property or physically harm others, or materially and substantially interferes with the normal operation of the school.

Access to Communication Resources

It is the right of students to have access to the school public address system, bulletin boards, and duplicating equipment for school purposes.

It is the responsibility of students to uphold administrative regulations or procedures as to the manner, time, and place for using school communications facilities. Reasonable time and expense limitations must be established by the building Principal. Any material to be used as a communication tool must be approved by the Principal.

Student Publications

It is the right of students, with the guidance of appropriate faculty advisors, to express their ideas and opinions concerning the school community and the world in which we live through school publications. It is the responsibility of students to ensure that such publications follow good journalistic practice, especially factual reporting and high standards of literacy. Further, such publications must be free from libel (untrue statements about an individual which harms his/her reputation) or obscenity, and they shall not advocate illegal principles or actions. Students must recognize that the Principal and faculty sponsors may be held responsible for such publications and, thus, will exercise reasonable supervision in such matters.

GENERAL STUDENT BEHAVIORAL GUIDELINES

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

1. Before school (prior to 8:20), be in the cafeteria, north corridor, at the front door, or remain on the bus.
2. Be in class on time and focused on learning.
3. Comply with all reasonable requests from supervising school employees.
4. Give and expect courtesy and respect at all times, in all places, with every person.

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5. Do not interfere with the right of another to learn, by bothering or disturbing them.
6. Give your best effort in all activities.... make yourself responsible for growth.
7. Foul and abusive language or profanity is never allowed, including misuse of computers.
8. No fighting, instigating a fight, violent behavior, or roughness is allowed toward others.
9. Possessing, using, or selling illegal substances, dangerous instruments, or obscene material is not acceptable in person or electronically.
10. No possessing glass bottles. Supplies for school celebrations, like soda bottles, will be totally arranged and directed by the teachers.
11. No conduct that is illegal, such as theft, vandalism or extortion.
12. No academic misconduct, such as cheating, plagiarism, illegal absence, or copying.
13. No conduct in violation of the Board's Rules and Regulations for the Maintenance of Public Order on School Property.
14. Public displays of affection are not appropriate behaviors in an educational setting. The following are examples, but not limited to arm in arm, hugging, kissing, sitting on laps, or other displays viewed as disruptive to the educational process. This rule applies before, during and after school, on the buses, and at all school functions.

Student Dress Code

All students are expected to give proper attention of personal cleanliness and to dress appropriately for school and school functions. These functions include school, phys ed classes, concerts and field trips. This is especially important when at functions outside the school. Your dress needs to be appropriate for the function you are attending. At these times you are a representative of your community, your school, and the impression you make reflects on all.

Students and their parents have the primary responsibility for acceptable student dress, grooming, and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The Board of Education shall comply with provisions of State Education Law and Commissioner Rulings dealing with student dress.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate, and not disruptive or interfere with the educational process. Clothing which may be deemed inappropriate (dependent upon school activity and setting) includes, but is not limited to: tube tops, halter tops, spaghetti straps, plunging necklines and bare midriffs (front and/or back), short skirts, short shorts, muscle shirts and any see-through garments.
2. Shorts and skirts must extend at least to the end of your finger tips when standing normally.
3. Necklines and backs of blouses and shirts
 - i) No lower than one hands' width below the collar bone in front.
 - ii) No lower than the center of the shoulder blade in back.
 - iii) One hand must be able to cover any opening below the arm.

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1. Ensure that undergarments are completely covered.
2. Back Packs/Book Bags will be stored in lockers between 8:30 and 3:04.
3. Include footwear at all times. Footwear needs to be appropriate for the activity (i.e. athletic shoes for P.E., closed toe shoes for outdoor activities, etc.)
4. No jewelry (watches, rings, necklaces, bracelets, body piercing, etc) will be worn during physical education.
5. All hats, visors, bandannas worn in any manner, and other head coverings, whether worn by males or females, will be removed upon entry into school and placed in students' lockers until the end of the school day (hat-free zone until 4:00 pm).
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote or endorse the use of alcohol, tobacco, or illegal drugs and /or encourage other illegal or violent activities.
8. Personal electronic devices including but not limited to: cell phones, I-pods, MP3 players, CD players, PSPs or Game Boys are not to be used during regular school hours. Students who choose to bring these devices and use them at inappropriate times run the risk of having the item confiscated. The school is not responsible if such devices are lost, stolen or damaged. (Please refer to page 28).

Teachers are responsible for reasonably enforcing the dress code. In the case of a question regarding whether a student is in violation of the dress code the Principal or Dean of Students will be responsible for making a final determination. In such a case the student should be sent to the appropriate office with a pass. On the back of the pass the teacher needs to simply state what they feel is the violation and the Principal will make a determination.

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

Consequences

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

1st Offense - warning by Principal and law and school policy explained

2nd Offense - Two (2) detentions at lunch time

3rd Offense - Two (2) detentions after school

4th Offense - Four (4) detentions after school AND no participation in next contest/activity

5th Offense - One (1) day ISS AND two (2) detentions after school; will miss AT LEAST next contest/activity

6th Offense - Principal's Decision

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Homework Policy

Purpose of Homework

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

Partners in the Homework Process

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

Student's Responsibilities

- Maintain and use agenda by writing down all assignments.
- Complete homework assignments accurately, neatly and submit on time.
- Seek assistance from teachers and parents when difficulties arise.
- Complete assignments missed because of an absence.

Teacher's Responsibilities

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

Parent's Responsibilities

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

Failure to do Homework

Failure to complete homework consistently will have any adverse effect on the student's academic achievement and grades. Students refusing to complete homework will fall under the following guidelines:

2nd missing assignment: Lunch detention until assignment is completed

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- 3rd missing assignment: Lunch detention and teacher will contact parent
- 4th missing assignment: Teacher will assign student to the appropriate after school program and contact parent and counselor.
- 5th missing assignment: Teacher will assign student to the appropriate after school program and request a parent/teacher conference with counselor.
- 6th missing assignment: Teacher will submit a discipline referral complete with dates to Principal. Student will be assigned to ISS until assignments are completed. Principal will contact parents for support.

Guidelines for Fail 1 and Fail 2 lists for Students in Grades 6 – 12

In accordance with our Student Handbook procedures, the following guidelines and restrictions will be in place for students who are not meeting minimum standards.

- Every 5 weeks teachers will calculate averages. Students and parents falling under the Fail 1 or Fail 2 list will be notified.

Fail 1 This applies to students in grades 6-8 only

- Students on the Fail 1 list will be restricted to Study Hall for a minimum of 5 weeks.
- Restricted from computer use without a signed pass from a teacher.
- Mandatory attendance at after school study hall on Tuesdays and Thursdays.
- Students in grades 9 – 12 are not affected by the Fail 1 list.

Fail 2

Students in grades 6 – 12 who are failing two or more courses fall under the following:

- Restricted to Study Hall for a minimum of 5 weeks. Only those students who bring a pre-signed pass from a teacher will be allowed to leave Study Hall. This restriction stays in effect for the entire 5-week period.
- Restricted from computer use without a signed pass from a teacher.
- Mandatory attendance at after school study hall on Tuesdays and Thursdays.
- Restricted from attending any after-school activity.
- Students participating in extra curricular activities will be ineligible from attendance and/or participation for a minimum of five days. Students will be allowed to attend practice, but will NOT attend contests. Students who do not attend the mandatory study hall will not be allowed to practice on that day and the next.

Return to Eligibility

Student in grades 6 – 12 can return to eligible status under the following conditions:

- At noon on the 5th day of ineligibility students may pick up a return form from the High School Office. All academic teachers certifying his/her current academic standing must sign the form.

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This form must be returned to the High School Office and signed by the High School Principal in order to return to eligible status.

- Students must not be failing two or more subjects to return to eligibility.
- Students who have their form returned and signed by the Principal by 3:10 PM will be eligible for activities on or after the 6th day.
- Students who return to eligible status are still restricted to Study Hall.
- A student may be placed back on the Fail 2 list if his/her grades fall below passing.
- Passing for grades 6 – 8 is 70% and for 9 – 12 is 65%.

Study Hall

Expectations / Rules

1. Students must bring the following to study hall: homework, agenda, a writing implement, and an outside reading book. Students who fail to bring these supplies will not be allowed to sign out.
2. Students who wish to sign out to another teacher's room must bring a pre-signed pass with them. (Honor Society members are exempt) Students who are tardy to study hall will not be allowed to sign out.
3. Five students per study hall will be allowed to sign out to the LMC. Students with a pre-signed pass will be given priority. Students who go to the LMC will stay there for the period.
4. Students must be on time. Three tardies will result in a referral (with the dates included).
5. Students leaving study hall for bathroom use, or to go to their locker must take a pass. Only one student will be allowed out at a time.
6. Locker and bathroom passes should be for emergencies only, routine request will be denied.
7. Study hall should remain a quiet and orderly environment to facilitate studying. Students may be assigned seats by the monitor if needed.
8. When a student is restricted to study hall they are not allowed to leave for any reason unless they have a pre-signed pass to work with a specific teacher that they owe work for.
9. No one will be allowed to leave 5 minutes before the end of the period for any reason.
10. All students may be placed in assigned seats by the monitor. If this is not effective they will be sent to the office for disciplinary action.

Consequences

All students are expected to follow these reasonable expectations. Violation of these expectations will result in the following progressive discipline:

1. First violation – Warning and completion of “**Making Better Choices Form**”.
2. Second violation – 1 after school detention and call home.
3. Third violation - 2 after school detentions and call home.
4. Fourth violation – Four (4) after school detentions and call home
5. Fifth Violation – One day of ISS, two (2) after school detentions, and call home
6. Sixth violation – Principal's decision

Lunch Detention

1. Students assigned to lunch detention will bring the following: homework, an agenda, a writing instrument, and an outside reading book.
2. Students will be on time. Students assigned to lunch detention will report first to the lunch detention room. Students will be escorted to and from the cafeteria.

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3. Students will be placed in assigned seats. If this is not effective, or student refuses, they will be sent to the office for disciplinary action.
4. Lunch detention should be a quiet and orderly environment.
5. Students who forget or refuse to attend lunch detention will face further disciplinary action.

Attendance

Absences

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

Skip Days: Occasionally students get together and organize a day or part of a day off from school. The DeRuyter Central School District does not condone these activities. Students participating in such activities will be subject to sanctions for truancy as outlined in the Code of Conduct.

From School

If a student is going to be absent from school a parent/guardian should contact the attendance clerk at 852-3418. If the school does not hear from a parent/guardian an attempt will be made to contact them to ascertain the reason for the absence.

Upon returning to school, students should report directly to the Attendance Office to present an excuse and obtain a re-admission slip. Written excuses for absences are due the day a student returns to school. The following are “legal” excuses: personal illness, death in the family, doctor’s or dentist’s appointment, court appearance, and religious observation. College visitations, when arranged with your guidance counselors, are allowable. Other absences are considered illegal by the State of New York and by our Board of Education.

From Class

Class attendance is essential for success. Research shows attendance is a direct indicator for academic success. Active participation is an important aspect of our educational program and when students are not in attendance they are losing valuable learning. In order to address this serious issue the following procedure has been put into place:

- 9 class absences: Written notification to parents and conference with student
- 18 class absences: Parent conference with written notification
- 27 class absences: Parent conference with written notification
- 36 class absences: Parent conference with written notification

When a student exceeds 36 absences enough classroom time has been missed to support lack of credit. Class absences for any reason will be counted against the 36. These include but are not limited to: all legal absences, field trips, sporting events, nurse’s office, college visits, student council, national honor society, musical practices, and CCYL activities.

From BOCES Occupational Education classes

1. Students attending occupational education courses at BOCES are subject to all BOCES rules and procedures regarding attendance and behavior, as well as the rules of DeRuyter Central School.
2. Students who miss the BOCES bus will report to the Principal’s Office and will be disciplined

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3. If a pattern of illegal absenteeism develops, the student may be dropped from the BOCES program.

TARDINESS

To School

All students are expected to be in school and in class, on time, all days that school is in session. Any student not in his/her assigned homeroom or first period class at the start of the scheduled school day is considered either absent or tardy. If a student arrives at school after 1st period has begun, he/she should report immediately to the High School office to sign in. A written excuse is required explaining why the student is late. If the student does not have an excuse explaining his/her tardiness, he/she must submit a note from his/her parents/guardians the following day explaining the reason for his/her tardiness. The Tardiness or absence will be treated as illegal until a note is received documenting a legal excuse.

To Class

A student entering class after the bell rings is late. If a student is tardy to a class 3 times or if a student misses more than 10 minutes of a class he/she will be considered to have accrued 1 absence for that class.

For every 3 times a student is late to class or absent from school without a legal excuse the following disciplinary actions will be taken:

- 1st Offense - warning by Principal and law and school policy explained
- 2nd Offense - Two (2) detentions at lunch time and parent notification
- 3rd Offense - Two (2) detentions after school and parent notification
- 4th Offense - Four (4) detentions after school and no participation in next contest/activity and parent notification
- 5th Offense - One (1) day ISS AND two (2) detentions after school; will miss at least next contest/activity
- 6th Offense - Principal's Decision

LEAVING THE BUILDING

Students who need to be excused from school are to bring a written excuse to the Attendance Office before the beginning of the school day. The excuse must state the reason and time being excused. The dismissal time will be noted on the absentee sheet. Students will be dismissed from school for legal reasons: medical appointments, court appearances, and legal matters. Arrangements must be made with the Guidance Counselor, parents, employer, and the Principal for school release for employment. BOCES releases need home school, BOCES, and parental approval.

In case of emergency, the nurse may excuse students if the Principal is not available.

1. Students who wish to leave the building must first sign out in the Attendance Office. They must show written excuse from home or from the Health Office before leaving. Returning to school after an appointment, students must sign in at the Attendance Office and get a pass to return to class.

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2. Students may not leave the school property without approval by the Principal, Dean of Students, or School Nurse.
3. Leaving the school building or property without authorization is a serious offense and may result in suspension.
4. Senior National Honor Society members in grades 10-12 have the privilege of leaving school to go to Sal's for lunch Tuesday through Friday. Members of the Junior National Honor Society may have lunch at Sal's on Thursdays only. The following rules apply:
 - a. Sign out in Attendance Office.
 - b. Travel on foot. No vehicle may be used.
 - c. If a student returns late
 - i. The first time they lose the privilege for one month
 - ii. A second time they lose the privilege for the rest of the school year
 - a. Food is to be eaten at Sal's!

TRANSPORTATION

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

Bus Rules

- 1) Be ready to board the bus quickly and safely, when it arrives.
- 2) Students must not enter or leave the bus, nor leave their seats, while it is in motion.
- 3) Upon entering or exiting buses, pass in front of the bus, not behind.
- 4) Occupy the seat assigned by driver, safely throughout the trip.
- 5) Head or arms must not be out the window at any time.
- 6) Swearing or other inappropriate language is not to be used.
- 7) The use of illegal substances is forbidden. The bus is school property.
- 8) Quarreling, fighting or rough play will not be tolerated.
- 9) Obey the bus driver, and help to keep the bus neat, clean, and safe.
- 10) Drivers will report discipline problems to an administrator and parent via a transportation discipline report.

Consequences of bus misconduct

Any inappropriate acts on the bus can cause harm or injury. The following consequences are put in place as guidelines and are subject to change depending on the conduct and act. Actions that place the driver or other students in danger will result in suspension in or out of school.

- | | |
|-------------------------|--------------------------------------------------------------------------|
| 1 st Offense | Warning to student and completion of <u>Making Better Choices</u> |
| 2 nd Offense | 2 days of lunch detention and contact home |
| 3 rd Offense | 2 days of lunch detention, 2 days after school detention, phone call |

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| | |
|-------------------------|------------------------------------------------------------------------|
| 4 th Offense | 3 day bus suspension, 2 days after school detention, parent conference |
| 5 th Offense | 5 day bus suspension, 2 day In-School-Suspension, parent conference |
| 6 th Offense | Principal's Decision |

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

The above may be increased depending on the severity of the offense.

Late Bus Procedures

On Tuesdays and Thursdays each week there is a late bus. The purpose of this bus is for students to get extra help, work on projects, and participate in school related activities.

To take the late bus a student needs to sign up with Mrs. Young in the main office no later than 2:00 p.m. This is to allow the scheduling of the appropriate number and size of buses.

The first time a student fails to sign up for the late bus or are not with a teacher from 3:04 p.m. to 4:10 p.m. he or she will receive a warning. If the problem continues to occur they may be denied transportation.

Bus Passes

Requests for bus passes or changes must go to the Attendance Office before 2:00 p.m. to effectively coordinate timely messages to the homeroom teachers, bus drivers, and parties involved.

Transportation to BOCES

- 1) Students travel to BOCES only by DeRuyter Bus.
- 2) No student will be permitted to drive a car to the BOCES Center during school hours without special permission from the parent and administration, and with prior permission from BOCES. Any car permission granted will extend to the driver only, for that day(s). NO STUDENT RIDERS WILL BE PERMITTED.

Transportation to Special Events

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

Student-Driven Vehicles

Students requesting permission to drive to school must obtain a permit from the Principal to register their vehicle and park on school grounds...(or fair grounds). Grade 12 students only may park in the 10 spots between the red barn and District Office on a first come-first serve basis. Applications for these permits will be distributed on a needs basis. Seniors are given priority. Other grade 12 and grade 11 students, with registered vehicles, may park at the fair grounds. All students using the fair grounds must complete the parking permit for approval. Students who drive in an unsafe manner on or around school

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property will lose privileges and may face arrest. The north parking lot and south lot are reserved for staff only.

NOTE: If you do not receive a parking permit, you cannot park on school property.

ATV's, snowmobiles, motorcycles, and all other such motor vehicles are prohibited from school property, including fields.

Field Trips

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

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

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

Promotion Policy for Grades 9 – 12

In order for promotion to take place, students in grades 9-12 must be in good academic standing.

A grade of 65 or better is required to receive a passing grade and course credit toward graduation. Any student who fails a class will be encouraged to retake the course in summer school.

Outlined below are the criteria for promotion to that grade level:

Grade 9 – Satisfactory completion of eighth grade course work, and /or faculty recommendation and approval of Principal.

Grade 10- Satisfactory completion of 5 units of instruction of which the student must have 1 unit each of English and Social Studies.

Grade 11 – Satisfactory completion of 11 units of instruction of which the student must have 2 units each of English and Social Studies and 1 unit each of Mathematics and Science.

Grade 12 – Satisfactory completion of 16 units of which the student must have 3 units each of English and Social Studies and 2 unit each of Mathematics and Science.

Note: For special circumstances these criteria may be modified with the concurrence of Guidance and Principal.

Selection of Valedictorian and Salutatorian

Criteria listed below will be used to determine the valedictorian and salutatorian of the senior high school(s) of the DeRuyter Central School District.

1. The Valedictorian of DCS will be the student with the highest cumulative grade point average at the end of 7 semesters (January of the Senior year).

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The CGPA will be calculated using all credit bearing courses. Each course will be weighted equally.

2. The Salutatorian of DCS will be the student with the second highest cumulative grade point average at the end of 7 semesters.
3. An eligible student must attend the DeRuyter Central School District for a minimum of three (3) full academic years, prior to graduation, from grades 9 through 12.
4. Student must be enrolled as a full-time student at the time of graduation.
5. Only the average of grades earned in the DeRuyter Central School District through January of the senior year will be used to select the final candidate. (Course credits earned in other high schools, in summer schools other than those conducted by DeRuyter Central School District, and post high school college credits will not be used in determining the final selection of a valedictorian or salutatorian.)
6. Eligibility will not be restricted in any way by virtue of the type of courses undertaken by the students.
7. The valedictorian and salutatorian will be afforded the opportunity to speak at commencement. This does not eliminate other students as determined by the school administration from speaking at commencement, i.e., senior class president, president of student association, etc.

School Dances/Activities

Attendance

- 1) Attendance is limited to currently enrolled DeRuyter Central School students in specifically identified grade levels.
- 2) No student will be allowed to enter more than one half hour after the event/activity has started without prior permission.
- 3) Any student leaving will not be allowed to return to the dance/similar event. The student who leaves early will have to sign out at the door.
- 4) In events for younger secondary students, no student (grades 6-8) will be allowed to leave prior to the time scheduled for the event to end, unless the student has permission from a chaperone, or from his/her parents who will be appearing in person.

Students Barred from the Event/Activity

- 1) Any student suspended (ISS or OSS) from school at the time of the event.
- 2) Students not in attendance at school the day of the event/activity or those students who were illegally tardy.
- 3) Students restricted from activities including those on the Fail-2 List.

Guests, Individuals Who Are Not Students at DeRuyter

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- 1) Requests for guest passes must be submitted to the Principal by noon on Thursday for dances that are to be held on Friday or Saturday. A list of students bringing guests will be available for the chaperones at the door.
- 2) Guests are expected to arrive and leave the dance with the DeRuyter student and to follow all school rules and policies.
- 3) DeRuyter students who appear at a dance with unexpected guests will not be allowed to enter the activity while the guests remain on school property.

Visitors and Guests

In accordance with the law, all visitors must report to the High School Office, sign in, and receive approval by the Principal for a pass. Violators may be charged with criminal trespass. No student is allowed to bring small children to school, and as a general rule, no guests are allowed during the school day.

OFFICE COMPUTERS- NO STUDENT USE

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

Rules for student use of the LMC:

Students signing out of study hall to the LMC are expected to have a specific reason for needing to use the LMC. As there will be no more than 15 students in the LMC at a time, students who need to access resources in the LMC should be given priority for signing out.

General Behavior and Noise: The LMC is a place for research, learning, and study. Work-related conversation occurs at a reasonably quiet level. All students are expected to be respectful of the LMC staff and the people using the Center. Students choosing other behaviors will be given one reminder before being asked to leave the LMC.

Students who repeatedly refuse to respect the LMC guidelines will be restricted from using the LMC.

Borrowing Materials: All books, magazines, and videos are part of our computer-automated circulation system. Each item has a bar code that must be scanned at the circulation desk before it can be borrowed. Every student and faculty member has an assigned bar code number.

Loan Periods

- 1) ONE WEEK: Books - Fiction, Story Collection, Non-Fiction, Biographies
- 2) OVERNIGHT: Video tapes
- 3) Reference and Computer-based Materials DO NOT CIRCULATE

Overdue or Lost Materials: Borrowed LMC materials must be returned when due in order to continue your use of the LMC. Lost materials will result in a fee to cover their replacement.

Student Activity in the LMC: The LMC is for learning opportunities. Student work in the LMC will require LMC resources for its completion.

LMC computers are tools for research and reports and not to be used for entertainment. Students using the INTERNET must adhere to the DeRuyter Central School District INTERNET POLICY.

Students involved in research projects and quietly focused in leisure reading are welcome users.

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Students may access the LMC only by a written pass from students' subject teacher or LMC staff. Classes using the LMC may limit the access of the LMC to study hall students. The Library Media Specialist will arrange access numbers with study hall supervisors.

Classes going to the LMC: Teachers are encouraged to bring class groups to the LMC for project work. Scheduling arrangements need to be made with the Library Media Specialist to make sure space is available for the group. Please provide at least one days advance notice.

TEXTBOOKS

The school furnishes textbooks to all students. With proper care, textbooks are intended to last for over 5 years. Unreasonable damage to textbooks will result in fines up to the replacement cost of a new textbook. So please use paper book covers whenever possible to preserve our books.

APPROPRIATE USE OF COMPUTERS

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. It is the intent of the Board of Education to make Internet access available to students to further educational goals and objectives by granting students the opportunity to utilize vast information resources and collaborate with other students, educators, professionals and experts throughout the world.

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

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

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

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

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

Consequences

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

WORKING PAPERS

Working papers (employment certificates) may be obtained from the secondary secretary upon completing an application and a physical examination form that must be signed by your doctor. Instruct your employer to keep your employment certificate to return to you at the end of your employment.

RULES FOR FOOD AND DRINK

Glass Bottles and Reseal able Containers

Neither glass bottles nor reseal able containers are permitted in the building, on the grounds or buses.

Candy and Sugared Foods/Beverages

No candy or sugared foods may be consumed or sold before any students' lunch time, per NYS regulation. Fund raising activities must abide by this.

Food in School

No food will be taken from the cafeteria unless under the direct supervision of a staff member. Food brought from home or purchased in the cafeteria is to be consumed in the cafeteria. Students are not allowed, under any conditions to consume food or drink in the hallway.

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Cafeteria Procedures

All food is to be consumed in the cafeteria. Exceptions will be made for special events with prior permission for the appropriate Principal.

Breakfast is from 8:05 until the bell at 8:20. Students who come to the cafeteria are expected to remain until 8:20 unless they have a pre-signed pass from a teacher.

Staff should be extra vigilant at the end of lunch as this is usually when things are thrown or trouble begins (i.e. pushing and shoving).

Seniors and 8th graders are seated on the stage and each class decides about allowing non-seniors or 8th graders to join them.

All students should enter the kitchen through the entry off the hall to purchase any food. (Students entering from the cafeteria cause traffic problems and make it more difficult to monitor student activity.) Thefts occur as a result of this confusion!

Students are allowed to mingle and are not required to seek permission to move around. However, they may not leave the cafeteria without permission.

Unruly students may be assigned specific seats at staff's direction. They are not to move without permission.

Students should be encouraged to return trays, etc. as soon as they are finished eating – this avoids overload at the dishwasher and long lines disposing of trash, and also minimizes silverware and dishes lost in the trash bin.

General rules of school conduct prevail. Students observed throwing food or trash should be sent to the Main Office for discipline.

LOCKERS

Lockers, desks and other such storage spaces remain the exclusive property of the school, and that students have no expectation of privacy with respect to these areas (People vs. Overton).

Problems with your locker should be reported to the Main Office. Students assume responsibility for any lost articles from, or damage inflicted to their lockers. Do not give your locker number/combination to other students. Do not leave money or other valuables in your locker. **Lock your locker!**

Lockers provide each student a personal place for his/her books and street clothes. The lockers should be used only as needed during passing times. It is your responsibility to come to class and study hall prepared.

ESSENTIAL PARTNERS

Parents

- a) All parents are expected to:
 - i) Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
 - ii) Send their children to school ready to participate and learn.
 - iii) Ensure their children attend school regularly and on time.
 - iv) Ensure absences are excused.

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- v) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- vi) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- vii) Know school rules and help their children understand them.
- viii) Convey to their children a supportive attitude toward education and the district.
- ix) Build good relationships with teachers, other parents and their children's friends.
- x) Help their children deal effectively with peer pressure.
- xi) Inform school officials of changes in the home situation that may affect student conduct or performance.
- xii) Provide a place for study and ensure homework assignments are completed.
- xiii) Participate in school activities/ programs to the greatest extent possible.

Teachers

- b) All district teachers are expected to:
 - i) Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
 - ii) Be prepared to teach.
 - iii) Demonstrate interest in teaching and concern for student achievement.
 - iv) Know school policies and rules, and enforce them in a fair and consistent manner.
 - v) Communicate to students and parents:
 - (1) Course objectives and requirements
 - (2) Marking/grading procedures
 - (3) Assignment deadlines
 - (4) Expectations of students
 - (5) Classroom discipline plan
 - vi) Communicate regularly with students, parents and other teachers concerning growth and achievement.
 - vii) Develop classroom routines that support school rules and regulations.
 - viii) Work closely with support staff in order to assist students exhibiting disruptive behavior.
 - ix) Inform administration of students exhibiting disruptive behavior and keep administration apprised of developments.

Pupil Personnel Services

- c) Pupil Personnel staff are expected to:
 - i) Assist students in coping with peer pressure and emerging personal, social and emotional problems.

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- ii) Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- iii) Regularly review with students their educational progress and career plans.
- iv) Provide information to assist students with career planning.
- v) Encourage students to benefit from the curriculum and extracurricular programs.
- vi) Provide to staff essential information on the needs of individual students.

Building Administration

- d) Building Administrators are expected to:
 - i) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
 - ii) Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of issues.
 - iii) Evaluate on a regular basis all instructional programs.
 - iv) Support the development of and student participation in appropriate extracurricular activities.
 - v) Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

Superintendent

- e) The Superintendent is expected to:
 - i) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
 - ii) Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

Board of Education

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

DRUG AND ALCOHOL ABUSE POLICY

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

- 1) All school staff that suspects a student of misuse of drugs or alcohol on school property will report it to the Principal, or Dean of Students immediately and relate in confidence the facts concerning the case.

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- 2) The Principal, or Dean of Students will conduct an investigation into the matter and document all information obtained.
- 3) The Superintendent or principal will call a Law Enforcement Agency and the parents of the student if the information appears to be substantial that a crime has been committed.
- 4) The law enforcement agency will conduct their own investigation and gather evidence to discover if a crime has been committed and proceed to court at their own discretion. (If student is under eighteen years of age, the parent will be in attendance during the interview with the student if conducted on school property.)
- 5) The school administration will use such form of punishment as is deemed necessary and advisable for violations of the law and school rules and regulations such as out of school suspension, in-school suspension, etc., but in all cases will attempt to find help through social agencies and the parents for the offenders.

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

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

If the student is found to have alcoholic beverages in his/her possession on school property, he/she will:

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

If the student is found to have illegal drugs in his/her possession on school property, he/she will:

- 1) Have his/her parents called to come to school immediately
- 2) Be turned over to the appropriate law enforcement agency
- 3) Be immediately suspended from school for five days
- 4) Attend an informal superintendent's hearing prior to return to school

If a student is found to have in his/her possession drugs which are not classified as illegal and are not prescribed by a doctor for the student's consumption during school hours, the building administrator may do any or all of the following:

- 1) Have his/her parents called to come to school immediately
- 2) Be turned over to the appropriate law enforcement agency
- 3) Be immediately suspended from school for up to five days
- 4) Attend an informal superintendent's hearing prior to return to school

If the student is apprehended a second time for possession of drugs or an alcoholic substance, the superintendent will formally suspend that student as follows:

- 1) If the student is 16 years of age or older, the suspension will be until the end of the school year with a minimum of twenty (20) days if at the end of a school year.

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- 2) If the student is under 16 years of age, he/she will be immediately removed from formal classroom instruction in the home school for the rest of the school year and assigned home tutoring.

Any student under the influence of drugs or alcohol will be:

- 1) Suspended immediately for five days
- 2) The parents requested to come and get the student immediately.
- 3) The Principal may require a Superintendent's hearing if it is deemed warranted for further disciplinary action.

SMOKING POLICY (Amended: October 27, 1994)

The DeRuyter Central School District is committed to providing a smoke-free environment in all District buildings and grounds. To achieve this goal and to comply with both federal and state laws regulating smoking, the Board of Education has adopted the following smoking policy:

No person shall smoke in any District building or structure, or on District grounds. For purposes of this policy, District grounds include the surrounding outdoor grounds contained within the legally defined property boundaries on which any building or structure used by the District for pre-school, nursery school, elementary or secondary school purposes is located. In addition, no person shall smoke in any vehicle used to transport students or school personnel.

This policy applies to all persons including, but not limited to, school officers, administrators, employees, students and visitors. The Superintendent is directed to establish procedures to implement this policy.

Smoking or possession of tobacco products or paraphernalia on school grounds or at school functions obtains suspension.

Any violation of this policy is subject to disciplinary action in accordance with school board policies and regulations, applicable collective bargaining provisions, and/or federal or state law.

STUDENT SMOKING, or possession or sale of tobacco products or paraphernalia: Disciplinary Consequences:

1st - 2 days (ISS 1/OSS 1)

2nd - 3 days (2 OSS, 1 ISS)

3rd - 5 days out; Superintendent Hearing; possible dismissal

4th - removed from school grounds for year (home tutor)

NON-EDUCATIONAL ARTICLES IN SCHOOL

Articles disruptive to the learning process have no business in schools. Radios, walkmans, MP3 players, boom boxes, headsets, beepers, cellular phones, electronic games, squirt guns, whistles, cards (trading and game), etc. are examples of items that are disruptive to the educational process. It is highly recommended that these articles not be brought to school. In the event that a student chooses to bring them, they must be stored in the student's locker during the school day, and any items not will be confiscated. If students choose to bring them to school, they do so at their own risk. The first time not stored properly, such equipment will be held until the end of the day in the High School office and then returned to the student. Subsequent times it will be held until a parent or guardian comes into school to retrieve it. Students who attend BOCES programs or away athletic contests may be given permission by

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a driver or chaperone to bring electronic devices on the bus. If such permission is given, the use of these devices should be limited and not distract the driver, chaperones, or other riders.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building Principal, the Principal's designee or Superintendent.

All district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary action.

The building Principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order of security of a school as soon as practical, but in no event later than the close of business the day the Principal or designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

PERMISSIBLE PENALTIES

Violations of the Student Discipline Code usually obtain a warning; followed by lunch detention; followed by PM detention; followed by suspension depending on the severity of the misconduct; including: class disruption, name calling, swearing, cafeteria misconduct, rough housing, bus misconduct, cheating, and homework problems. Endangerment, assault, harassment, truancy, blatant insubordination, or abusiveness to student/staff may obtain in school or out of school suspension of 1 - 5 days on the first offense.

Depending upon the nature of the violation; it is the intention of the Board of Education that student discipline be progressive, (i.e., a student's first violation should merit a lighter penalty than subsequent violations). It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty.

INITIATION OF STUDENT DISCIPLINE PROCEEDINGS

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

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

Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

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

Detention

Teachers, Dean of Students, Principal and/or the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents will be notified that after school detention has been assigned prior to a student attending. Detention will be scheduled on Tuesdays and Thursdays with transportation home.

Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building Principal or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building Principal or the Principal's designee to discuss the conduct and the penalty involved.

Suspension from athletic participation, extra curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher when possible.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to

discuss the conduct and the penalty involved.

Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to three days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a discipline referral form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the discipline referral form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee and the teacher to discuss the reasons for the removal.

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

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If, at the informal meeting, the student denies the charges, the teacher must explain why the student was removed and give the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

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

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the Chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

Suspension From School

Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendations or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record for the subsequent presentation, if necessary.

Short-term (5 days or less) Suspension From School

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct,

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the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents 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 reasonable at the last known address for the parents. Where possible, notice should also be provided calculated to assure receipt of the notice within 24 hours of the decision to propose suspension 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 of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably 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 Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) Suspension From School

When the Superintendent or building Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commis-

sioner within 30 days of the decision.

Permanent Suspension

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

MINIMUM PERIODS OF SUSPENSION

Students who bring a weapon to school:

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

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

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

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

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

Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may

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consider the same factors considered in modifying a one-year suspension for possessing a weapon.

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

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

REFERRALS

Counseling

The Guidance Office shall handle all referrals of students to counseling.

PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent is required to refer student's age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Alternative Instruction

When a teacher removes a student of any age from class or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Authorized Suspensions or Removals of Students with Disabilities

For purposes of this section of the code of conduct, the following definitions apply.

1. A “suspension” means a suspension pursuant to Education Law § 3214.
2. A “removal” means a 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 or herself or others.
3. An “IAES” means a temporary educational placement 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, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

The Board, the District (BOCES) Superintendent of schools or a building Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or

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sells or solicits the sale of a controlled substance while at school or a school function.

“Weapon” means the same as “dangerous weapon” under 18 U.S.C. § 930(g) (w) as defined in the front of this document.

“Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

“Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

Change of Placement Rule

A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:

1. For more than 10 consecutive school days; or
2. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

Special Rules Regarding the Suspension or Removal of Students with Disabilities

The district’s Committee on Special Education shall:

1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.
2. If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

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3. If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.
4. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:

1. Conducted an individual evaluation and determined that the student is not a student with a disability, or
2. Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension

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of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

Expedited Due Process Hearings

An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

1. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the term of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
2. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

During the term of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

If school personnel propose to change the student's placement after expiration of an IAES placement, during the term of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is reported.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the Superintendent, building Principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

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

Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause — not simply reasonable cause — to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The building Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is

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turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- 1) A search or an arrest warrant; or
- 2) Probable cause to believe a crime has been committed on school property or at a school function; or
- 3) Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

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

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

CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his or her designee. The Principal or his or her designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the central facility control point upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the central facility control point before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings, plays, sporting events or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. Prior to going to a classroom everyone must report to the appropriate Principal.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. The district does not normally allow students to bring visitors to the school as it can cause a disruption to the normal school day.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

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1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Threaten to cause harm using a weapon not in possession of the student.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection, arrest, and/or long term suspension from the property.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

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5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The Building Principal, Dean of Students or his or her designee shall be responsible for enforcing the conduct required by this code.

When the Building Principal, Dean of Students or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal, Dean of Students or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal, Dean of Students or his or her designee 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 Principal, Dean of Students or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

HEALTH SERVICES

School Nurse - Telephone 852-3420

The school nurse is responsible for the health and safety of all students at DeRuyter Central School. When a student needs medical attention, he/she is sent to the school nurse for treatment. All student medications must be brought to school by a responsible adult in original container with the doctor's administration orders, with a signed parent permission note and the student's name, dose, and time for administering. They are kept and administered only by the nurse. No medication, including inhalers, or aspirin, may be kept in lockers. Inhalers for asthma may be carried by the student, but must be registered with the nurse. Should an accident/injury occur, the nurse will call parents and provide the necessary accident and insurance papers. If the student belongs to the Student Medical Services, he/she may be referred to that office for further evaluation.

Student Medical Services - Telephone 852-3423

Comprehensive health care is available to all students who attend DeRuyter Central School. The services are provided by a nurse practitioner, a licensed practical nurse, nutritionist, psychologist and a part-time family physician through a grant funded by the New York State Department of Health. Students must have a parental consent form signed to receive services. Usually, a visitation to the school nurse occurs before use of S. M. S.

Services available are: treatment of acute illness, follow-up of chronic illness, physical exams, nutritional counseling and psychological counseling. There is no financial requirement and there is no fee for services at the school. However, if your family has medical insurance, your insurance company will be involved as the primary carrier.

Services are available Monday through Friday, 8:30 AM to 3:30 PM during the school year, and the office is located across from the cafeteria. Students should make appointments for non-emergency visits during free periods and lunchtime so as not to interfere with class attendance.

Accidental Injury

Injured students must report their problem immediately to the staff member in charge, followed usually with a further visitation to the school nurse. It is required that a staff member file an accident report on the day the accident occurs to expedite the record process.

Illness

If during the school day a student becomes too ill to continue attending classes, he/she should report to the nurse's office. Whenever possible, students should inform their classroom teacher that they are ill prior to going to the health office. In case of emergency, students should report directly to the health office. Parents will be contacted before students are sent home during the school day. Parents are asked to report to the main office to sign in and pick up the student. NOTE: Even students in the Student Medical Services Program should report to the nurse first. They will then be referred to Student Medical Services as appropriate.

DISSEMINATION AND REVIEW

Dissemination of Code of Conduct

The board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
4. Providing all new employees with a copy of the current code of conduct when they are first hired.
5. Making copies of the code available for review by students, parents and other community members.

The board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The board of education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

DeRuyter Central School

CODE OF STUDENT CONDUCT FOR ATHLETIC/EXTRA CURRICULAR PARTICIPATION

Participants in DeRuyter Central School sports and other extra-curricular activities become very special representatives for our school and community. Choosing to be a member of any group representing DCS is a privilege and creates valuable opportunities. It means accepting responsibilities and standards of conduct expected of our participating students. Beginning on his/her first day of participation, all participants are expected to follow the *Code of Student Conduct*, academic eligibility, and the expectations set forth in this document..

I. Permission Slip

In order for a student to participate in athletics, the parent/guardian and student must sign the attached permission information sheet and return it to the coach/advisor. Parents, your signature shows that you know how your student is expected to behave and the consequences of not doing so. A student may not participate without a signed permission slip.

II. School Attendance

Students are expected to be in school a minimum of 6 full periods (not including lunch) and have a legal, written, excuse for time missed in order to participate in any athletic/extra-curricular activity on that day. When presenting a legal excuse (personal illness, death in the family, doctor's or dentist's appointment, court appearance, and religious observation. College visitations, when arranged with your guidance counselors, are allowable as defined by NYS Education Department), the student will be allowed to participate subject to approval by the Athletic Director or an administrator. Any student who leaves school due to illness is not eligible for participation that day.

III. Activity Attendance

A. Tryouts:

Each team will conduct a 5 day tryout period.

1. After completion of a team's 5th day of practice, a student who quits a team cannot go out for another team that season.
2. During this 5 day team practice period, a student may choose to quit the first team for which they are trying out, and still go out for a different sport that season – required process:
 - a. The student must first directly tell the coach of this first team that he/she is quitting and what team they will be trying out for, and fill

out the appropriate form supplied to them by the coach. (Sample form attached at end of this document)

- b. The student must also directly tell and get the signature of Athletic Director.
 - c. The AD (or High School Principal) will, as soon as possible, so inform the coach of the team for which this student will be trying out.
3. Under such circumstances, a student does not get a second 5 day team practice period and may not try out for another team that season if they quit again.
 4. If a student wants to quit a team completely they must first have a meeting with the coach, and the athletic director.
 5. If the student does not attend the meeting they will not be allowed to participate in the next sport season.

Missing a practice or arriving late for a practice requires prior permission from the coach/activity advisor or Athletic Director, if the coach is not available.

Consequences – **1st offense** - warning and explanation with coach/advisor.

2nd offense - suspension from the next game/activity.

3rd offense – Coach and Athletic Directors decision.

Missing a game/activity requires prior permission from the coach/advisor or Athletic Director, if the coach is not available. If not excused:

Consequences - suspension from the next game/activity.

IV. Sports Physicals/Injuries

A. All students must have a complete physical examination performed by an accredited medical doctor, or authorized medical practitioner, and be declared fit for the particular activity prior to participating in the athletic activity.

No one may participate without a physical examination

B. Athletes/participants are responsible for reporting all injuries immediately to the Coach/Advisor.

C. If illness or injury causes an absence of five (5) or more consecutive school days, written permission from the student's doctor must be provided to our school nurse before participation can be resumed in athletic competition.

V. Training Regulations and Responsibilities

Student athletes/activity participants must abide by the New York State Public High School Athletic Association rules.

VI. Prohibited Substances

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

- A. Alcoholic beverages
- B. Tobacco
- C. Marijuana
- D. Abusive non-prescription drugs or use of performance enhancing drugs
- E. Narcotics-Barbiturates-Inhalants-Hallucinogens

Consequences

1st offense during a school year - Suspension from the team/activity group for 10 calendar days. There will also be a required conference with the student, parents, Athletic Director and Principal. Practice attendance is required, and the student will be referred to a counseling program.

2nd offense during a school year - Dismissal from sports/and all DCS extra-curricular activities for the rest of year conference to occur with student, parents Athletic Director and Principal. Mandatory counseling.

Note: In addition, school drug and alcohol policies and consequences also apply.

VII. Inappropriate Behaviors

Respectful, responsible behaviors are expected of all participants and athletes.

- a) Any action judged by the Coach/Advisor, Athletic Director or Principal to be contrary to the best interests of the team and the school will not be tolerated.
 - i) Copies of discipline referrals will be sent to the Athletic Director for code enforcement.
- b) Displays of un-sportsmanlike behavior will not be tolerated. Such displays may result in immediate loss of participation for the remainder of the event and depending on the severity, loss of participation in all extra-curricular activities.
- c) Foul, vulgar language and gestures will not be tolerated.

Consequences

Disciplinary action will include: warning and/or loss of participation in activity - based upon severity of incident.

- | | |
|--------------------------|-------------------------------------------|
| 1 st offense: | Warning discussion with coach. |
| 2 nd offense: | Loss of 1 activity. |
| 3 rd offense: | Suspension from activity/team for season. |

NOTE: An extreme display of inappropriate behavior may result in school suspension or dismissal from the team/activity subject to the judgment of the Coach/Advisor, Athletic Director, and the Principal.

VIII. Academic Eligibility

- A. All participants are expected to strive for their personal best in classroom activity.
- B. Students on the Fail Two list may pick up a sign off sheet from the high school office starting at noon of the fifth day of ineligibility. This form must be completed in its entirety to return to active participation. Students who fail to turn the completed form into the Principal by 3:10 will be ineligible for that evening.
- C. Rules and consequences for academic eligibility will follow the student handbook, including the passing/failing of courses.
- D. Fail 1
 - 1. Any student in grades 6-12 who is failing one course will be restricted to study hall for a minimum of 5 weeks.
 - 2. Restricted from computer use without a signed pass from a teacher.
 - 3. Mandatory attendance at after school study skills excluding game days for athletes.
 - 4. Must bring signed release from study skills monitor to participate in the day's practice.
- E. Fail 2
 - 1. Mandatory attendance at after school study skills.
 - 2. Must bring signed release from study skills monitor to participate in the day's practice.

IX. Suspension from School

Students suspended in or out of school have demonstrated a lack of respect for the rules and expectations of school. Participating in extra curricular activities carries a higher level of expectations. Students suspended will follow the guidelines below.

1. A ½ day or greater of in school suspension will result in the loss of 1 day of practice and 1 day of contest participation for that offense.
2. Out of school suspension will result in the loss of 2 days of contest participation, after the suspension has been served, for that offense.

NOTE: Extreme behavior or a history of poor behavior may result in the loss of all participation privileges.

X. Team Dismissal

Dismissal from a team ends the participation of a student for that season with that or any other team.

XI. Uniforms

- A. All equipment must be returned within one week after the end of team/activity involvement in the condition it was assigned (with wear from normal use allowed).
- B. Articles not returned or damaged will result in a charge to the participant/parent/guardian for the replacement cost of the article.
- C. Failure to turn in equipment or pay assessments will result in being restricted from all extra-curricular activities and assigned lunch detention until the account is settled.

XII. Bus Travel

- A. All team/activity participants ride to and from games/activities with other members on the school bus.
- B. Parents/Guardians may, with appropriate notification to the Coach/Advisor, provide a ride home for their own student. For extraordinary circumstances, other arrangements need to be coordinated in advance with the principal and athletic director.
- C. For all other circumstances other arrangements need to be approved, prior to the event, with the principal or the athletic director.

XIII. Appeal Process

NOTE: Students will not participate in sports/activities during appeal process.

Any consequence resulting from the application of Parts I through XII of the Student Conduct Code may be appealed using the following process:

Stage 1 - Student meets with the Coach and Athletic Director or Advisor and Principal to discuss the situation and consequences. Parents are invited.

Stage 2 - Student to request a meeting with all concerned parties with the Superintendent to grieve an unsatisfactory Stage 1 decision. The request must be written, enumerating the specific points upon which the appeal is based. The Superintendent will respond as soon as possible within five (5) days of receiving the written request to arrange for a meeting. Superintendent's decision is expected within 5 days after the meeting.

Stage 3 - Appeal of the Stage 2 decision to the Board of Education may be by written request describing specific points of contention. The decision of the Board of Education will be determined at the next scheduled Board of Education meeting.

Stage 4 – Appeal of Stage 3 is an appeal to the Commissioner of Education

Guidelines for Fail 1 and Fail 2 lists for Students in Grades 6 – 12

In accordance with our Student Handbook procedures, the following guidelines and restrictions will be in place for students who are not meeting minimum standards.

- Every 5 weeks teachers will calculate averages. Students and parents falling under the Fail 1 or Fail 2 list will be notified.

Fail 1

- Any student in grades 6 –8 who is failing one course will be restricted to Study Hall for a minimum of 5 weeks.
- Restricted from computer use without a signed pass from a teacher.
- Mandatory attendance at after school study hall on Tuesdays and Thursdays.
- Students in grades 9 – 12 are not affected by the Fail 1 list.

Fail 2

Students in grades 6 – 12 who are failing two or more courses fall under the following:

- Restricted to Study Hall for a minimum of 5 weeks. Only those students who bring a pre-signed pass from a teacher will be allowed to leave Study Hall. This restriction stays in effect for the entire 5-week period.
- Restricted from computer use without a signed pass from a teacher.
- Mandatory attendance at after school study hall on Tuesdays and Thursdays.

- Restricted from attending any after-school activity.
- Students participating in extra curricular activities will be ineligible from attendance and/or participation for a minimum of five days. Students will be allowed to attend practice, but will NOT attend contests. Students who do not attend the mandatory study hall will not be allowed to practice on that day and the next.

Return to Eligibility

Student in grades 6 – 12 can return to eligible status under the following conditions:

- At noon on the 5th day of ineligibility students may pick up a return form from the High School Office. All academic teachers certifying his/her current academic standing must sign the form. This form must be returned to the High School Office and signed by the High School Principal in order to return to eligible status.
- Students must not be failing two or more subjects to return to eligibility.
- Students who have their form returned and signed by the Principal by 3:10 PM will be eligible for activities that day.
- Students who return to eligible status are still restricted to Study Hall.
- A student may be placed back on the Fail 2 list if his/her grades fall below passing.
- Passing for grades 6 – 8 is 70% and for 9 – 12 is 65%.

Students Barred from the Event/Activity

- 1) Any student suspended (ISS or OSS) from school at the time of the event.
- 2) Students not in attendance at school the day of the event/activity or those students who were illegally tardy.

Students restricted from activities including those on the Fail-2 List.

DeRuyter Central School

**INTERSCHOLASTIC ATHLETICS/EXTRA-CURRICULAR ACTIVITIES
PERMISSION SLIP**

Name of Student _____ Sport/Activity _____

For the PARENT/GUARDIAN:

I have read and understand the Student Conduct Code including “Athletic/Extra-Curricular Participation” (pages 12-18) describing what is expected of DCS student to participate in athletics and extra-curricular activities and the consequences of choosing behaviors that fail to uphold those expectations.

I give my permission for my son/daughter to participate in the sport/activity named above.

Date

Print Parent/Guardian Name

Parent/Guardian Signature

For the STUDENT:

I have read the Student Conduct Code and the Academic Eligibility requirements in the Student Handbook and understand the following:

- * As a DCS student I will behave according to the expectations described therein.
- * The Conduct Code applies at all times during participation.
- * If I choose to disregard any of these expectations I know the resulting consequences of my actions.

Date

Student Signature

MEDICAL and COMMUNICATIONS INFORMATION

Parent/Guardian Telephone (Home) _____

(Work) _____

Doctor's Name and Telephone

In case of emergency, if possible, the hospital I want my child transported to is:

Allergies to medications:

My child has the following medical condition that I want the Coach/Activity Advisor to know about:

(For example - asthma, allergic to bee stings, old injuries, etc.)

